



## LOCKLEYS NORTH VACATION CARE PROGRAM

*Providing care for kids and service to families*

**Maria Morello**

Lockleys North Vacation  
Care

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Provider number  
555-011-1645

THIS SERVICE IS QUALITY ASSURANCE APPROVED

**CLOSED MONDAY 22<sup>nd</sup> OF DECEMBER TILL FRIDAY 2<sup>nd</sup> OF JANUARY**

**REOPENING ON MONDAY 5<sup>th</sup> OF JANUARY 2015**

**Vacation Care**

Monday 15<sup>th</sup> December to Friday 23<sup>rd</sup> January 2015



Government of South Australia  
Department of Education and  
Children's Services

## **Fees**

Full Day in house **\$56.00** per child (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.**

Late pick-up \$15.00 by 6.05pm, from then onwards 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.

## **Hours Open**

7.00am till 6.00pm Monday to Friday

Excluding public holidays and centre closure for a week at Christmas and first week in January.

## **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 Thursday 18<sup>th</sup> December for the cinema. If you wish for your child to use this facility please pay **\$5 or \$6.00 in cash on the day** or children may bring snacks from home. Children are not allowed to bring money to excursion days unless it has been stated on the program.

Monday 15 <sup>th</sup>	Tuesday 16 <sup>th</sup>	Wednesday 17 <sup>th</sup>	Thursday 18 <sup>th</sup>	Friday 19 <sup>th</sup>
<b>Christmas Cooking</b>  Make some DELICIOUS gingerbread and white Christmas cup cakes	<b>EXCURSION</b> <b>Semaphore Waterslide</b>  Leave OSHC at 9:30 and return at 3:00pm <b>Remember to bring a towel, hat and a change of clothes</b> Rashy/t-shirt must be worn in the water (Sunscreen provided by the centre)	<b>XMAS PARTY DAY AT OSHC</b>  Dress in your Xmas outfits and have fun with your friends playing party games ,face painting and lots more. 	<b>EXCURSION</b> <b>Semaphore Cinema</b> <b>Leave OSHC at 9:00 and return at 3:00pm</b> 	<b>Visitor</b> <b>Red Elf, Blue Elf</b> <b>10.00am-12.00pm</b> Enjoy the performances with your friends 
Bake Pasta	BBQ	Party Food	Rolls	Wraps
<b>CHRISTMAS CARD MAKING</b> Enjoy the afternoon designing your own Xmas cards 	<b>Semaphore Playground</b>  Have lunch and enjoy the afternoon playing on the playground with your friends	<b>Watching Christmas Movies</b> Bring your own G or PG rated movie to watch with friends 	Candy Bar to be paid <b>IN CASH!!!</b>  <b>Semaphore playground for lunch and play after the movies</b>	<b>Christmas Art and Craft</b> Paper plate Santa's Xmas tree decorations and lots more 

**CLOSED MONDAY 22<sup>nd</sup> OF DECEMBER TILL FRIDAY 2<sup>nd</sup> OF JANUARY**

Monday 5 <sup>th</sup>	Tuesday 6 <sup>th</sup>	Wednesday 7 <sup>th</sup>	Thursday 8 <sup>th</sup>	Friday 9 <sup>th</sup>
<b>"Story Day"</b> Dress up as a character, and write stories and share them with your friends	<b>EXCURSION</b> <b>AMF Bowls</b> Leave OSHC at 10:00 and return at 2:30pm 	<b>"Be Active Day"</b> Come in your best sporting gear. Age level, Individual events and team games!! 	<b>Wheels Day</b> Bring in your bike, scooters, etc and enjoy a day of riding around the quadrangle	<b>EXCURSION</b> <b>Ice Arena Ice skating</b> <b>Leave OSHC at 9:30 and return at 12:00pm</b> 
Spaghetti	Rolls	Sausage sizzle	Baked potatoes	Hot dogs
<b>TIE DYE</b> Enjoy the afternoon creating your own fashions  Children are required to bring in their own white T-shirt To create their masterpiece	 <b>Have fun bowling with your friends</b>	<b>Running races</b> <b>Three legged races</b> <b>All over red over</b> <b>Parachute games</b> <b>Team games</b> <b>Dodge ball</b> <b>Bean bag tossing</b> <b>Egg and spoon races</b>	 <b>DON'T FORGET TO BRING YOUR HELMET, PROTECTIVE CLOTHING AND ENCLOSED SHOES</b>	<b>Gym Games</b> Enjoy the afternoon playing games with your friends 

Monday 12 <sup>th</sup>	Tuesday 13 <sup>th</sup>	Wednesday 14 <sup>th</sup>	Thursday 15 <sup>th</sup>	Friday 16 <sup>th</sup>
<b>Visitors</b>  Enjoy the morning designing your own buildings and towns based on your own ideas and imagination 	<b>Technology Day</b> Bring in your DS, or PSP  and challenge your friends	<b>EXCURSION</b> <b>LOLLIPOP'S PLAYLAND &amp; CAFE</b> Leave OSHC at 9:30 and return at 3:00pm 	<b>Clay Model</b> Come & get your hands dirty with colourful modelling clay. You can create an animal, a bowl or whatever you like. <b>It is suggested you wear old clothing on this day</b> 	<b>EXCURSION</b> <b>"Gory Stories" at the Maritime Museum</b> Leave OSHC at 10:00 and return at 3:00pm  Enjoy the day listening to stories and climbing the lighthouse
Pizza	Fried rice	Rolls	Wraps	Rolls
<b>Family/Cultural Sharing Day</b> Bring in an item or photo from home that represents your family/culture and Share with your friends	<b>Get active and verse your friends on the wii and play station</b> 	<b>Enjoy the day having fun climbing, sliding, jumping and spinning</b> 	<b>Enjoy an afternoon of DANCE</b> <b>Competitions</b> In groups make up a dance or show off your moves in the dance off	 Continue the day exploring the Museum with your friends

