

Out of School Hours Care Program Information

VACATION CARE

HOLIDAY
PROGRAMME

14th – 24th April 2020

Public Holiday
Monday 13th April



Our program of fun and educational activities is developed based on 'My Time Our Place' Framework, feedback from our educators, families and most importantly the children who attend our service





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 3rd APRIL.** 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 fees, 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:	<p>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:</p> <ul style="list-style-type: none">Safety issues & behaviour expectations.Organise that children have recess, lunch, drink bottles & toileting of all children.Apply sunscreen & arrange child groupingAllow time to answer children's questions about the excursion/venue
Arrival/Departure:	<p>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.</p>
Food:	<p>Please provide enough nutritious food for the whole day. On excursion days we DO NOT provide afternoon tea due to the timeframe upon returning to the centre. Please provide extra snacks for morning and afternoon on these days!</p> <p>We provide breakfast only on home days until 8.30am. On excursion days please ensure your child has breakfast before arriving.</p> <p>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.</p> <p>Food brought from home WILL NOT be cooked/reheated for children due to Occupational Health & Safety Regulations.</p>
Dress Code/Sun Smart:	<p>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.</p> <p>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 <u>'NO HAT NO PLAY'</u></p>
Electronic Devices:	<p>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.</p>
Jewellery:	<p>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.</p>
Behaviour:	<p>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 and reflection time. Inappropriate behaviour may result in exclusion from the service.</p>
Medication:	<p>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</p>

Program Information: 'What's Happening & When'

A place to Be, Become and Belong

DAY	ACTIVITY	DAY	ACTIVITY
WEEK 1		WEEK 2	
MONDAY 13th APRIL	Public Holiday  CLOSED	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Inursion</div> MONDAY 20th APRIL	Pinball & 60 in 1 Video games <hr style="border-top: 1px dashed black;"/>  Come to OSHC today as you look for clues to find the hidden treasure...where could the treasure be?
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Inursion</div> TUESDAY 14th APRIL	 Here Today Video Games & Pinball & cupcake creations	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">EXCURSION</div> TUESDAY 21st APRIL	 Bring snacks for the movies - afterwards lunch and play in the park DEPART 9.30am/Return 2.30pm approx..
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">EXCURSION</div> WEDNESDAY 15th APRIL	<div style="border: 2px solid yellow; padding: 5px; display: inline-block;">  NEW Indoor Climbing Adventure Must wear comfortable clothing and footwear. Please wear or bring socks. Pack recess, lunch & water bottle. Depart 9.20am/ Return 2pm </div>	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Inursion</div> WEDNESDAY 22nd APRIL	 are coming to visit us at OSHC. We will be lucky enough to meet and play with a range of animals. This incursion will support the animals ongoing care from the recent Bushfires. 10.30am start Followed by Learn how to make Shushi & create a key chain using Hama Beads!
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">EXCURSION</div> THURSDAY 16th APRIL	<div style="border: 1px solid black; padding: 5px; display: inline-block;">  This programme provides a fun activity while exploring the sites of the Adelaide Botanic Gardens. Children pass through various check points with fun challenges along the way. Don't forget to collect your survival kit at the start line! Depart 9.20am/ Return 3.30pm </div>	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Special Excursion</div> Cost \$85.00 minus Childcare Subsidy which will reduce this cost THURSDAY 23rd APRIL	Monarto Safari Park Learning Explore the lions, cheetahs and get up personal with the chimps & more... Food is provided for the day BRING Water Bottle and wear comfortable clothing and closed in shoes Depart 9am / Return approx. 5pm
FRIDAY 17th APRIL	 Bring your bike or scooter and spend the morning cruising around the school. (NO roller Blades) 'NO HELMET NO RIDING' Then after a morning of riding dabble in some Scratch Art, Nature Craft and Pinwheel cooking	FRIDAY 24th APRIL	 OLD CLOTHES ESSENTIAL Bring change of clothing and bring goggles Then Celebrate afternoon Making Anzac Biscuits & Poppies

CHILDREN MUST BRING- LUNCH, SNACKS AND DRINK BOTTLE EVERYDAY UNLESS STATED ON THE PROGRAM!

Place this on your fridge

VACATION CARE BOOKING FORM APRIL 2020

Please note- all bookings close FRIDAY 3rd April unless booked out prior.

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 for your child/ren attending the days you have booked for. Please also sign the authorisation form on the reverse side of this page. Risk assessments for these excursions have been prepared and are available at the service.*

WEEK 1	ACTIVITY	I wish for my child/ren to attend <i>Please tick below</i>	Parent/guardian sign
Monday 13 th April	PUBLIC HOLIDAY (CLOSED)	 	
Tuesday 14 th April	<i>Incursion</i> Video games @ the centre		
Wednesday 15 th April	<i>Excursion</i> Walking to the Venue Funtopia- Indoor Playground		
Thursday 16 th April	<i>Excursion</i> Amazing Race @ Botanical Gardens		
Friday 17 th April	Wheels Day- HELMET/ Safety gear REQUIRED		

WEEK 2	ACTIVITY	I wish for my child/ren to attend <i>Please tick below</i>	Parent/guardian sign
Monday 20 th April	<i>Incursion</i> Video games @ the centre		
Tuesday 21 st April	<i>Excursion</i> Piccadilly Cinemas (Movie) PG		
Wednesday 22 nd April	<i>Incursion</i> Warrawong Sanctuary		
Thursday 23 rd April	<i>Excursion</i> Monarto Safari Park (Fun Run Colour)		
Friday 24 th April	Home Day activities @ the centre		

*** Please note: BOTH sides of this form must be filled out, signed *and returned by FRIDAY 3rd APRIL*** ➡

FULL PAYMENT IS REQUIRED WITHIN 7 DAYS OF INVOICE.

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

Return this form to OSHC

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

PARENT/ GUARDIAN AUTHORISATION APRIL VAC CARE 2020

This form must be completed by a parent/ guardian who has the authority to authorise the taking of a child outside of the Vacation Care service by OSHC Educators. A parent/ guardian must sign below for their child/ren to attend the excursion/s and tick boxes below.

Terms and Conditions

- 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.
- 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.

Parent/Guardian name: _____

Child/ren's name: _____

Home phone: _____

Mobile phone: _____

Work place: _____

Work phone: _____

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

***By signing I agree to all of the above Terms and Conditions.
Please ensure your child arrives at OSHC at least 30 minutes prior to the excursion departure time. We cannot wait for late-comers.**

Return this form to OSHC

OSHC- PUPIL FREE DAY BOOKING FORM

WHEN: Monday 27th April 2020

Fee structure: \$58.00 minus Childcare Subsidy to reduce this cost.

To secure your booking please ensure your OSHC account is up to date and a copy of this form is returned by **Monday 6th April by 6pm.**

Theme: Be Active Day

Join us as for a day full of outdoor/ indoor activities as we focus on promoting active and healthy lifestyles.

Please bring water bottle, morning snack and lunch. *Breakfast/Afternoon tea provided.*

I wish to enrol my child/ children in the Enfield PS Pupil Free Day (NO SCHOOL on THIS DAY)

Child/ren's name: _____ / _____
_____ / _____

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

*Parent/Guardian contact details: _____

Only the children who attend Enfield Primary School can access this day!

**Please return this form by the date shown above
or when placing your vac care bookings**