



WHEELERS HILL PRIMARY SCHOOL
OUT OF SCHOOL HOURS CARE

WHITES LANE, GLEN
WAVERLEY 3150
PHONE 9561-3457
MOBILE 0409-007-104
EMAIL: wheelershilloshc@gmail.com

VACATION CARE PROGRAM

January 2024

Hours of Operation 7am – 6pm

BOOKING PERIOD INFORMATION

Priority booking will initially be open to permanent families.
School Community bookings will open the following week.

PERMANENT WHPS OSHC CHILDREN/FAMILIES	WHEELERS HILL PRIMARY SCHOOL CHILDREN/FAMILIES
Monday 4 th December 2023 From 7am	Monday 11 th December 2023 From 7am

Closing date for bookings is Friday 15th December 2023 6pm.

Bookings made after this date will only be taken if there are places available.

Please bring a Sunsmart Hats and drink bottles everyday
No hat no play outside

BOOKING PROCEDURES

- Completed booking forms are to be returned to the OSHC program in person or via email - wheelershilloshc@gmail.com. Please do not hand into the school office or classrooms as they will be returned to your child.
- We are unable to take phone bookings or booking forms sent via the classroom. This is to ensure we have booking forms in correct order of when they have arrived for waiting lists.
- Invoices will be sent/emailed out fortnightly in line with our regular invoices. Payments will be required by the end of that week.
- Bookings can be made during the program if vacancies exist.
- Once bookings are made, families are responsible for the fees regardless of attendance or cancellation prior to the program. The exception is if your child was away sick and a medical certificate for that day is provided and received in that week. (reference - Booking, Cancellation & Waiting List Policy 2018)
- All enrolments will be accepted under Department of Family & Community Services priority of places outlined. For more details, please see the co-ordinator.
- The service reserves the right to suspend a child who continually exhibits unacceptable behaviour as per our "Termination of Enrolment" Policy.

Wheelers Hill Primary School Vacation Care Program offers a Quality Program for children to spend their holidays. Excursions and Activities are organised for each day by skilled and motivated Educators.

The Vacation Care Program is available to all children/families attending Wheelers Hill Primary School and Community Families

WHAT DOES MY CHILD NEED TO BRING?

Children must bring a nutritious lunch, drinks and several snacks each day. (Unless program specifies) The children are very active during the program and develop healthy appetites. Some afternoon Snacks are available for purchase during Vacation Care days. Please see the menu in the OSHC room

All food needing reheating **MUST** be given to staff on arrival for appropriate refrigeration storage.

Children must wear appropriate clothing and footwear for activities.

Vacation Care Program January 2023

- The advertised program is flexible and may change due to unforeseen circumstances.
- Program places are limited based on staffing and activities
- The Vacation Care program will not be responsible for loss or damage of expensive toys brought to the program
- Parents/guardians must sign children IN and OUT of the program each day.
- If any other person is to collect a child, the parent must inform the Co-ordinator in writing or phone call.
- In the event of an emergency-preventing pick-up by 6pm, the Co-ordinator must be contacted on 0409 007 104. Penalty payments will apply.

Late fees of \$1 per minute will be charged for all children at the program after 6pm. Program must be notified if you are aware that you will be late.

Program will run in the OSHC Room

For the January 2024 Vacation Care Program, we will be running from the Main OSHC Room. This is due to the weather at that time of year being quite hot. As there are no air conditioners in the Gym it is practical for the Holiday program to run from the OSHC Room as it has access to air conditioning.

Please bring your children to the OSHC Main Room to sign them in and out each day.

One Excursion Per Holiday Program

We have decided to scale back on excursions for these and future holiday programs to focus more on supporting families with their work needs. From January 2024 each Vacation Care program will include one excursion, which will be the last day of each holiday period.

Grade 4 – 6 program

We are going to continue to provide a split program for grade 4 to grade 6 children that attend Vacation Care. For January 2024, this program will be run from the Art Room or the OSHC kitchen. These children will do the main activity for the day, but will have different activities that are more challenging and designed on their interests and feedback, and they will also be given more flexible routines to allow them to continue with activities over the whole day or several days.

