



MAGILL SCHOOL OSHC OCTOBER 2023 VACATION CARE PROGRAM

Tuesday October 3rd - Friday October 13th
Open Monday to Friday 7:30 am - 6:00pm

Fees

\$50.00 per Home day session
\$55.00 per Incursion day session
\$60.00 per Excursion day session

Bookings can be made through the Xplor Home app from
Monday August 28th.

Bookings will close on Friday September 15th at 6pm.

**Bookings and Cancellations made after this date may not be
accepted.**

To notify of Absences, please mark the booking absent on the Xplor App.
Please note: Any absent booking made after Friday September 15 will be subject
to our Vacation Care Cancellation Policy, where a medical certificate must be
provided to not be charged for the booking.

Email oshc@magillschool.net (preferred method)
Telephone 08 8332 5762 (Outside 8:15 am - 9:00 am and 2:45 pm - 3:45 pm)
During Vacation Care we ask you to email throughout the day if you have any
questions.
On excursion 041 899 4032



Vacation Care Enrolment

Families using our service for the first time will need to complete and submit an online enrolment form on OSHC webpage (under Parent Information on school website). If you need to update your details please email us.

Bookings

Bookings need to be made on the Xplor Home app in the Bookings Section

1. Select the date/s required on the calendar
2. Press "+New" in the top right corner
3. Select Child/ren
4. Add any time frame (OSHC will then change booking to Incursion, Excursion or Home Day)
5. Once you have selected all the session dates that you would like to book, click on the Cart icon (top right corner) which will indicate the number of new bookings you are requesting
6. Check all listed dates and sessions are correct, then press "Request" to create bookings.
7. Once you have created these bookings, the dates on the calendar will display an orange dot (you can then scroll upwards on the "Session List" to show the details on these bookings).

By booking on the app, you agree to all the terms and conditions of the Vacation Care Program and Magill OSHC Policies and Procedures.

Please note: Term time bookings do not roll over into Vacation Care.

Vacation Care Cancellations

Once a Vacation Care booking is made, full fees will apply to any cancellations of booked care. Unless the cancellation is a result of illness, OSHC will waive the cancellation fees on the presentation of a Medical Certificate (be mindful of dates on sick certificates).

Waiting List Procedure

If a day is full, the service will have a Waiting List. If a spot becomes available we will contact you via phone or email. Please respond promptly to secure the booking for your child/ren.

Child Care Subsidy

The cost of care in Out of School Hours Care and Vacation Care varies according to your Child Care Subsidy (CCS), which is based on your activity test.

If you do not use care in a 14-week period and your enrolment with MyGov is ceased, you will need to notify the service via email. This is only necessary if you plan on using the service within 8 weeks. You will need to re-confirm your child's enrolment in MyGov or you will be liable to pay the full fee.

If you do not use the service for a 14 week period and if your child's last booked session(s) were marked as absent, you will be liable for paying full-fee on all absent sessions. Even though CCS may have been applied initially, Centrelink will revoke this and your account will go into debit.

Staffing Ratios During Vacation Care

- On-site - One Educator per 15 children and additional Inclusion Educators.
- On excursion - One Educator per 8 children and additional Inclusion Educators.
- At all times there will be a minimum of One Educator with an approved qualification per 30 children.

Note: Mobile phones, ipods and computer gaming systems are not permitted unless authorized on a programmed day.



Important Information for Vacation Care Families

Please read carefully as information is updated regularly

If you are using the OSHC service for the first time, or have not recently read the information Documents on the Magill OSHC web page.

Vacation Care Checklist

- Sign your child/ren in at least 10 minutes before Excursion leaving times.
- Child/ren must wear Magill School uniform top and / or jumper on Excursions.
- Child/ren must have a sun safe hat every day they attend - no caps.
- Provide child/ren with a morning snack, lunch and drink bottle every day they attend. We do not supply breakfast during vacation Care. Afternoon snack is provided by OSHC every day.
- Child/ren must wear sleeves (covering shoulders) and enclosed shoes for all outdoor activities and excursions.
- Do not send food for your child/ren that requires re-heating.
- Once bookings are made, full fees will apply to any cancellation of booked care without providing a medical certificate. Please notify us asap if your child/ren is not going to attend.

Sun Protection

SPF 30+ Broad Spectrum Sunscreen will be provided for all children (If your child requires a specific type of sunscreen, please provide this). It is preferable that children wear long sleeves and collars for all outdoor activities and enclosed shoes for safety. Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors).

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended. Children are required to wear sun safe hats that protect their face, neck and ears. Eg: Legionnaire hat or Bucket hat.

Attendance Records

All children must be signed IN and OUT by their parent/caregiver when dropping off and picking up. Please notify OSHC immediately when you know your child/ren will not be attending on a "booked" day.

Collection of Children

For safety and security, children will only be released to authorised adults that are named on the enrolment forms for collection. Children must be signed out by their parent, or other authorised person, before they leave OSHC.

Children must be collected by 6.00pm. If the collection person is late because of an emergency situation, please notify OSHC as soon as possible on 8332 5762 so that appropriate arrangements can be made.

*Late fees apply after 6.00pm (refer to Late Collection Policy for fees).

