



Largs Bay Outside School Hours Care

VACATION CARE PROGRAM

3RD - 13TH OCT 2017



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Please find attached:

- Parent Information
- Vacation Care Program Week 1 & 2
- Vacation Care Booking Form
- Vacation Care Parent/Caregiver Consent Form



Parent Information

Welcome and thank you for your interest in the Largs Bay School OSHC October 2017 Vacation Care program. Please read the parent information carefully... All programming and planning is done in accordance with the National Quality Standards and My Time Our Place Framework. The information provided below is in addition to the handbook provided during the initial enrolment process. If you are using our service for the first time, an enrolment form will need to be filled out prior to bookings taken. Please see the Director in OSHC. A limited number of places are available each day and parents are encouraged to book early. We operate on a first in, first served basis, so book early to avoid disappointment. **CHILD CARE BENEFIT IS AVAILABLE TO MOST FAMILIES.** Sorry, no part/half day sessions. Largs Bay Vacation care provides care for primary school age children. Children outside this age bracket cannot participate in the program.

COST

The full cost before child care benefit reductions is \$50.00 per child per day. The fee is inclusive of all excursion/incursion costs and bus fares, **not lunch** unless stated in the program. **CHILD CARE BENEFIT FEE REDUCTION and the Cash Rebate are available to reduce the full cost. Fees will depend on the amount of Child Care Benefit you are eligible to receive. To determine eligibility, families must contact Department of Human Services (Centrelink) on 136150 TO REGISTER FOR CHILDCARE BENEFIT or provide a copy of the letter stating your percentage and Customer Reference Numbers to the service.**

BOOKING & CONDITIONS All outstanding fees must be paid in full to be eligible to book for Vacation Care. **Please complete and return a booking form and consent form, to Outside School Hours Care no later than Friday 15th September 2017.** Any booking received after this time and day may not be accepted (depending on numbers/capacity).

CANCELLATIONS (Please read carefully): Vacation Care has a '**No Cancellations Policy**'. Consideration will be given for a cancellation due to sickness if a medical certificate is provided or your child's spot can be filled. *****The full fee of \$50.00 will be charged for cancellations to cover staffing, activity, craft, food, excursion/incursion and transport costs.**

FOOD – We encourage families to make healthy choices when providing food for their children. **“Please try to keep ‘junk food’ to a minimum” as we encourage healthy eating.** Food from home will not be cooked/reheated for children due to Occupational Health and Safety regulations. We encourage the children to eat all of their recess and lunch and ask that they put any leftovers back in their lunch box, so parents/caregivers can monitor. **Our service has a NUT AWARENESS POLICY** Due to the severe allergic reaction of some children, parents are asked that they **do not send their child/ren to Vacation Care with any food containing nuts. Ensure your child brings a water bottle. No soft drinks or energy drinks please!** Afternoon snack will be provided daily at 3:15pm and an assorted fruit platter at 4:15pm.

SUN SAFE / APPROPRIATE CLOTHING/FOOTWEAR Children are required to wear appropriate clothing. This includes comfortable shoes/sandals (not thongs) and tops with sleeves, no singlets. OSHC provides sunscreen during warmer months, bucket hats must be worn, and all children are required to wear them for outside play and activities. **“NO HAT NO PLAY”** Play will occur in the shade! (No baseball Caps Allowed).



EXCURSIONS/TRANSPORTATION

Children must arrive at the centre 30 minutes prior to departure. **Please be considerate to OSHC staff by arriving on time. Important information, including safety is discussed before we leave. A smooth departure is essential!** On all excursions, the children will be transported in a private bus. **Risk/Benefit Analysis:** A thorough risk / benefit analysis of each excursion is carried out. Appropriate child/staff ratios are set and strategies to maintain safety are developed and implemented. 'Risk / benefit analysis' Available upon request. While it is hoped that all planned activities will go ahead, sometimes weather conditions or conditions outside the realm of the control of the Vacation Care Director, may mean that the program is changed or cancelled at short notice. Caregivers will be notified.

MEDICAL CONDITIONS: A risk action plan is required to be developed by your Medical Practitioner for your child/ren who has been diagnosed with, Anaphylaxis, Asthma, Diabetes or any other life threatening medical condition in consultation with staff upon enrolment. **NO** medication will be given without this form filled in and signed.