Vacation Care Program January 2024

Everyone	Monday 8th	Tuesday 9th	Wednesday 10th	Thursday 11th	Friday 12th
	Inhouse \$75	Inhouse \$75	Incursion \$85	Inhouse \$75	Inhouse \$75
	Bubble Day	Large Outdoor Games	Splasztastic Water Fun	Colour Day	Board Games Day
Junior	Bubble Painting, Bubble Making,	Animal Rock Pets, Door Signs,	Bottle Cap Boats, Coloured Ice Art,	Coloured Collage Creations, Coloured themed Group Games,	Fishing Game, Dragon Pencil Top,
Senior	Plant Pots, Pencil-Eraser Paint Art,	Leaf Pictures, Sock Critters,	Water Painting, Seaside Jewellery	Tye Dying, Coloured Themed Painting,	Make a Boardgame, Game Tournament,
Everyone	Monday 15th	Tuesday 16th	Wednesday 17th	Thursday 18th	Friday 19th
	Inhouse \$75	Incursion \$85	Inhouse \$75	Incursion \$85	Incursion \$85
	Electronics Day	Hunger Ganes Incursion	Drive In Movie Day	Hockey and Lacross Clinic	General Science Incursion
Junior	Minecraft Collage Pictures, Just Dance	Personalised Money Box, Doodle Drawing	Create your own Care, Popcorn art, Movie in the afternoon	Sporty Storage Box, Marbling Painting,	Wax Painting, Construction Stick Creations
Senior	Game Characters, Straw Weaving,	Miniature Theatre, Shrink Art,	Create your own car, Movie Posters, Movie in the afternoon	Fridge Magnets, Hockey and Lacrosse Games,	Glass Painting, Fabric Leaf Tree
Everyone	Monday 22nd	Tuesday 23rd	Wednesday 24th	Thursday 25th	Friday 26th
	Incursion \$85	Inhouse \$75	Incursion \$85	Excursion \$100	Australia Day Public Holiday No Program Today
	Ultimate Frisbee	Australian Open Day	Treasure Quest Incursion	Willum Warrain's Cultural Tour	
Junior	Scratch Art, Frisbee Games,	Australian Animal Creations,	Treasure Maps, Treasure Hunts,	Painted Sticks,	
Senior	Frisbee Ganes, Friendship Bracelets,	Australian Landscape Pictures,	Air-Dry Clay Brooches, Wanted Posters,	Nature Weaving,	

January 2024 Vacation Care Booking Form

Name of Child Male/Female
Date of Birth

Name of Child Male/Female
Date of Birth

Name of Child Male/Female
Date of Birth

School Child/Children Attends

Are there any changes to your child's medical, allergy or disability needs?

Please provide an update medical management plan signed by a doctor for any changes.

Do We Have Your Permission to Assist Your Child in Applying Sunscreen to Exposed Areas?
 Yes No

PLEASE NOTIFY CO-ORDINATOR IF YOUR CHILD HAS AN ALLERGY TO SUNSCREEN.

Do You Give Permission for Photos of Your Child or Children to be Used for the Following:

Planning and Displays Yes No

Be put in the School Newsletter Yes No

Child Care is Required for Parent -

Work or Training Commitments or Recreation Reasons

PLEASE TICK THE DAYS YOU WISH TO BOOK.

WEEK 1

Monday 8 th January	Tuesday 9 th January	Wednesday 10 th January	Thursday 11 th January	Friday 12 th January
\$75	\$75	\$85	\$75	\$75

WEEK 2

Monday 15 th January	Tuesday 16 th January	Wednesday 17 th January	Thursday 18 th January	Friday 19 th January
\$75	\$85	\$75	\$85	\$85

WEEK 3

Monday 22 nd January	Tuesday 23 rd January	Wednesday 24 th January	Thursday 25 th January	Friday 26 th January
\$85	\$75	\$85	\$100	N/A
				No Program

EXCURSION PERMISSION SLIP

Excursion permission slips must be returned with booking for child to attend any excursions and to leave the premises to comply with legally binding regulations.

Our excursions enable children to experience and engage with the wider community (FSAC QA1 and QA6) as well as a change to their settings over the three-week period (FSAC QA3).

DATE	DESTINATION AND ADDRESS	TIMES	NUMBER OF CHILDREN	NUMBER OF EDUCATORS	EDUCATOR/CHILD RATIO
25/1/2024	William Warrain Aboriginal Association 10C Pound Road, Hastings 3915 Travelling by bus with seatbelts Learning about Aboriginal Culture	9am- 12:30pm	45-50	6	1:8

Risk Assessments are available and displayed on the OSHC notice board prior to the program.

I (the undersigned parent/guardian of the below named child/ren) agree to allow the below named child/ren to participate in the WHPS Vacation Care program & authorise the staff to take the above named child/ren on excursions. I agree to indemnify & keep indemnified & to hold Wheelers Hill Primary School, it's employees from & against all actions, costs, claims, whatsoever which the above named child/ren & I may have against them or any of them arising out of or in relation to the Vacation care Program, other than where negligence attaches to them. In the event of illness or injury to my child whilst attending the Vacation Care Program, I authorise the Co-ordinator to consent, where the Co-ordinator is unable to contact me; to my child seeking such medical treatment as may be deemed necessary by a medical practitioner.

CHILD'S NAME _____

DATE _____

PARENT'S NAME _____

PARENT'S SIGNATURE _____

PLEASE NOTE DUE TO TIME RESTRAINTS IF YOU HAVENT ARRIVED BY THE ABOVE TIMES. THE SERVICE WILL ASSUME YOU'RE NON-ATTENDANCE AND THE EXCURSION WILL LEAVE ON TIME. THANKYOU FOR YOUR UNDERSTANDING.