



LOCKLEYS NORTH VACATION CARE PROGRAM

Providing care for kids and service to families

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Lockleys North Vacation
Care

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Provider number
555-011-1645

THIS SERVICE IS QUALITY ASSURANCE APPROVED

CLOSED MONDAY 21st OF DECEMBER TILL FRIDAY 1st OF JANUARY

REOPENING ON MONDAY 4th OF JANUARY 2016

Vacation Care

Monday 14th December to Friday 29th January 2016



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

Fees

Full Day **\$60.00** (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.** When children are not collected by 6.05pm, a late fee of \$15.00 will apply. **Parents/carers are to cover the full cost of wages for two educators at overtime rates x1.5 hourly rate for a qualified & unqualified after 6.05pm.** Should Children not be collected by 6.30pm, Crisis Care or the police may be contacted to collect your child/ren.

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.

To allow the Vacation Care Program to run smoothly, **2 WEEKS NOTICE IN WRITING OR VIA E-MAIL OF ANY CANCELLATION** is required. However the non-refundable deposit will still be charged.












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 Thursday 14th January for the cinema. If you wish your child to use this facility please pay **\$5 or \$6.00 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 14 th	Tuesday 15 th	Wednesday 16 th	Thursday 17 th	Friday 18 th
Christmas Cooking  Make some delicious gingerbread, shortbread biscuits and decorate them with your friends	EXCURSION A Whale Centre Leave OSHC At 9:00am and return at 3:00pm  	XMAS PARTY DAY AT OSHC  Dress in your Xmas outfits and have fun with your friends playing party games ,face painting and lots more. 	EXCURSION Port Noarlunga Adventure Playing Leave OSHC At 9:00am and return at 3:00pm 	Christmas Art and Craft Bon Bon Paper plate Santa's Xmas tree decorations and lots more 
Nachos	Rolls	Party Food	Rolls	Chicken Nuggets
Watching Christmas Movies Bring your own G or PG rated movie to watch  with friends	Enjoy the day at SA Whale Centre & take a ride on the Horse Drawn Tram to Granite Island 	CHRISTMAS CARD MAKING Enjoy the afternoon designing your own Xmas cards 	Have a ball exploring the wooden fort weaving your way through the mazes, towers and high walls!!! 	Reindeer Food Come along and join in making magic reindeer food with your friends for Xmas Eve 

CLOSED MONDAY 21st OF DECEMBER TILL FRIDAY 1st OF JANUARY

Monday 4 th	Tuesday 5 th	Wednesday 6 th	Thursday 7 th	Friday 8 th
Technology Day Bring in your DS or PSP and challenge your friends 	Visitor Fire Safety Spend the day learning to develop a basic understanding of 'Fire Safety' 	COOKING DAY Enjoy the day cooking your own lunch & afternoon tea	wheels Day Bring in your bike, scooters, etc and enjoy a day of riding around the quadrangle	EXCURSION Fudge it Chocolate Making leave OSHC at 9:30 and return at 1:30pm 
Spaghetti	Sausage sizzle	Eating lunch you made	Baked potatoes	Rolls
Get active and challenge your friends on the Wii and Play Station 	Have fun with your friends making fire trucks and lots more fun activities  	Sausage rolls Vegemite & cheese scrolls banana muffins 	 DON'T FORGET TO BRING YOUR HELMET, PROTECTIVE CLOTHING AND ENCLOSED SHOES	Enjoy the morning making deliciously Fudge & Nougat, Rocky Road & Chocolate & Authentic Belgian Waffles 

Monday 11 th	Tuesday 12 th	Wednesday 13 th	Thursday 14 th	Friday 15 th
Visitor ROCK CLIMBING Let rock climbing come to us  9.00-11.30am	EXCURSION Walk to Mellor Park and have a game of tennis Leave OSHC at 9:30 and return at 12:30pm 	Chinese Adventure Enjoy the day being creative in making Dragon masks Peasants hats Lanterns Chinese fan Flag Collages and lots more 	EXCURSION Movies ODEON STAR CINEMA - SEMAPHORE leave OSHC at 9:00 and return at 3:00pm	WATER DAY Bring your water pistols and get your friends 
Pasta Bake	Sandwiches	Fried Rice	Rolls	Hot dogs
 Have fun climbing up and down the rocky walls	Gardening Enjoy the afternoon planting seeds into pots with your friends 	 Lanterns  Pasants hat  Chinese drum  Chinese Flag	Candy Bar to be paid IN CASH!!!  Semaphore playground for lunch and play after the movies	Water Balloon Fun  Remember to bring your bathers and a towel

Monday 18 th	Tuesday 19 th	Wednesday 20 th	Thursday 21 st	Friday 22 nd
SUN SMART ART Design a sun smart hat and use our materials to make it 	Live a Day in Mexico Experience the day exploring Mexico and creating your own Mexico book 	EXCURSION Semaphore Waterslide  Leave OSHC at 9:30 and return at 3:00pm Remember to bring a towel, hat and a change of clothes Rashy/t-shirt must be worn in the water (Sunscreen provided by the centre)	Visitor  Spend the morning learning Sporting skills with your friends 10.00am-12.00pm 	EXCURSION Maritime Museum Leave OSHC at 9:30 and return at 3:00pm  Spend the day in Port Adelaide and enjoy the show, tour the Museum and climb the lighthouse
Pizza Muffins	Tacos	Rolls	Fish fingers & Veggies	Rolls
Sun Smart colouring-in & drawing competitions 	Continue with making Piñatas Mexico hats Colouring sheets on Mexico 	Semaphore Playground  Have lunch and enjoy the afternoon playing on the playground with your friends	GAMES GALORE Have fun playing Connect four Twister Uno 	 Finish the day on a dolphin cruise at the Port River

