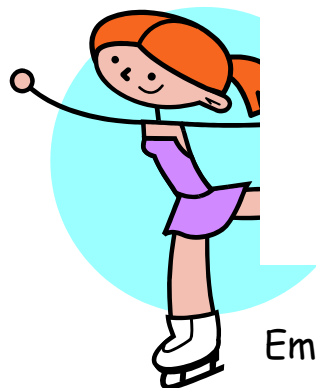




LOCKLEYS NORTH VACATION CARE PROGRAM

Providing care for kids and service to families



Maria Morello
Lockleys North Vacation Care
55 Malurus Avenue
Lockleys SA 5032
M: 0411 236014
Ph: 8443 5308
Fax: 82342576
Email: Maria.Morello708@schools.sa.edu.au



Provider number
555-011-1645

THIS SERVICE IS QUALITY ASSURANCE APPROVED

Vacation Care

Tuesday 18th April to Friday 28th April 2017

Easter Monday 17th & Anzac Day Tuesday 25th April Closed



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 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 27th April 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 17 th APRIL	Tuesday 18 th APRIL	Wednesday 19 th APRIL	Thursday 20 th APRIL	Friday 21 st APRIL
Easter Monday CENTRE CLOSED 	Technology Day Bring in your DS, or PSP  and challenge your friends	EXCURSION Melba's Chocolate Factory AND Gumeracha Toy Factory leave OSHC at 9:00 and return at 3:00pm	Visitor Wheelie Kids  Enjoy the morning riding a variety of vehicles with your friends 9.30am- 11.30am	Visitor Kids Art Space Learn how to observe and see lights and shadows that model the objects, distinguish different colour tones and recreate them on a  painting palette.
	Hot Dogs	Rolls	Spaghetti	Muffin Pizza's
	Get active and verse your friends on the Wii and Play Station 	Spend the morning at MELBA'S Chocolate Factory then move on to the TOY factory and animal farm after lunch! 	 Fully supervised by a Wheelies Kids operator Safety talk given to children before the ride Wheelie Kids operators have remote control to start and stop all vehicles	Board Games Spend the afternoon playing board games with your friends 
Monday 24 th APRIL	Tuesday 25 th APRIL	Wednesday 26 th APRIL	Thursday 27 th APRIL	Friday 28 th APRIL
Anzac Biscuits  Enjoy the morning making Anzac biscuits with your friends to eat for afternoon tea or take them home to share with your family!	Anzac Day 	GET ACTIVE DAY Spend the morning being active with your friends. Have a game of Soccer or a game of Basketball 	EXCURSION Movies Odeon Star Cinema - Semaphore leave OSHC at 9:00 and return at 3:00pm 	Visitor ROCK CLIMBING  Rock climbing coming to the service 10am-12.30pm
Pasta Bake		BBQ Chicken	Rolls	Nuggets & Chips
LABOR DAY CRAFTS Have fun creating your own designs with your friends 	Anzac Day CENTRE CLOSED	LET'S GROW OUR GARDEN Spend the afternoon planting new fresh crops in our OSHC garden with your friends 	 Candy Bar to be paid IN CASH!!! Semaphore playground for lunch and play before the movies	 Have fun climbing up and down the rocky walls with your friends

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, 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.

Excursions days		
Week 1	Wednesday 19 th April	Melba's Chocolate & Toy Factory -9.00 to 3.00pm: Please arrive at the service half before . The bus will leave at 9.00am sharp.
Week 2	Thursday 27 th April	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.



LOCKLEYS NORTH VACATION CARE PROGRAM
Providing care for kids and service to families

Booking Form

Parent/s Name

Contact Number/s.....

Child/ren School/s.....

Child's Name 1.....Age

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 17 th	Tuesday 18 th	Wednesday 19 th	Thursday 20 th	Friday 21 st
Easter Monday Centre Closed		Excursion <i>Melba's Chocolate & Toy Factory</i>	Visitor <i>Wheelie Kids</i>	Visitor <i>Kids Art Space</i>
Monday 24 th	Tuesday 25 th	Wednesday 26 th	Thursday 27 th	Friday 28 th
	Anzac Day Centre Closed		Excursion <i>Movies</i>	Visitor <i>Rock Climbing</i>

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, an 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 Technology Day on Tuesday 18 th April 2017		
To attend the excursion to Melba's Chocolate & Toy Factory on Wednesday 19 th April 2017.		
To attend the excursion to Odeon Cinema Semaphore Playground on Thursday 17 th April 2017.		
To my child/ren to take part in the Wheelie Kids visit on Thursday 20 th April 2017.		
To my child/ren to take part in the Kids Art Space visit on Friday 21 st April 2017.		
To my child/ren to take part in the Rock Climbing visit on Friday 28 th April 2017.		

I hereby consent to the above information,

for my child/ren

Signature..... Date