



## LOCKLEYS NORTH VACATION CARE PROGRAM

*Providing care for kids and service to families*



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Vacation Care  
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Provider number  
555-011-1645

THIS SERVICE IS QUALITY ASSURANCE APPROVED

**Vacation Care**  
Monday 7<sup>th</sup> July to Friday 18<sup>th</sup> July 2014



Government of South Australia  
Department of Education and  
Children's Services

## **Fees**

Full Day **\$56.00** (this includes lunch, morning tea and afternoon tea). Child care Benefit can reduce this fee greatly. **Outstanding fees will result in an attendance block until outstanding fees are paid.** Late pick-up \$10.00 first 15 minutes, from then onwards \$1.00 per minute

## **Hours Open**

7.00am till 6.00pm Monday to Friday

Excluding public holidays and centre closure week (at Christmas)

## **Bookings**

A **non-refundable** deposit of **\$15 per day per child** is required **before** the child/ren may be accepted into vacation care. Bookings are limited and staffing needs to be arranged in accordance to the number of children booked in. Please fill in the booking sheet, consent form and payment details inside this vacation care booklet. You will be notified by phone if there are no vacancies for your child/ren.

All cancelled bookings will be charged unless a doctor's certificate is provided.

## **Behaviour Policy**

Staff members encourage positive behaviour at all times. The rules are mutually created by the children and staff and are to be respected at all times. When inappropriate behaviour does occur a warning will be given. After the second warning the child will be asked to sit out and if inappropriate behaviour continues they will be asked to sit in the office to talk with the director. If behaviour continues a phone call will be made to the parents. Take home and a consequent suspension may be enforced. This is to ensure that duty of care can be provided for all children. Serious offences may include an immediate suspension at the director's discretion.

## **Excursions**

Candy Bar is available on Wednesday 9<sup>th</sup> July for the cinema. If you wish your child to use this facility please pay **\$5 or \$5.50 in cash**. Children are not allowed to bring money to excursion days unless it has been stated on the program.

**Educator's take no responsibility for lost money.**

Monday 7 <sup>th</sup> JULY	Tuesday 8 <sup>th</sup> JULY	Wednesday 9 <sup>th</sup> JULY	Thursday 10 <sup>th</sup> JULY	Friday 11 <sup>th</sup> JULY
<b>Music Day</b> Bring in your musical instruments and challenge your friends 	<b>Visitor</b>  10am-11am <b>Enjoy the morning learning Team building exercises &amp; Safety &amp; Self-defence with your friends</b>	<b>EXCURSION</b> <b>Movies</b> Odeon Star Cinema - Semaphore  Leave OSHC at 9:00 and return at 12:30pm	<b>Technology Day</b> Bring in your DS, or PSP and challenge your friends 	<b>Visitor</b> <b>World Cup Soccer</b>  Enjoy the morning playing soccer with your friends 10am-12pm
Wraps	Fried Rice	Pies & Pasties	Spaghetti	Chicken soup
<b>Outside Games</b> Enjoy the day playing ball games and team games with your friends 	<b>Beaded Jewellery</b> Make your own necklaces and bracelets 	<b>Board Games</b> Enjoy the afternoon playing games with your friends Twister Marble Run Uno Snap Monopoly Connect Four	Get active and challenge your friends on the Wii and play station 	 Achievement certificates for all players completing the course
Monday 14 <sup>th</sup> JULY	Tuesday 15 <sup>th</sup> JULY	Wednesday 16 <sup>th</sup> JULY	Thursday 17 <sup>th</sup> JULY	Friday 18 <sup>th</sup> JULY
<b>Visitor</b> <b>Wheelie Kids</b>  Enjoy the morning riding a variety of vehicles with your friends 9.30am- 11.30am	<b>EXCURSION</b> <b>Migration Museum</b> Leave OSHC at 9:30 and return at 3:00pm 	<b>Pop Star Day</b> Dress as your favourite pop star & spend the day dancing & showing off your talent!	<b>EXCURSION</b> <b>Valley View Golf</b>  leave OSHC at 9:30 and return at 2:30pm	<b>COOKING DAY</b> Enjoy the day cooking your own lunch & afternoon tea
Spuds	Rolls	Pasta Bake	Rolls	Eating Lunch You Made
 Fully supervised by a Wheelies Kids operator Safety talk given to children before the ride Wheelie Kids operators has remote control to start and stop all vehicles	Have fun learning about the many identities of the people of South Australia through the stories of individuals and communities 	<b>Gym Games</b> Enjoy the afternoon playing games with your friends 	<b>Craft &amp; Construction Day</b> We have some great crafts for this day. Come and see what you can create with us	<b>Sausage rolls</b> <b>Vegemite &amp; cheese scrolls, banana muffins</b> 



## OTHER INFORMATION

Dear Families,

Welcome to Lockleys North Vacation Care. Our Programme offers a safe, supervised and fun environment for children. We offer a balance of structured and unstructured activities where children are encouraged to socialise, challenge and explore their skills with a relaxed and friendly environment. This programme provides children with a range of activities including craft, sport, games, cooking, group and individual activities.