Monday 19 <sup>th</sup>	Tuesday 20 <sup>th</sup>	Wednesday 21 <sup>st</sup>	Thursday 22 <sup>nd</sup>	Friday 23 <sup>rd</sup>
<b>Mad Science Day.</b>  Learn about famous scientists. Make your own science lab. Conduct your own experiments!!	<b>Visitor</b> <b>GAMES 2 U</b>  Enjoy the morning playing activities with your friends 10am-12pm <b>Games Theatre</b> <b>Laser Tag</b> <b>Hamster Ball</b> <b>Water Activities</b>	<b>EXCURSION</b> <b>"Wet' n Wild"</b> at St Clair Woodville Leave OSHC at 9:30 and return at 2:30pm 	<b>Craft &amp; Construction Day</b> We have some great crafts for this day, come and see what you can create with your friends	<b>EXCURSION</b> <b>Waterworld</b>  <b>Leave OSHC at 9:30 and return at 3:00pm</b>
BBQ Chicken	Wraps	Rolls	Sausage sizzle	Rolls
<b>Board Games</b> Spend the afternoon playing board games with your friends 	<b>Games in gym</b> <b>Tug of War, Parachute Games, Indoor Soccer, Basketball</b>	Enjoy the day having fun with lots of water play activities and plus roller skating  Children are required to bring socks, towel and change of clothes	<b>Animal Mask Making</b> <b>Foam Printing</b> <b>Balloon people</b> <b>Hand Painting</b> <b>Paper Flower</b> 	 <b>Swim in the pools, slide down the water slide and jump off the diving boards!</b> <b>Bring your bathers and towel</b>





## 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. Sunscreen will be provided by the centre. Parents are asked to provide SPF 30+ sunscreen for their child's use if their child has skin irritation issues.



### 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.



## LOCKLEYS NORTH VACATION CARE PROGRAM

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Dear Parents/Caregivers,

### **PAYMENTS IN ADVANCE**

A deposit of \$15 per child per day for Vacation Care needs to be paid to staff 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, Maria will contact those parents/caregivers to notify them of the exact cost prior to finalising the transaction. 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 \_\_\_\_\_



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## Booking Form

Signature ..... Date .....

Parents Name.....

Childs Name..... Child/ren School/s .....

Childs Name..... Child/ren School/s .....

Childs Name..... Child/ren School/s .....

Childs Name..... Child/ren School/s .....

Please tick which days you would like care. 1 tick per child please.

<b>Monday 15<sup>th</sup></b>	<b>Tuesday 16<sup>th</sup></b>	<b>Wednesday 17<sup>th</sup></b>	<b>Thursday 18<sup>th</sup></b>	<b>Friday 19<sup>th</sup></b>
	<b>Excursion</b> Waterslide		<b>Excursion</b> Movies	Visitor
<b>CLOSED MONDAY 22<sup>nd</sup> OF DECEMBER TILL FRIDAY 2<sup>nd</sup> OF JANUARY</b> <b>REOPENING ON MONDAY 5<sup>th</sup> OF JANUARY</b>				
<b>Monday 5<sup>th</sup></b>	<b>Tuesday 6<sup>th</sup></b>	<b>Wednesday 7<sup>th</sup></b>	<b>Thursday 8<sup>th</sup></b>	<b>Friday 9<sup>th</sup></b>
	<b>Excursion</b> AMF Bowls			<b>Excursion</b> Ice Arena
<b>Monday 12<sup>th</sup></b>	<b>Tuesday 13<sup>th</sup></b>	<b>Wednesday 14<sup>th</sup></b>	<b>Thursday 15<sup>th</sup></b>	<b>Friday 16<sup>th</sup></b>
Visitor		<b>Excursion</b> Lollipops Playground		<b>Excursion</b> Maritime Museum
<b>Monday 19<sup>th</sup></b>	<b>Tuesday 20<sup>th</sup></b>	<b>Wednesday 21<sup>st</sup></b>	<b>Thursday 22<sup>nd</sup></b>	<b>Friday 23<sup>rd</sup></b>
	Visitor	<b>Excursion</b> Wet n Wild		<b>Excursion</b> Waterworld

## Consent form

Please tick the consent/excursion statement, (yes or no). Sign and date below to confirm.

<i>Description</i>	Yes	No
To take a chartered bus on all excursions		
I give consent to my child's photograph being taken and displayed within the OSHC building & school newsletters.		
To allow shoes off during indoor play.		
To attend the excursion to Semaphore Waterslide complex on Tuesday 16 <sup>th</sup> December 2014		
To attend the excursion to Odeon Cinema Semaphore on Thursday 18 <sup>th</sup> December 2014		
To attend the excursion to AML Bowling & Laser Skirmish on Tuesday 6 <sup>th</sup> January 2015		
To attend the excursion to Ice Arena on Friday 9 <sup>th</sup> January 2015		
To attend the excursion to Lollipop's playland on Wednesday 14 <sup>nd</sup> January 2015		
To attend the excursion to Maritime Museum on Friday 16 <sup>th</sup> January 2015		
To attend the excursion to Wet n Wild St Clair on Wednesday 21 <sup>st</sup> January 2015		
To attend the excursion to Waterworld on Friday 23 <sup>rd</sup> January 2015		

I ..... hereby consent to the above information,  
for my child/ren .....

Signature..... Date .....