

Out of School Hours Care Program Information

VACATION CARE

HOLIDAY
PROGRAMME

28th Sept – 9th Oct

Hurry act quickly there are only limited space available each day
Don't forget... bookings need to be finalised by **FRIDAY 18th SEPTEMBER 2020**
PLEASE READ THE ADDITIONAL NOTE ATTACHED TO THE FINAL PAGE OF THIS PROGRAM



Our program of fun and educational activities is developed based on 'My Time Our Place' Framework with input from our current OSHC children.
Our aim is to provide a variety of exciting opportunities based on educators, families and children's feedback.





PLEASE READ THE FOLLOWING INFORMATION

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 18th September.** 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 children have recess, lunch, water bottles & toileting
- ✓ Apply sunscreen & arrange child grouping.
- ✓ Allow time to answer children's questions about the excursion/venue

Arrival/Departure:

Educators will continue to sign in/out Electronic IPAD

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.

Food:

Please send your child with adequate packed recess, lunch and water bottle each Day. We **DO NOT** provide afternoon tea on excursion days to the timeframe upon returning to the Centre. Please provide extra snacks for morning and afternoon on these days! We provide breakfast only on **home days** until 8.30am. On excursion days please ensure your child has breakfast before arriving. 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.

Medication:

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

'Program Information: 'What's Happening & When'

DAY	ACTIVITY	DAY	ACTIVITY
WEEK 1		WEEK 2	
<div>Incursion</div> <div>MONDAY</div> <div>Bring recess, lunch and water bottle</div> <div>28th Sept</div>	<div>DAYTONA</div> <div>Have fun with your friends playing video games and, in the afternoon, brave the balloon challenge where the aim of the game to build a tower, for every balloon that touches the ground TWO will be POPPED + more</div>	<div>MONDAY</div> <div>5th Oct</div>	<div>PUBLIC HOLIDAY!</div> <div>See you soon!</div> <div></div>
<div>Excursion</div> <div>TUESDAY</div> <div>Bring recess, lunch and water bottle.</div> <div>29th Sept</div>	<div></div> <div>Today we will enjoy the AFL Max experience including rock climbing, trampolines, interactive screens and much more. Must arrive by 9.30am Wear comfortable clothing & footwear</div>	<div>Incursion</div> <div>TUESDAY</div> <div>Bring recess, and water bottle</div> <div>6th Oct</div>	<div>ARCADE CLASSICS</div> <div>Video games and test your skills with large soccer table we have hired too Then have a sizzling sausage or two for lunch, and then join in some music and dance with your friends. (Lunch provided) vegetarian option</div>
<div>Incursion</div> <div>WEDNESDAY</div> <div>Bring recess, lunch and water bottle</div> <div>30th Sept</div>	<div>IPS ARENA & Soccer Darts</div> <div></div> <div>Inflatable Games in the Gym Test your coordination, speed and endurance Arena Players! compete to see who can hit the most lights within the time frame!</div>	<div>WEDNESDAY</div> <div>Bring recess, lunch and water bottle</div> <div>7th Oct</div>	<div>TRADIE DAY</div> <div></div> <div>Come dressed as a tradie Bring out your inner builder at OSHC today. You are limited only by your imagination. Come along and design, build and create. And, The BIG OSHC Colouring Competition! Come join in the comp! Prizes for all entrants!</div>
<div>THURSDAY</div> <div>Bring recess, lunch and water bottle</div> <div>1st Oct</div>	<div></div> <div><i>We are going to be out of this world with our Space theme! It's all about aliens, astronauts and all things from outer space. We'll be making Galaxy playdough, doing arts and crafts inspired by the galaxy and different cosmic games. We'll also be making our own straw rockets to launch.</i></div>	<div>Excursion</div> <div>THURSDAY</div> <div>Bring recess, lunch & water bottle</div> <div>8th Oct</div>	<div>FUNTOPIA</div> <div>Depart 1.30 – Return 4pm We'll scale new heights as we explore the climbing world within Funtopia. We will have an absolute blast exploring the five different levels of playground world. <i>Morning activities</i> Gardening, sand bangles and tomboys. Wear comfortable clothing and footwear</div>
<div>FRIDAY</div> <div>Bring recess, lunch and water bottle</div> <div>2nd Oct</div>	<div>You've asked for it! It's back Put the pedal to the metal and have fun!</div> <div></div> <div>Bring your own bike or scooter and spend a day riding with your friends Personal equipment must not be shared Don't forget your helmet! 'NO Safety = No play' Don't worry if you can't ride, we will have other activities to do!</div>	<div>FRIDAY</div> <div>Bring recess, lunch and water bottle</div> <div>9th Oct</div>	<div></div> <div>Come and unwind with our cosy Pyjama day. Dress in your PJ's or perhaps a onesie and get ready to kick back. There'll be movies to watch, free play, things to make and games to play and enjoy winding down before the new school term starts. Bring in a favourite movie Let's finish off vac care with a treasure hunt around the school. Will you find it? And what could it be?</div>

Back to school Monday 12th October (Term 4)

PLEASE KEEP THIS PAGE ON YOUR FRIDGE AS A REMINDER OF OUR PROGRAM AND A CHECKLIST FOR YOUR ITEMS!

VACATION CARE BOOKING FORM SEPT/OCT 2020

Please note- all bookings **CLOSE FRIDAY 18th SEPTEMBER** unless booked out prior.

