

Enfield Primary School OSHC

Vacation Care Program Information



School Holidays



5th July – 16th July 2021

BOOKINGS OPEN NOW!

New families enrolling to the service additional enrolment forms need to be completed. All cancellations made after 25th June will incur an absent fee. Bookings will be taken on a first come, first served basis as bookings may fill prior to closing date.

Our service is registered with Centrelink, if you are eligible, you will be able to claim Child Care Subsidy on your fees. For further information visit <https://www.education.gov.au/new-childcare-package-frequently-asked-questions>.

Closing Date for Bookings
By 6pm, Friday 25th June



Personal Belongings



Please leave all toys and precious items at home (including mobile phones) as they may be lost, broken or taken.

NO responsibility will be accepted for children's property brought to the centre



KEY INFORMATION:

Hours of Operation: **7am – 6pm Monday to Friday**
Closed Public Holidays and selected period over Christmas.
Late fee applies for any child picked up after 6.00pm closing, \$15.00 for first 15minutes, thereof will be charged \$1.00 per minute, without any exceptions.

Booking Details: To avoid disappointment, get your booking in early. Choose your days and fill in the booking/authorisation form attached. **YOU MUST ALSO PAY TERM FEES** before bookings are accepted, unless you have entered into a payment schedule and forms completed. **Pay \$10 per booking deposit X number of days required**, plus any additional costs, this will be credited to the closing balance of your vac care account. All New families enrolling in addition to the vac care enrolment, a separate **OSHC enrolment form** must be completed. **This form is available in OSHC.**

Booking Dates: In line with Enfield OSHC Booking Policy, Vacation Care bookings will only be accepted if your account is up to date for Vac Care, BSC & ASC. **Closing date for bookings, Friday 25th June.** NO further bookings will be taken after this time.

Payment Options: **ACC Name: Enfield P.S. BSB: 105 – 096 Account No. 064122040.**
Reference Details: Childs Name/Vac care. **EFTPOS-** Pay with Debit or Credit Card in OSHC room or front office of the school or via the QKR App.

Daily Fees: **The cost shown is Before Any Childcare Subsidy Rebates which reduces these costs.** *Government subsidies up to 85% may apply* **\$58.00** per day centre home days/ **\$62.00** per incursion days / **\$66.00** per excursion days.

Payment of Fees: You will be billed through our **weekly billing cycle**. A statement detailing fee, Childcare Subsidy and payments will be emailed each Tuesday for the previous Week. ***Fees must be paid within 7 days.***

Cancellations of Bookings: Confirmed bookings after the closing date given are non-refundable. If your child is **absent** on any confirmed booking day, the fees from that day are non-refundable due to the fact that payment is made based on bookings and not attendance. All excursion/incursions and transport costs are paid in advance by the centre and staff are rostered according to bookings. **Allowable Absence will be charged to your account for non-attendance.**

Childcare Subsidies: **CHILD CARE SUBSIDY FOR REDUCED FEES:** Child Care Subsidy is a single, means-tested subsidy. To receive CCS, you need to complete a “Child Care Subsidy Assessment” task online through the **myGov** website using your Centrelink online account or through the Express Plus Centrelink mobile app to be assessed for CCS. Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction. Families will contribute to their child care fees and pay to the Service the difference between the fee charged and the subsidy amount. It is the family’s responsibility to ensure that your CCS details are up to date and correct. To find out more, visit **education.gov.au/childcare**

Excursions: We travel by Private Charter. Excursions may be cancelled if the forecast Temperature exceeds 36 degrees or if it is raining heavily alternative activities will be provided. **Children must arrive 30minutes prior to depart time** as stated on program. This allows educators time to talk to the whole group about:

- ✓ Safety issues & behaviour expectations.
- ✓ Organise that child have recess, lunch, water bottles & toileting
- ✓ Apply sunscreen & arrange child grouping.
- ✓ Allow time to answer children’s questions about the excursion/venue

Arrival/Departure: At the commencement of each morning, you are required to sign your child in through the **electronic attendance (IPAD)**. The child must also be signed out when collecting your child/ren and will not be allowed to leave the centre with any other person other than those Authorised on their OSHC enrolment form. Person’s unknown will be required to provide ID and must be 18yrs and over.