Monday 25 th	Tuesday 26 th	Wednesday 27 th	Thursday 28 th	Friday 29 th
OUTBACK FUN Make Australian Collages 	Service Closed Australia Day 	Nature Day Go on a scavenger hunt around the school to collect items from the garden and make a collage with your friends to celebrate nature	EXCURSION Waterworld  Leave OSHC at 9:30 and return at 3:00pm	Superhero Day Dress up & bring in your favourite Superhero (G) rating movie to watch with your friends 
BBQ Chicken	Closed	Wraps	Rolls	Sausage sizzle
Aboriginal dot Painting Have fun with your friends dot painting 	 Service Closed Australia Day		 Swim in the pools, slide down the water slide and jump off the diving boards! <u>Bring your bathers and towel</u>	Spend the afternoon making masks & colouring in superhero pictures 

Excursions days		
	Date's	
Week 1	Tuesday 15 th Dec	SA Whale Centre -9.00 to 3.00pm: Please arrive at the service half before . The bus will leave at 9.00am sharp.
	Thursday 17 th Dec	Port Noarlunga Adventure Playground -3.00pm: Please arrive at the service half before . The bus will leave at 9.00am sharp.
Week 4	Friday 8 th Jan	Fudge it - 9.30am-1.30pm: Please arrive at the service half before . The bus will leave at 9.30am sharp.
Week 5	Tuesday 12 th Jan	Mellor Park - 9.30am -12.30pm: Please arrive at the service half before
	Thursday 14 th Jan	Semaphore Cinema -9.00 to 3.00pm: Please arrive at the service half before . The bus will leave at 9.00am sharp. Children can purchase from the candy bar, see educator on the day.
Week 6	Wednesday 20 th Jan	Semaphore Waterslide -9.30am-3.00pm: Please arrive at the service half before . The bus will leave at 9.30am sharp. Children are required to bring a towel, rashy/t-shirt to be worn in the water and a change of clothes
	Friday 22 nd Jan	Maritime Museum -9.30am-3.00pm: Please arrive at the service half before . The bus will leave at 9.30am sharp.
Week 7	Thursday 28 th Jan	WaterWorld -9.30am-3.00pm: Please arrive at the service half before . The bus will leave at 9.30am sharp. Children are required to bring a towel, rashy/t-shirt to be worn in the water and a change of clothes



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. Sunscreen will be provided by the centre.



Parents are asked to provide SPF 30+ sunscreen for their child's use if their child has skin irritation issues.

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 bought 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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Dear Parents/Caregivers,

PAYMENTS IN ADVANCE

A deposit of \$15 per child per day for Vacation Care needs to be paid to the Director 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 Director. If parents/caregivers indicate that payment is to be made via credit card, the Director will contact those parents/caregivers to notify them that their last payment has been finalized, a SMS will be sent to your mobile or by an email. 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 _____



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Booking Form

Signature Date

Parents Name.....Mobile.....

Childs Name..... Child/ren School/s

Childs Name..... Child/ren School/s

Childs Name..... Child/ren School/s

Childs Name..... Child/ren School/s

Please tick which days you would like care. 1 tick per child please.

Monday 14 th	Tuesday 15 th	Wednesday 16 th	Thursday 17 th	Friday 18 th
	Excursion SA Whale Centre		Excursion Port Noarlunga	
CLOSED MONDAY 21 st OF DECEMBER TILL FRIDAY 1 st OF JANUARY REOPENING ON MONDAY 4 th OF JANUARY				
Monday 4 th Jan	Tuesday 5 th Jan	Wednesday 6 th	Thursday 7 th	Friday 8 th
	Visitor Fire Truck			Excursion Fudge it
Monday 11 th	Tuesday 12 th	Wednesday 13 th	Thursday 14 th	Friday 15 th
Visitor Rock Climbing	Excursion Mellor Park		Excursion Movies	
Monday 18 th	Tuesday 19 th	Wednesday 20 th	Thursday 21 st	Friday 22 nd
		Excursion Semaphore Waterslide	Visitor Kelly Sports	Excursion Maritime Museum
Monday 25 th	Tuesday 26 th	Wednesday 27 th	Thursday 28 th	Friday 29 th
	Service Closed Australia day		Excursion Waterworld	

Consent form

Please tick the consent/excursion statement, (yes or no). Sign and date below to confirm.

<i>Description</i>	Yes	No
To take a chartered bus on all excursions		
I give consent to my child's photograph being taken and displayed within the OSHC building & school newsletters.		
To allow shoes off during indoor play.		
To attend the excursion to Sa Whale Centre on Tuesday 15 th December 2015		
To attend the excursion to Port Noarlunga Playground on Thursday 17 th December 2015		
To my child/ren bringing electronic equipment on Monday 4 th January 2015.		
To my child/ren to take part in the Fire Safety visit on Tuesday 5 th January 2015.		
To attend the excursion to Fudge it on Friday 8 th January 2015		
To my child/ren to take part in the Rock Climbing on Monday 11 th January 2015.		
To attend the excursion walk to Mellor Park on Tuesday 12 th January 2015		
To attend the excursion to Odeon Cinema Semaphore on Thursday 14 th January 2015.		
To attend the excursion to Semaphore Waterslide complex on Wednesday 20 th January 2015		
To my child/ren to take part in the Kelly Sports visit on Thursday 21 st January 2015.		
To attend the excursion to Maritime Museum on Friday 22 nd January 2015		
To attend the excursion to Waterworld on Thursday 28 th January 2015		

I hereby consent to the above information,

for my child/ren

Signature..... Date