ARRIVAL & DEPARTURE TIME

At the commencement of each morning, you are required to sign your child in on the attendance sheet. The child must also be signed out when collecting your child/ren and will not be allowed to leave the centre with any other person other than those nominated on their OSHC enrolment form. Written notification is required to allow another person to collect your child and person's unknown will be required to provide ID and **MUST** be 18yrs and over.

Late collection will incur a surcharge. If you are going to be late, please call and let us know. If a child is not collected within 30 minutes after closing time and we have not made contact with parents or emergency numbers, Crisis Care will be contacted to collect your child/ren.

BEHAVIOUR MANAGEMENT POLICY We aim to keep **Vacation Care** a safe and happy place for your child. We expect children to adhere to the behaviour rules and consequences and we expect parents to support these. Children are expected to show a sense of responsibility and respect towards other people, property and themselves. We encourage children to take responsibility for their actions. Children who exhibit repeated unacceptable behaviour may be suspended or excluded from the service as per behaviour management policy. The Director reserves the right to suspend a child's access to Vacation Care or to particular activities or excursions if their behaviour is a concern to us.

TECHNOLOGY POLICY Children are ***not permitted to use mobile phones or personal iPads/tablets while at Vacation Care*** unless the day's activities are specifically programmed for this. Parents who need to contact their child/ren can do so by contacting the **OSHC office on 8341 5350**. Use of technology may result in confiscation until a parent/guardian arrives to collect the child.

It is very important that you read all of the information in this package and complete all forms to be eligible to enrol in the program.

**Enrolments Closing Date
Friday 15th September**

**All bookings are final after the closing date.
(Please read, booking & cancellation conditions)**

WEEK 1 PROGRAM

What to bring

- ✓ Water bottle
- ✓ Packed recess/lunch every day
- ✓ Wear appropriate footwear & clothing
- ✓ No personal items from home, this includes Mobile Phones

EXCURSIONS: CHILDREN ARE TO ARRIVE NO LATER THAN 30 MINUTES PRIOR TO DEPARTURE to allow organisation, discussions on safety issues, behaviour expectations, child groupings and question time

Monday 2nd OCT

Labour Day

PUBLIC HOLIDAY



Excursion

Tuesday 3rd OCT



Please arrive by 9am...

Movie to be advised closer to the time

Depart 10.15am – Return approx. 3pm

A snack & drink will be supplied by OSHC

NO spending money please!

Afterwards lunch in the Park

Wednesday 4th OCT

WHEELS Day

If it's got wheels, today is the day to bring it and spend the day riding.

Helmets & protective gear must be worn

NO swapping with friends! for safety reasons, **NO Helmet NO Play**



Make Pizza Pinwheels

Excursion

Thursday 5th OCT

St Kilda Adventure Playground

The park includes a new castle tower with supersized slides, wooden fort, an old wooden ship overlooking the water and a volcano wave slide starting at the top of a hill. Children can run from one structure to another and find a new twist or turn at each one

Bring: Packed recess, lunch & water bottle

Must wear comfortable clothes, footwear & bring a hat (No baseball caps)

Depart 9.30. – Return approx. 2.45pm

Incursion

Friday 6th OCT

From 11am

FOOTSTEPS DISCO FUN

We are going to rip up the D-Floor and show your groovy moves..... **PRIZES!**

Dance, Fitness & Fun... Fun... Fun!

Cooking **GIANT FRECKLES**

In addition to the program- Arts, Crafts, sports, games, construction materials & free play available every day!

WEEK 2 PROGRAM

What to bring

- ✓ Water bottle
- ✓ Packed recess/lunch
- ✓ Wear appropriate footwear & clothing
- ✓ **No** personal items from home please, this includes mobile phones

EXCURSIONS: CHILDREN ARE TO ARRIVE NO LATER THAN 30 MINUTES PRIOR TO DEPARTURE to allow organisation, discussions on safety issues, behaviour expectations, child groupings and question time.

Monday 9th OCT

Excursion



Afterwards, take a walk on the wild side and experience the new Nature's Playground.

From atop the aerial walkway get a birds-eye-view of the Zoo, the CBD and the riverbank.

Slide, climb or traverse your way through the play space.

Build a fort with branches, sticks and leaves.

Play through a series of water jets and discover tadpoles and frogs in the natural creek bed.