Food: Please send your child with adequate packed recess, lunch and water bottle each Day. We provide a light afternoon tea on excursion days, pending the timeframe upon returning to the Centre. Please provide extra snacks for morning and afternoon on these days! We provide breakfast until 8.15am. There is always water freely available for all children to refill their water bottle. If you **DO NOT** provide your child with lunch, one will be provided @ a cost of **\$5.00** which will be **billed to your account**. Food brought from home WILL NOT be cooked/reheated for children due to Occupational Health & Safety Regulations.

Dress Code/Sun Smart: Children are required to wear appropriate clothing. This includes comfortable shoes NO THONGS and dressed in appropriate seasonal clothing, i.e., tops with sleeves, no singlets or short tops, dresses or skirts. **SunSmart:** The program enforces “Sun Smart” practices. All children must wear the OSHC Program bucket hat when playing outside. These hats will be kept at the program. Sunscreen is provided and applied. **No Caps allowed** ‘NO HAT NO PLAY’




Electronic Devices: Specified times will be communicated with the children for playing electronic devices. This is to ensure children engage in other ‘social’ activities. Please leave all toys and precious items at home (including mobile phones) as they may be lost, broken or taken. **No responsibility will be accepted for children’s property brought to the centre, unless advised on the program as an activity.**

Jewellery: Children must not wear any kind of Jewellery i.e., watches, chains etc. Only studded earrings are acceptable. **No responsibility will be accepted for children’s property brought to the centre.**

Behaviour: Children must follow the rules and procedures of Enfield Primary OSHC. Consequences for inappropriate behaviour will be followed including discussions with parents, withdrawal from activities, reflection time or exclusion.

Children’s Behaviour
Out of School Hours Care Program aims to foster and enhance children’s decision-making, problem-solving and self-help skills. We promote positive communication with children and adults as well as respect for property and equipment. Staff will encourage children to take responsibility for their own.



Medication: Prescription medication will only be given to children by educators if a **health care Plan & risk assessment** is provided to the service and medication is in original packaging. Children are not permitted to leave medication in their personal bags. **Please speak with the Director.**

CHILDREN REMEMBER
TO BRING EVERYDAY:



CLOSED
TOED
SHOES
ARE
REQUIRED



Protect yourself in five ways from skin cancer

UV 3 and above

Provided by the centre
Breakfast & light
afternoon snack

DAY	ACTIVITY	DAY	ACTIVITY
WEEK 1 5th - 9th July		WEEK 2 12th - 16th July	
	Monday 5th July Incursion We are kicking off the holidays with NBA Jam and video games. Plus, Parachute Games, Noodle Tag & Balloon Volley ball. Build your own catapult too! Activities begin 9.30am		Monday 12th July Incursion BACK by POPULAR DEMAND..... DAYTONA. Race your friends, time trails. Who will be the Ultimate OSHC Champion. Prizes... Plus other activities too!!!! Activities begin @ 9.30am
	Tuesday 6th July Excursion A Day on the Farm- Dress Warm and closed in shoes <ul style="list-style-type: none"> ❖ Reptile shows ❖ Cow milking ❖ Hand feed animals ❖ Tractor rides <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Depart 9am Return by 3pm Bring packed- recess, lunch & water bottle </div>		Tuesday 13th July Excursion Off to Mitcham Cinemas. Depart 11am <u>Bring your own snacks for movies.</u> Playground stop on return, if weather permits. Bring packed- recess, lunch & water bottle. Return by 4pm
	Wednesday 7th July Incursion Today is all about movement...We have hired 2 x Jumping inflatable castles and a new inflatable game Hula Hoop Toss. Come spend the day with your friends, jump, bounce, slide for a fun filled day. Please wear appropriate clothing. Activities begin @ 9.30am		Wednesday 14th July Onsite Activities It's the peak of winter, and though we are trying to keep warm we will be roasting some marshmallows, making delicious winter foods including hot chocolate and damper! Come in your comfiest clothes, relax and enjoy some of our favourite movies on big screen. We will dabble in some craft activities too! Wear warm clothes for outside!!! Activities begin @ 9.30am
	Thursday 8th July Onsite Activities Today we are celebrating our children and their interests at OSHC! Today, we will give children the opportunity to engage in a wide variety of activities of their choice. Among these include cooking, Nature Play, sandpit, sports activities, arts and crafts and playing games! Activities begin 9.30am		Thursday 15th July Excursion Depart 10.30am Travel to St Kilda playground to experience the slides, playgrounds, pirate ship, castles and more! Dress warm and closed in shoes a must. Bring packed- recess, lunch & water bottle. Return by 2.30pm
	Friday 9th July Onsite Activities Bring in your own device or challenge your friends on the iPads. Alternative activities will be provided & regular technology breaks WILL be scheduled. NO PHONES ALLOWED & own devices must be fully charged. Activities begin @ 9.30am		Friday 16th July Onsite Activities It's last day of school holidays, so let's have some FUN with PIZZA & PJ PARTY along with hosting our very own disco! Come dressed in your favourite pyjamas or comfortable clothes as we have a relaxing day making pizzas, games and finish the holidays off hosting our very own disco. Freestyle dance ministry, who will be the winner? Activities begin @ 9.30am

Children's Popular Choice

VACATION CARE BOOKING FORM JULY 2021

Please note- all bookings CLOSE 6pm, Friday 25th JUNE unless booked out prior.

SECTION 1: BOOKING REQUEST FORM *This page must be returned to service.*

Child/ren's Names: _____

I wish to enrol my child/ children in the Enfield PS Vacation Care Program on the following days. Please indicate below and sign. By selecting the dates for each child in the attached booking form the (parent/guardian) has agreed to terms, conditions and inclusions/excursions of each of the programmed day. Please also sign the authorisation form on the reverse side of this page. Risk's assessments have been conducted for excursions and is available upon request. Transport/Access to seatbelts: A1 Chartered Bus. Anticipated number of Children 25- 30 | Anticipated educator/child ratio: 1:15 on site | 1:8 excursion days | 1:5 water activity

WEEK 1	Planned ACTIVITY	I wish for my child/ren to attend <i>Please tick below</i>	Parent/guardian sign	Departure time	Return time
Monday 5 th July	Incursion- NBA Jam & Video Games				
Tuesday 6 th July	Excursion- Hahndorf Farm Barn			9am	3pm
Wednesday 7 th July	Incursion- Inflatables				
Thursday 8 th July	Onsite Activities				
Friday 9 th July	Onsite Activities				

***For Bookings Section 1 & 2 must be fully completed, signed by 6pm, Friday 25th June**

FULL PAYMENT IS REQUIRED WITHIN 7 DAYS OF INVOICE.

Late payment will result in restriction of access to future Vacation Care Program

WEEK 2	Planned ACTIVITY	I wish for my child/ren to attend <i>Please tick below</i>	Parent/guardian sign	Departure time	Return time
Monday 12 th July	Incursion- Arcade Game-Daytona				
Tuesday 13 th July	Excursion- Movies Space Jam			11am	4pm
Wednesday 14 th July	Onsite Activities				
Thursday 15 th July	Excursion- St Kilda			10.30am	2.30pm
Friday 16 th July	Onsite Activities				

OFFICE USE ONLY:

Deposit: _____ Receipt No. _____

Booking entered: Y | N Date: _____

PARENT/ GUARDIAN AUTHORISATION JULY VAC CARE 2021

SECTION 2: TERMS & CONDITIONS *This page must be returned to service.*

This form must be completed by a parent/ guardian and must sign below for their child/ren to attend the activities provided on the program. Please tick boxes below.

