

WHEELERS HILL PRIMARY SCHOOL  
OUT OF SCHOOL HOURS CARE

## VACATION CARE PROGRAM April 2019

WHITES LANE, GLEN WAVERLEY 3150  
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Email: wheelershilloshc@gmail.com

### BOOKING PERIOD INFORMATION

PERMANENT WHEELERS HILL PRIMARY SCHOOL OSHC CHILDREN/FAMILIES	WHEELERS HILL PRIMARY SCHOOL CHILDREN/FAMILIES
Monday 18 <sup>th</sup> March 2019 FROM 7am	Monday 25 <sup>th</sup> March 2019 FROM 7am
	There is a \$20 fee for children attending from other schools. This is paid once per program.

The closing date for bookings is Friday 29<sup>th</sup> March 6pm. Bookings made after this date will only be taken if there are places available.

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, not just those attending Wheelers Hill Primary School.

#### 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. Snacks are available for purchase. All food needing reheating or cooking **MUST** be given to staff on arrival for appropriate storage.

**Children MUST bring a Sunsmart hat at all times.** Children must wear appropriate clothing and footwear for activities.

There will be a cost of \$5.50 to purchase a Sunsmart hat for children who attend excursions without a hat.

# Vacation Care Program April 2019

First Week	M	8 <sup>th</sup> April	<b><u>Incursion: Oozey Slime Time</u></b> Be prepared to get messy with Supreme Incursion's Slime Time.	\$70
	T	9 <sup>th</sup> April	<b><u>Incursion: Dance Fusion Australia</u></b> Learn some new dance styles with Incursions R US's Dance Fusion.	\$70
	W	10 <sup>th</sup> April Arrival 9:00am	<b><u>Excursion: Sky High</u></b> Try to find Wheelers Hill from Sky Sky's lookout, walk through the gardens and make a wish at the wishing tree. PLEASE ENSURE ARRIVAL BY 9AM	\$75
	T	11 <sup>th</sup> April Arrival 9:00am	<b><u>Excursion: Village Cinemas</u></b> 'The Lego Movie 2' Small popcorn and juice box provided PLEASE ENSURE ARRIVAL BY 9AM	\$75
	F	12 <sup>th</sup> April	<b><u>Incursion: I'm an OSHC Kid Get Me Outta Here!</u></b> Will you be able to complete our Ninja Warrior obstacle course and challenges across the day?	\$70
Second Week	M	15 <sup>th</sup> April Arrival 9:00am	<b><u>Excursion: Village Cinemas</u></b> 'Missing Link' Small popcorn and juice box provided PLEASE ENSURE ARRIVAL BY 9AM	\$75
	T	16 <sup>th</sup> April	<b><u>Incursion: OSHC's Soccer Cup</u></b> Kick and pass your way into Proactivity's soccer sessions with your friends.	\$70
	W	17 <sup>th</sup> April	<b><u>Inhouse: Easter Day</u></b> Easter has come early to OSHC with variety of craft and activities. And maybe there will be an egg hunt too.	\$60
	T	18 <sup>th</sup> April Arrival 9:00am	<b><u>Excursion: Lilydale Lake</u></b> Let's spend the day with Glen Waverley South OSHC at Lilydale Lake, and enjoy a BBQ lunch with friends. Lunch will be provided. 'PLEASE ENSURE ARRIVAL BY 9AM	\$75
	F	19 <sup>th</sup> April	<b><u>Public Holiday: Good Friday</u></b> No Program Today.	

**WHEELERS HILL PRIMARY SCHOOL VACATION CARE**  
**Registration Form 8<sup>th</sup> April 2019 to 19<sup>th</sup> April 2019**

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 Attends .....

Mother / Guardian Name.....

Phone No (Home) ..... (Business) ..... (Mobile) .....

Father / Guardian Name.....

Phone No (Home) ..... (Business) ..... (Mobile) .....

Are there any special custody arrangements?  Yes  No

If Yes please give details .....

**IF A COURT ORDER EXISTS THIS INFORMATION MUST BE PROVIDED TO THE COORDINATOR**

Emergency Contact (other than parent / guardian)

Name ..... Phone .....

Name ..... Phone .....

Family Doctor ..... Phone No .....

Medicare Number ..... Do you subscribe to an Ambulance Service?  Yes  No

Any relevant health problems? (Eg asthma, epilepsy) .....

Is your child allergic to any of the following? (Please circle) **Penicillin Beestings Aspirin**

**Food**..... **Other**.....

Please indicate if your child has a disability, developmental delay or other special need.

.....  
IF YES, PLEASE SPEAK TO THE CO-ORDINATOR FOR OUR INDUCTION PROCEDURES BEFORE MAKING A BOOKING.

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

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 to be only used for planning and display's within our program during Vacation Care?  Yes  No

## NOTICE TO PARENTS

- Hours of Operation 7am - 6pm each day
- 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.
- The advertised program is flexible and may change due to unforeseen circumstances.
- Buses for excursions will leave on time. Please arrive 15 minutes before departure time.
- The service reserves the right to suspend a child who continually exhibits unacceptable behaviour as per our "Termination of Enrolment" Policy.
- The Vacation Care program will not be responsible for loss or damage of expensive toys brought to the program

## LEAVING AND COLLECTING CHILDREN

- 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.
- In the event of an emergency-preventing pick-up by 6pm, the co-ordinator must be contacted on 0409 007 104. Penalty payments will still apply.

## BOOKING PROCEDURES

- Complete the enrolment form attached. (Separate forms for each child)
- Completed forms **MUST** be given to the O.S.H.C. staff. Forms handed to school office will be returned to the family. Invoices will be sent/emailed out once the program starts with payments due by end of the program.
- **Priority booking will initially be open to permanent families. Bookings for the School Community will open the following week.**
- Bookings will not be accepted by phone; however, can be directly emailed to the OSHC program: wheelershilloshc@gmail.com
- Program places are limited to 50 children per day on excursion days.
- Bookings can be made during the program if vacancies exist.
- Refunds will not be available for cancellations, unless in the case of illness, upon receipt of a medical certificate.
- All enrolments will be accepted under Department of Family & Community Services priority of places outlined. For more details, please see the coordinator.

## INFORMATION PRIVACY

All personal information collected by this service will remain confidential at all times and will only be used for program provision requirement.

## BOOKING FORM

Please tick the days you wish to book.

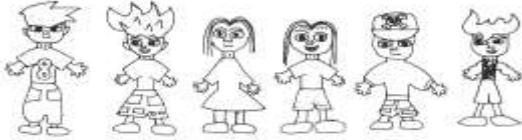
### WEEK 1

Monday	8 <sup>th</sup>	Tuesday	9 <sup>th</sup>	Wednesday	10 <sup>th</sup>	Thursday	11 <sup>th</sup>	Friday	12 <sup>th</sup>
\$70		\$70		\$75		\$75		\$70	

### WEEK 2

Monday	15 <sup>th</sup>	Tuesday	16 <sup>th</sup>	Wednesday	17 <sup>th</sup>	Thursday	18 <sup>th</sup>	Friday	19 <sup>th</sup>
\$75		\$70		\$60		\$75			

Child Care is needed for parent - Work/Training commitments  or Recreation reasons



**WHEELERS HILL PRIMARY SCHOOL  
OUT OF SCHOOL HOURS CARE**

**VACATION CARE  
EXCURSION  
PERMISSION SLIP**

**EXCURSION PERMISSION SLIP MUST BE RETURNED WITH BOOKING  
FOR CHILDREN TO ATTEND**

All children require this form to attend any excursions and leave the premises to comply with legally binding regulations.

DATE	VENUE & ADDRESS	TIMES	STAFF/CHILD RATIO
10 <sup>th</sup> April	Sky High – To explore the gardens and grounds 26 Observatory Road, Mount Dandenong, Victoria, 3767 TRAVELLING BY SEAT BELTED BUS	9am – 12:30pm	6/50max
11 <sup>th</sup> April	Village Cinemas – to watch a movie 435 Burwood Highway, Wantirna South 3152 TRAVELLING BY SEAT BELTED BUS	9am – 12:30pm	6/50max
15 <sup>th</sup> April	Village Cinemas – to watch a movie 435 Burwood Highway, Wantirna South 3152 TRAVELLING BY SEAT BELTED BUS	9am – 1pm	6/50max
18 <sup>th</sup> April	Lilydale Lake – To meet another OSHC group 435 Swansea Road, Lilydale Victoria 3140 TRAVELLING BY SEAT BELTED BUS	9am – 2:20pm	7/50max

# Risk Assessments are available on request

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.**