SECTION 1: BOOKING REQUEST FORM

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. [Risks assessments have been conducted for excursions and is available upon request.](#)

WEEK 1	ACTIVITY	I wish for my child/ren to attend Please tick below	Parent/guardian sign
Monday 28 th Sept	Incursion Daytona arcade games @ the centre		
Tuesday 29 th Sept	Excursion AFL MAX, Butler Blvd, Adelaide Airport 10.30 – 12.30 (Departing @ 9.30am)		
Wednesday 30 th Sept	Incursion Inflatable Arenas @ the centre		
Thursday 1 st Oct	In House activities		
Friday 2 nd Oct	Wheels Day @ the centre HELMET REQUIRED / No Safety = 'No Play'		

WEEK 2	ACTIVITY	I wish for my child/ren to attend Please tick below	Parent/guardian sign
Monday 5 th Oct	PUBLIC HOLIDAY		
Tuesday 6 th Oct	Incursion (Provided) Sausage Sizzle for lunch Arcade Video & Soccer Table @ the centre		
Wednesday 7 th Oct	In House activities		
Thursday 8 th Oct	Excursion Funtopia Prospect Road Prospect 1.30pm – 3.30pm		
Friday 9 th Oct	In House activities		

***For Bookings:** Section 1 & 2 must be fully completed, signed **and returned by Friday 18th Sept** ➡

FULL PAYMENT IS REQUIRED WITHIN 7 DAYS OF INVOICE.

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

OFFICE USE ONLY: Deposit: _____ Receipt No. _____ Booking entered: Y / N Date: _____

PARENT/ GUARDIAN AUTHORISATION SEPT/OCT VAC CARE 2020

SECTION 2: TERMS & CONDITIONS

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 agree to the terms & conditions in the information provided.
- ☐ I understand that the program deposit must be paid in advance to confirm booking.
- ☐ I understand that staff will not accept responsibility for any child that arrives sick to the service and my child will be sent home in these circumstances.
- ☐ I understand that once I give this booking form or make a booking to OSHC, allowable absence will apply to any cancellations of booked care **after the closing date**.
- ☐ I understand I have indicated my child with additional medical needs, and I have provided OSHC with their necessary medication in original packaging and given a copy of their **health support plan**.
- ☐ I understand that it is my responsibility when my child attends to be signed in/out daily via the Electronic attendance/IPAD upon arrival and departure. **Educators will be responsible unless advised otherwise**
- ☐ I understand the vacation care program will operate from 7am – 6pm and that a late collection fee of \$15 for first 15minutes, and thereof \$1 per minute applies for late pick-ups after **6pm closing**.
- ☐ I agree to pay the required Vacation Care Fees for my child/children within 7 days of receiving the invoice. Failure to do this will restrict future vacation care program.

I give my child/ren permission to:

- ☐ Be transported to/from the excursions listed on this form.
- ☐ Participate in the nominated activities.
- ☐ Watch PG rated movies at OSHC.
- ☐ Be photographed by OSHC staff during activities & for **these photos to be displayed in the OSHC room/ newsletters as the Director deems** appropriate. *Photographs are taken with an OSHC device only.*
- ☐ In the event of my child receiving injuries, every effort will be made to contact parent/guardians prior to seeking further treatment. All educators are trained in first aid and will provide first aid in both non-emergency and emergency situations.

I have read and understand the Centre Policies and I the undersigned, give permission for my child/ren to attend Enfield Vacation Care and participate in all activities associated with the program.

Parent/Guardian name: _____

Child/ren's name: _____

Home phone: _____

Mobile phone: _____

Work place: _____

Work phone: _____

***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 18th September, 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 28th September to 9th October, 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:

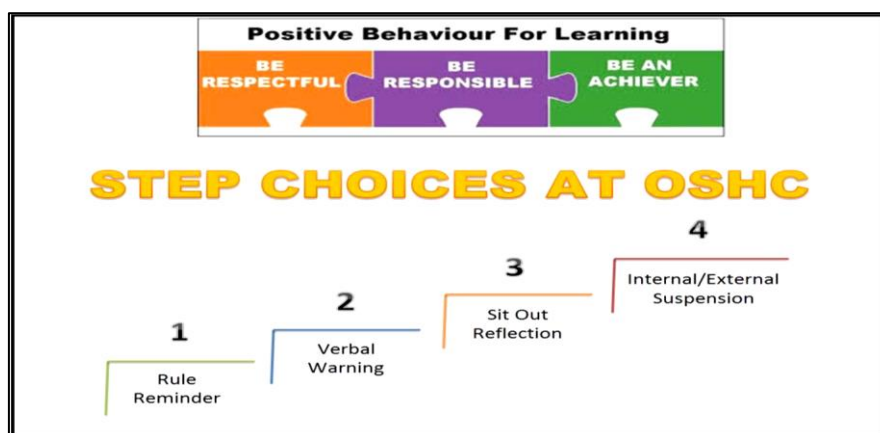
- Limited excursions; with onsite incursions and home days.
- Drop off and pick up procedure; parents/caregivers are able to come inside the oshc room, but must adhere to the yellow lines allocated. Signing in/out procedure will continue to be monitor by educators. Sanitizer to be applied upon entering oshc service.
- A maximum number of 25 children/bookings a day; this it to keep within the social distancing guidelines.
- There will be NO cooking activities again during the holiday period.
- 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.
- 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.

As we can now begin to take careful steps to ease some of the restrictions. We have removed some restrictions that were put in place last school holiday period and we are pleased to be moving forward in a COVID-safe way.

All enrolment forms must be submitted by Friday 18th September 2020.

BEHAVIOUR

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



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:

- A child puts one or more children at risk through inappropriate/dangerous harmful behaviour.