



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
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THIS SERVICE IS QUALITY ASSURANCE APPROVED

Vacation Care
Monday 6th July to Friday 17th July 2015



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 Friday 10th July 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 6 th JULY	Tuesday 7 th JULY	Wednesday 8 th JULY	Thursday 9 th JULY	Friday 10 th JULY
Pyjama Party A pyjama party is packed with fun, music and games for everyone So dress up as you would for bed but leave behind that sleepy head	Visitor Mini Golf Course Come along and enjoy playing a game of Golf with your friends 10am-3.00pm 	EXCURSION BEACHOUSE GLENELG Leave OSHC at 9:30 and return at 3:00pm 	Technology Day Bring in your DS, or PSP and challenge your friends 	EXCURSION Movies Odeon Star Cinema - Semaphore  Leave OSHC at 9:00 and return at 3:00pm
Party Food	Wraps	Rolls	Spaghetti	Rolls
 Come along and join in the fun with your friends	Outside games Enjoy the day playing ball games and team games with your friends 	Enjoy spending the day having fun with your friends 	Get active and challenge your friends on the Wii and play station 	Candy Bar to be paid IN CASH!!!! Semaphore playground for lunch and play after the movies 

Monday 13 th JULY	Tuesday 14 th JULY	Wednesday 15 th JULY	Thursday 16 th JULY	Friday 17 th JULY
Lockleys Nth VAC Care Sports Day Come in your best sporting gear. Individual events and team games!! 	EXCURSION Westfield Marion Kids Cooking Class Leave OSHC at 9.00am and return at 1.30pm Join in the fun and cook up a storm in the kitchen with your friends 	Visitor Dance Party enjoy the day dressing up in your favourite outfits to non-stop dancing, including plenty of games, learning popular dances and lots more fun 	Decorate a kite Paint, draw or colour whatever you choose. Use your CREATIVE skills and decorate a kite 	EXCURSION Walk to Mellor Park and have a game of tennis Leave OSHC at 9:30 and return at 12:30pm 
Sausages Sizzle	Rolls	Spuds	Pasta bake	Chicken soup
Long Jump 50m, 100m sprints Relays Basketball shoot outs Obstacle courses 3 legged races Egg and spoon races	 Bring in a movie to watch with your friends (G or PG rating)	Gym Games Enjoy the afternoon playing games with your friends 	Games Galore Enjoy the afternoon playing games with your friends Board Games Team Games Ball Games	 Painting Enjoy the afternoon designing your own canvas



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 1Age

Child's Name 2Age

Child's Name 3.....Age

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

Monday 6 th	Tuesday 7 th	Wednesday 8 th	Thursday 9 th	Friday 10 th
	Visitor Mini Golf	Excursion Beachouse		Excursion movies
Monday 13 th	Tuesday 14 th	Wednesday 15 th	Thursday 16 th	Friday 17 th
	Excursion Kids cooking class	Visitor Dance workshop		Excursion Walk to the park

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 _____

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 my child/ren to take part in Mini Golf on Tuesday 7 th July 2015.		
To attend the excursion to Beachouse Glenelg on Wednesday 8 th July 2015.		
To my child/ren bringing electronic equipment on Thursday 9 th July 2015.		
To attend the excursion to Odeon Cinema Semaphore on Friday 10 th July 2015.		
To attend the excursion to Westfield Marion Kids Cooking Class on Tuesday 14 th July 2015.		
To attend the excursion to Mellor Park (Walking) on Friday 17 th July 2015.		

I hereby consent to the above information,

for my child/ren

Signature..... Date