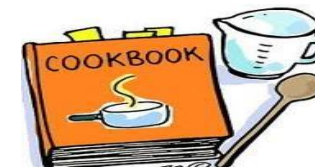
Bring: packed recess, lunch, water bottle & hat and please wear comfortable clothing & footwear (No baseball caps)

Depart: 9.15am- Return approx.: 3pm

Tuesday 10th OCT



Master Chef for A Day



Make our own Chef Hat

Wednesday 11th OCT

Excursion

Largs Bay PLAYGROUND

Walk to playground and have lunch by the beach. Children can bring spending money for ice-cream only after lunch.

Centre will provide 'HOT CHIPS' for lunch

Bring: recess, water bottle & hat (no baseball caps)

Depart: 11am- Return approx.: 2.30pm

Thursday 12th OCT

Inursion



Weird Science & Slime Workshop



Afternoon

ARTS

Friday 13th OCT

Inursion

From 9.30am



HAUNTED HOUSE THEME

COME DRESSED IN YOUR "SCARIEST COSTUME"

ARTS, CRAFTS, GAMES

HAUNTED HOUSE LASER TAG

Lost Property: A reminder to check lost property box for any items that are left from vacation care which is located in the foyer

**PLEASE RETURN THIS FORM
ONLY TO SECURE YOUR BOOKING
BY **Friday 15th Sept****

*****Booking Form*****

OFFICE USE ONLY
INPUT: _____
DATE: _____

Please note we are unable to accept bookings until all outstanding fees are paid

NOTE: for excursions children must be on site and signed in 30 minutes prior to stated departure time. This enables us to go through safety rules, the day's event and to ensure children have all that is required for the day. It also allows us to toilet the children prior to boarding the bus.

On enrolment into the Vacation Care program your booking becomes permanent. **Cancellations made after the closing date** will incur the normal fee for that day minus CCB (allowable absence).

I wish to enrol my child/ children in the Largs Bay PS Vacation Care Program on the following days. Please tick boxes below

Family Surname:		Mon 2nd October	Tues 3rd Excursion	Wed 4th WHEELS DAY	Thurs 5th Excursion	Frid 6th Incursion	Mon 9th Excursion	Tues 10th MASTER CHEF	Wed 11th Excursion	Thurs 12th Incursion	Frid 13th Incursion
Childs Name:		Public Holiday									
Childs Name:		CLOSED									
Childs Name:											
Childs Name:											

All bookings will be handled in accordance with the Federal Government Guideline Priority of Access. 1) Children at risk. 2) Children of parents or a single parent who satisfies the Government work/training/study test 3) Any other child. 'Risk Assessments have been undertaken for excursions/incursions and may be viewed upon request'

Please sign the Consent Form on the reverse side of this page and return to Outside School Hours Care Office

Billing Email Address:

Parent/Guardian Sign:

Parent/Caregiver Consent Form

- ❖ I have made OSHC service aware of any changes to my contact information and/or my child's medical needs. I understand that staff will not accept responsibility for any child that arrives sick to the service and my child will be sent home in these circumstances. If I have indicated my child with additional medical needs, I have provided OSHC with their necessary medication, i.e. puffer/epi-pen and given a copy of their health support plan.
- ❖ I give authority for my child to be transported to and from excursions by private bus and to participate in the day's programmed activities. I also consent to my child travelling in a staff car in the event of an emergency. I also consent for staff providing my child with basic first aid.
- ❖ I understand that my child must bring recess, lunch and water bottle daily. I understand that due to Health & Safety standards staff will not heat food brought by my child to Largs Bay Vac care.
- ❖ I consent to photographs being taken of my child as part of the vacation care program which will be displayed around the centre and in OSHC newsletter. Photographs are taken with an OSHC device only and can be reviewed upon request at any time.
- ❖ I have familiarised myself with the Behaviour Guidance expectations of the Service and have communicated these to my children.
- ❖ I understand that a late collection fee of \$1 per minute will be charged for any late pick-ups after the 6pm closing

This form must be completed by a parent/guardian who has the authority to authorise the taking of a child outside of the Vacation Care service by OSHC Educators. A parent/guardian must sign below for their child/ren attending. If this form is not adequately completed, the child will not be permitted to attend the excursion/s.

I have read the above information and understand the terms and conditions. I am making the following bookings and give my permission for my child/ren to attend the vacation care program.

❖ Family Name: _____
(Please Print)

❖ Parent/Guardian Name/s: _____
(Please Print)

❖ Emergency Contact Number/s: Home: _____ Work: _____ Mob: _____

❖ Parent/ Caregiver -Sign: _____

Date: _____

***Thank you, and we look forward to a fun filled Vacation Care!
The Largs Bay OSHC team!***