Food

We have children attending the OSHC Vacation Care Program with severe nut allergies so we ask that you avoid bringing foods containing nuts. A packed recess and lunch must be brought every day. Please note: we do not provide breakfast. Do not send meals that need to be cooked or heated (Eg: Noodles, etc). If your child has any specific dietary requirements please inform OSHC. Our service follows a Healthy Eating Policy and we encourage families to provide lunch and snacks accordingly. Ice blocks might be provided to your child/ren.

We Are Food Allergy Aware

Many children attending OSHC have severe allergies to nuts, egg and dairy products, etc. Please be mindful when bringing foods to OSHC and support us educating children about allergies. Our service follows a Healthy Eating Policy and we encourage families to provide lunch and snacks accordingly.



Medication

Children who are not well should not attend the OSHC Program. If you require Vacation Care staff to administer your child with any medications please inform us beforehand, so appropriate paperwork can be completed.

Medications must be correctly labelled with child's name in original packaging and given to staff. Medication is not to be kept in children's bags. No medication will be administered without the correct updated documentation.

Excursions

Get your bookings in early to avoid disappointment, as excursions book out quickly. Pack your child/ren a light bag for excursions as they may need to carry their bag, depending on the venue and its facilities. Children are not to bring spending money on excursions. We travel by Private Buses. Excursions may be cancelled if the forecast temperature exceeds 35 degrees or if it is raining heavily (alternative activities will be provided). Children must arrive for excursions at least 10 minutes before the departure time stated on the program. (We will not wait for late arrivals). This allows staff time to talk to all the children about:

- Safety issues
- Behaviour expectations
- Organise recess/lunches/drink bottles
- Toileting
- Apply sunscreen
- Arrange child groupings
- Allow time to answer any questions children may have about the excursion or venue.

To ensure high visibility and safety of children attending excursions children are required to wear Magill School Uniform top or jumper on Excursion. Uniform tops can be replaced with casual wear once we return back to OSHC. Remember to label all items of clothing to avoid them being lost. Children may wear their choice of bottoms and enclosed shoes.

Payment of Fees

Magill OSHC bills a week after, therefore your Account Statement will be received on a Wednesday, for the Monday to Sunday prior. Therefore any payments made after the period will appear on your next statement. Please be aware that transactions have processing days and sometimes not on the day you process it. During

Vacation Care invoices/statements and reconciliation of payments may be delayed due to Finance Team being on holidays. We ask that you keep track of relevant payments and pay the outstanding based on what you have previously paid. Invoices/Statements may also be delayed due to Public Holidays. Every effort will be made to

keep the schedule as per normal. Payment is still required to be made within 14 days.

Risk Assessments

Excursions will be organised in compliance with Department OSHC Standards and the National Quality Framework. Staff will complete a risk management assessment for all excursions and this will be available upon request at OSHC. A risk assessment for an excursion must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child participating in the excursion and specify how the identified risks will be managed and minimised. These also determine our ratios.



Magill School OSHC Vacation Care

Tuesday October 3rd - Friday October 13th

Opening Hours: 7:30 am to 6:00 pm

Bookings:

OPEN: 10am Monday August 28th

CLOSE: 6:00 pm Friday September 15th

REMEMBER!

Once bookings are made, full fees will apply to any cancellation without providing a Medical Certificate
Please notify OSHC if your child/ren will be absent

We DO NOT provide Breakfast

Be ALLERGY AWARE. No Nuts

Uniform Top required on Excursions

Sign your child/ren in at least 10 mins before Excursion leaving times

Everyday your child/ren needs: Recess, Lunch, Hat, Drink Bottle

Children must wear sleeves—Covering shoulders

No technology permitted

DO NOT send food that requires re-heating

Afternoon Snack will be provided by OSHC every day

Week 1

Monday: Oct 2nd - PUBLIC HOLIDAY

**SORRY
WE'RE
CLOSED**

Tuesday: Oct 3rd - Wacky Warehouse
Excursion

Today, we're off to Wacky Warehouse! Come and have a play
on their indoor playground!

Please arrive no later than 9am so that we can depart on time.



Wednesday: Oct 4th - OSHC Sports Day
Home Day

Today you'll be split into teams and will have to work
together to win points.
Which team will win?

Thursday: Oct 5th - Goo Roo Animation Workshop
Incursion

Today Goo Roo Animation are coming to do a claymation
workshop with us! You'll get to make your own clay characters
and then create your own movie!



Friday: Oct 6th - Middle Eastern Belly Dance
Incursion

Today we're going to be exploring Middle Eastern and
Indian culture!

Week 2



Monday: Oct 9th - Think Big
Incurion

Think Big are coming back to play a show for us!
We always have a lot of fun with Think Big! This is
one you don't want to miss out on!

Tuesday: Oct 10th — Melba's Chocolate Factory
Excursion

We're off to Melba's Chocolate Factory! Come and see how the chocolate
gets made!

Children are welcome to bring spending money today. Please note that
the children will be need to be responsible for looking after their money.

Please arrive no later than 9am so that we can depart on time.



Wednesday: Oct 11 - Junior Masterchef
Home Day

Put your cooking skills to the test in Junior Masterchef!
Today you'll get to participate in different challenges and
cooking experiences!

Thursday: Oct 12 - Penfold Park
Excursion

Join us for a day at Penfold Park! Come and enjoy the sunshine as
we play on the playground, play some lawn games and have a
kick of the footy too!

We will be walking to Penfold Park at 10am.



Friday: Oct 13 - Zumba
Incurion

Today we have a Zumba instructor coming in to
give us a class! Let's get our bodies moving!