



WHEELERS HILL PRIMARY SCHOOL
OUT OF SCHOOL HOURS CARE

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

VACATION CARE PROGRAM September 2023

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 28 th August 2023 From 7am	Monday 4 th September 2023 From 7am

Closing date for bookings is Friday 8th September 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 September 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 be run in the School Gym

We will be using the Gym for the September program as we feel this gives us more space for the children to move around and for us to set up better activities for the longer days

This also means we can use the lovely new Oval for a great indoor/outdoor program

Please bring your children to the gym each day to sign them in and out

No Excursions

We are not providing excursions these holidays due to concerns we have been unable to provide enough places for families that need care for their work needs.

Last holidays we had up to 20 children on waiting lists for some day's particular excursion days

We are also having some staffing issues as our team are mostly university students and they are still at Uni for the entire holiday's period. This just effects these holidays and for safety of the children, we have made the decision to stay at school.

Grade 4 – 6 program

We have made the decision to provide a split program when we are at school for the Grade 4 to 6 only

These children will have different activities that are more challenging and designed on their interests and feedback They will also be given more flexible routines to allow them to continue with activities over the whole day or several days. This may be in a separate space/room from the other children

Vacation Care Program September 2023

Everyone	Monday 18 th	Tuesday 19 th	Wednesday 20 th	Thursday 21 st	Friday 22 nd
	Incurtion \$80 GYMNASTICS CLINIC	Inhouse \$70 CREATION DAY Run by OSHC	Inhouse \$70 FOOD SCIENCE Run by OSHC	Incurtion \$80 TOY HISTORY WORKSHOP	Incurtion \$80 ANIMATION WORKSHOP
Junior	Mini Olympics afternoon	Mixed mediums creations Construction, sewing drawing etc	Make ice cream, Wizz fizz and ice paintings Can you grow a Carrot?	Calico dolls and cardboard box cars	Creating Flick books and Cartoon Strips
Senior	Detailed Hama Beads Dream Catchers and Sheilds	Woodwork and Clay Creations	Potatoes Electronics Make ice cream, Wizz fizz	Mechanical Toys Material Dolls	Manga Drawing and Stop Animation
Everyone	Monday 25 th	Tuesday 26 th	Wednesday 27 th	Thursday 28 th	Friday 29 th
	Inhouse \$70 DISCO DAY Run by OSHC	Incurtion \$80 ARCHERY CLINIC	Inhouse \$70 LEGO MASTERS Run by OSHC	Incurtion \$80 FOOTY DAY CLINIC	Grand Final Public Holiday <u>No Program</u> <u>Today</u>
Junior	Just dance, Karaoke and Disco party	Uno Challenge and Outdoor play	Lego Design Challenges Are you a Lego Master?	BBQ Sausages in Bread Create your own Mascot and Footy Challenges	

Senior	Learn Hip Hop Dance via Internet Disco Party	Jewellery Making	Make a Lego Village	BBQ Sausages in Bread Footy Challenges and Craft Activities	

September 2023 Vacation Care Booking Form

Name of Child Male/Female
Date of Birth

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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 to be
used for

Planning and Displays Yes No

Be put in the School Newsletter Yes No

CHILD CARE IS REQUIRED FOR PARENT -

Work/Training Commitments or Recreation Reasons

PLEASE TICK THE DAYS YOU WISH TO BOOK.

WEEK 1

Monday 18 th September	Tuesday 19 th September	Wednesday 20 th September	Thursday 20 th September	Friday 20 th September
\$80	\$70	\$70	\$80	\$80

WEEK 2

Monday 20 th September	Tuesday 20 th September	Wednesday 20 th September	Thursday 20 th September	Friday 20 th September
\$70	\$80	\$70	\$80	N/A
				No Program