I confirm:

- I acknowledge if I cancel any of my child/ren's enrolments after I have completed the Vacation Care booking forms, I will be charged an allowable absence, this includes if my child is absent due to sickness or alternative arrangements.
- I understand that as part of my enrolment at this service it is required that I confirm acceptance to the following items in order for this service to receive government funding on my behalf. Acceptance of these items as well as some of the other information in the enrolment form can be used as a complying written arrangement for child care subsidy purposes.
- I understand that if my child/ren does not have appropriate clothing needed for that day they will not be allowed to participate and may be excluded from participating during excursions. *Clothing must be in line with our sun safe policy, **tops must cover shoulders (no singlets) closed toe shoes only no thongs/sandals and children must wear oshc hat provided.***
- I understand that the Centre cannot cater for sick children and that I am required to exclude my child from care during illness as per Centre policies.
- I must provide all food required for my child for the day unless the program indicates otherwise. If food is provided a charge **WILL** occur to your account.
- I understand if my child creates constant disruptions to the program, the Centre reserves the right to suspend or withdraw the child's enrolment after consultation with the parents.

If children have not been collected by 6:00pm a late fee of \$15 for first 15minutes will apply, thereof will be charged \$1.00 per minute, without any exceptions. After 6:00pm parents will need to cover the full cost of wages for two educators at overtime rates. If children have still not been collected by 6:30pm Crisis Care or the Police may be contacted to collect your children.

- I have read the Parent Key Information and conditions of enrolment carefully. I understand and accept the conditions as listed above.

'I hereby give permission for my child/ren, to participate in the excursions/incursions I have ticked. Where I am unable to be contacted, or it is impractical to do so, I authorise the OSHC Director / or Group Leader in charge, to consent to my child/ren receiving medical treatment as may be deemed necessary'.

Parent/Guardian name: _____ Mobile phone: _____ Work phone: _____

Email: _____ *Signature of parent/guardian: _____ Date: / /

For bookings, please complete these 2 pages (**section 1 & 2**) and return to Enfield OSHC in person or email by Friday 25th June, 6pm.

Email: karen.furner345@schools.sa.edu.au

IMPORTANT INFO

Please Note: *There are no changes to our bookings and cancellation policy.*

Dear Parent and Caregivers,

Our Vacation Care service will operate during the school holiday period from Monday 5th July to 16th July 2021, between the hours from 7am – 6pm and only for students currently enrolled @ Enfield Primary/Oshc.

The following changes have been made in conjunction with the holiday program:

- Again, limited excursions; with onsite incursions and onsite activities.
- Drop off and pick-up procedure; parents/caregivers **must sign** in via the **QR code** which is located by the entrance doors of oshc and **sign your child in/out using the Electronic iPad**. (Must be 18yrs over) legal requirement.
- A maximum number of 25 -30 children/bookings a day; this is to keep within the social distancing guidelines.
- The centre will be cleaned daily from 6pm, once the children have left, in readiness for the next day. This is to ensure that best hygiene practices are adhered to.
- As per Illness policy; if your child(ren) or anyone from your immediate family is unwell, please keep them home. We may ask for a medical clearance before they can return to care.
- It is normal protocol for educators and children to practise good hygiene, however, we will continue to implement thorough practises and procedures and monitor children when going to the toilet, after playing outside and prior to eating.

All enrolment forms must be submitted by 6pm, Friday 25th June 2021.

BEHAVIOUR

The service collaboratively, educators and children foster positive behaviour for learning. Children are put on a step for each subsequent inappropriate / poor choice:

We respect and care about your child and work very hard to ensure their wellbeing, and for our service to be a safe and happy environment for all who attend. The children are reminded regularly that they are to cooperate with OSHC educators and follow instructions and requests promptly and without argument.

Please help us by reinforcing our expectations to your child.

External suspension from the service will occur when all other avenues of communication and support have been made over a period of time, and/or a result of the following:

