



WHEELERS HILL PRIMARY SCHOOL  
OUT OF SCHOOL HOURS CARE

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## VACATION CARE PROGRAM

### April 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
Monday 11 <sup>th</sup> March 2024 From 7am

WHEELERS HILL PRIMARY SCHOOL CHILDREN/FAMILIES
Monday 18 <sup>th</sup> March 2024 From 7am

Closing date for bookings is Friday 22<sup>nd</sup> March 2024 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](mailto: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 April 2024**

- 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 School Gym**

**For the April 2024 Vacation Care Program, we will be running from the Gym.**

**Please bring your children to the School Gym to sign them in and out each day.**

### **One Excursion This Holiday Program**

We are continuing with only one excursion per holiday to focus more on supporting families with their work needs. The last Friday of each holiday period will be an excursion.

### **Grade 4 – 6 program**

We are going to continue to provide a split program for grade 4 to grade 6 children who attend Vacation Care. For April 2024, this program will be running from the Music Portable, which is near the School Gym. 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.

**You will still need to sign these children in and out of the Gym each day.**

# Vacation Care Program April 2024

## WEEK 1

	<b>Monday 1<sup>st</sup></b>	<b>Tuesday 2<sup>nd</sup></b>	<b>Wednesday 3<sup>rd</sup></b>	<b>Thursday 4<sup>th</sup></b>	<b>Friday 5<sup>th</sup></b>
<b><u>Everyone</u></b>	Easter Monday Public Holiday No Program Today	Inhouse \$75	Inhouse \$75	Incursion \$85	Incursion \$85
		<b>Gardening Day</b>	<b>Disney Day</b>	<b>Space Dome</b>	<b>Basketball &amp; Taekwondo</b>
<b><u>Junior</u></b>		Tin Can Lights, Yarn Bombing	Disney Themed Hamma Beads, Disney Craft, Hidden Mickey Bingo	Hand Print Aliens, Space Galaxy Shaving Cream Planets,	Ping Pong Ball Group Painting
<b><u>Senior</u></b>	Tin Can Lights, Yarn Bombing, Spoon Wind Chime	Enchanted Rose, Star Wars Ship Making,	Sequin Foam Ball solar System,	Design Your Own Basketball Team, Shirt and Shoes, Outdoor Basketball Game	

## WEEK 2

	<b>Monday 8<sup>th</sup></b>	<b>Tuesday 9<sup>th</sup></b>	<b>Wednesday 10<sup>th</sup></b>	<b>Thursday 11<sup>th</sup></b>	<b>Friday 12<sup>th</sup></b>
<b><u>Everyone</u></b>	Inhouse \$75	Incursion \$85	Incursion \$85	Inhouse \$75	Excursion \$100
	<b>Outdoor Day</b>	<b>Toonathon with Toonworld</b>	<b>Dance Moves with FitKids</b>	<b>Artist Day</b>	<b>Lilydale Lake</b>
<b><u>Junior</u></b>	Nature Craft, Outdoor Games	Pokemon Collage Characters, Disney Sketchbook,	Music Inspired Splatter Painting, Just Dance,	Painting Styles, Disney Sketchbook,	Free play with the sports equipment and Sand Toys, Sausage Sizzle for lunch,
<b><u>Senior</u></b>	Natural Bookmarks, Maple Seed Dragonflies	Flip Books, Comic Strips	Hip Hop Mob Style, Just Dance,	Mixed Medium Art,	

# April 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 1 <sup>st</sup> April	Tuesday 2 <sup>nd</sup> April	Wednesday 3 <sup>rd</sup> April	Thursday 4 <sup>th</sup> April	Friday 5 <sup>th</sup> April
	\$75	\$75	\$85	\$85

## WEEK 2

Monday 8 <sup>th</sup> April	Tuesday 9 <sup>th</sup> April	Wednesday 10 <sup>th</sup> April	Thursday 11 <sup>th</sup> April	Friday 12 <sup>th</sup> April
\$75	\$85	\$85	\$75	\$100

# 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
12/4/2024	Lilydale Lake 435 Swansea Road, Lilydale 3140 Travelling by bus with seatbelts Being able to explore and play on the sand and oval areas of the park, enjoying a BBQ lunch with friends, and a walk around the lake.	9am-4pm	45-50	6-7	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.