### Electronic equipment



Staff understand school holidays is a time for children to have free recreational time and enjoy themselves. We also believe children need to have a balance of outdoor and indoor activities as well as activities that challenge and help promote development in all developmental domains. For this reason all electronic equipment is **ONLY** permitted on days where it has been programmed. We ask the children **do not bring electronic equipment**, including DS's, PSP, Mobiles, Itouch, etc, except when specified in the attached program. On these days electronic equipment is brought at **own risk** and should be clearly labelled. Staff take **no responsibility** for lost or stolen goods. We ask that you encourage your children to leave these devices at home on all other days.

**Dress code** Clothing will need to be practical and sun smart. Singlets are only appropriate under a t-shirt with sleeves. Please feel free to supply a hat for your child. Shoes are to be toe enclosed and suitable for a range of activities including sports. **No sandals or thongs**. Sandals and thongs are exempt on excursions to pools and waterslides. Extra clothing should be supplied due to the fact some children may have accidents.



### What to Bring



While LNPS does supply breakfast, snacks and lunch we do advise children to bring healthy snacks and a drink bottle to Vacation Care and on excursion days. On excursions to pools and waterslides please ensure your child has a spare change of clothes and a towel. We will provide sunscreen but if you wish to supply your own please do.

### Mobile Phones

There is no reason for children to have mobile phones during their time in Vacation Care, as parents can ring the centre. No mobile phones are allowed to be brought to vacation care. If a situation arises and it is necessary for the child to have one, please see a staff member to place the phone in the office.



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**Booking Form**

Parent/s Name .....

Contact Number/s.....

Child/ren School/s.....

Child's Name 1 .....Age .....

Child's Name 2 .....Age .....

Child's Name 3.....Age .....

Please tick which days you would like care, if more than one child write their name

Monday 7 <sup>th</sup>	Tuesday 8 <sup>th</sup>	Wednesday 9 <sup>th</sup>	Thursday 10 <sup>th</sup>	Friday 11 <sup>th</sup>
	<b>Visitor</b> Little Ninjas 10am-11am	<b>Excursion</b> Movies 9.00am-12.30pm		<b>Visitor</b> World cup soccer 10am-12pm
Monday 14 <sup>th</sup>	Tuesday 15 <sup>th</sup>	Wednesday 16 <sup>th</sup>	Thursday 17 <sup>th</sup>	Friday 18 <sup>th</sup>
<b>Visitor</b> Wheelie Kids 9.30am-11.30am	<b>Excursion</b> Migration Museum 9.30am-3.00pm		<b>Excursion</b> Valley View Golf 9.30am-2.30pm	

Dear Parents/Caregivers,

PAYMENTS IN ADVANCE

A deposit of \$15 per child per day for Vacation Care needs to be paid to staff in advance. A dated receipt in accordance with Commonwealth Agencies Service guidelines will be provided for each payment.

**BOOKINGS IN ADVANCE**

Each vacation care program will include a booking sheet and a payment slip which will need to be completed and returned to the staff. If parents/caregivers indicate that payment is to be made via credit card, the Director will contact those parents/caregivers to notify them of the exact cost prior to finalising the transaction. Payments to be made by cash or with a debit card (funds from savings) will need to be made using the red envelopes or bizgate, prior to the school holiday period.

**Due to the numbers in our service being reduced your child's booking is not secure until payment is made**

**PAYMENT DETAILS**

☐ Visa Card    ☐ Master Card    ☐ Bank Card    ☐ Cheque/Money  
Order

Cardholder's Name \_\_\_\_\_ Amount \_\_\_\_\_

Card Number        \_ \_ \_ \_ \_ / \_ \_ \_ \_ \_ / \_ \_ \_ \_ \_ / \_ \_ \_ \_ \_

Expiry Date \_ \_ \_ / \_ \_ \_ 3 Digit Security Number (on back of card) \_ \_ \_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Consent form

Please tick the consent/excursion statement, (yes or no).

Sign and date below to confirm.

I give consent	Yes	No
To allow shoes off during indoor play.		
To my child's photograph being taken and displayed within the OSHC building & school newsletters.		
For travelling on a chartered bus to all excursions.		
To attend the excursion to Odeon Cinema Semaphore on Wednesday 9 <sup>th</sup> July 2014.		
To my child/ren to take part in Wheelie Kids on Monday 14 <sup>th</sup> July 2014		
To my child/ren to take part in Little Ninjas on Tuesday 8 <sup>th</sup> July 2014.		
To attend the excursion to Migration Museum on Tuesday 15 <sup>th</sup> July 2014.		
To attend the excursion to Valley View Golf on Thursday 17 <sup>th</sup> July 2014.		
To my child/ren bringing electronic equipment on Thursday 10 <sup>th</sup> July 2014.		

I ..... hereby consent to the above information,

for my child/ren .....

Signature..... Date .....