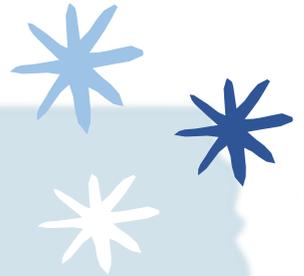


# VACATION CARE PROGRAM

Monday 15<sup>th</sup> April to  
Friday 26<sup>th</sup> April 2024

OSHC



If you have any queries, please  
contact OSHC

PH: 83436567 | Mob: 0401993850

Hours of operation:  
Monday-Friday 7am - 6pm

Closed Public Holidays

Bookings close Friday, 5<sup>th</sup> April 2024

**START HERE!**

Is your child  
already enrolled  
with OSHC

**No**

Please fill in enrolment details  
form available in OSHC to  
confirm a place.  
This is an additional form to the vac  
care enrolment/booking form

**Yes**

Return booking form before the  
closing date  
Fill in contents/sign section  
1, 2 & 3 attached

If eligible for Childcare Subsidy,  
please ensure you confirm your CCS  
enrolment in your Centrelink app to  
reduce your fees, otherwise full fees  
apply.



**Please note regarding cancellations:** Cancellations for  
vacation care must be made prior to the commencement of  
vac or a fee, equal to the fee for that session will be  
charged. No cancellations can be made during vacation care.  
Also, please be aware that bookings will be subject to the  
Commonwealth Government Priority of Access Guidelines



Respect



Achievement



Diversity



Belonging

## Please read thoroughly before signing the booking forms



- **Bookings:** Will only be accepted if accounts are up to date.
- **Payment:** Is required within 14 days from the date invoice is issued. An email reminder will be forward if fees are outstanding 14+ days. Late fees apply!
- **Cancellations:** Bookings are firm once received and fees will be charged for cancellations.
- **Childcare Subsidy:** If you have not already, please claim for CCS prior to the holidays through your myGov account. It can take 4+ weeks for Centrelink to approve CCS. Your entitlements will include your eligible hours that will receive the subsidy. Anything over these hours DO NOT receive subsidy. Our sessions are 11 hours per day. Childcare Subsidy is the responsibility of the parent/guardian to organise, if CCS is not established, full fees apply to families.
- **Ceased Childcare Subsidy:** Families who use OSHC intermittently experience having their CCS ceased due to non-attendance. If families do not use OSHC for 14 weeks in a row, the CCS is automatically ceased by Centrelink. Furthermore, if a child is absence for their last session prior to this 14 weeks Centrelink will recover the CCS paid for that session and therefore a debt will occur payable by families. This is why it is important to check your invoices.
- **New Enrolments:** Due to limited administration time during this period, new enrolment forms need to be completed and submitted along with medical forms 2 weeks prior to the holidays.
- **Medication Paperwork (Important)**— OSHC Framework guidelines are different from school therefore, all children with diagnosed medical conditions must have their medication and relevant paperwork on site to attend. This includes: risk minimisation plan, communication plan, and an Action Plan signed by a doctor. Upon arrival the medication needs to be signed in with a staff member and must be in original prescribed container with child's name. (Please ask Director for the additional forms i.e. risk/communication)
- **Illness:** We ask that you please refrain from sending your children if they are unwell or present any cold/flu like symptoms.
- **Behaviour Guidance:** High levels of appropriate behaviour are necessary otherwise suspension may be considered, including excursions. (Please see behaviour guidelines attached to this program)
- **Children** MUST be signed in AND out of the centre each day by a parent or guardian during the opening and closing times.
- **Risk Assessment:** A thorough risk assessment of each excursion is carried out. Appropriate ratios are set and strategies to maintain safety are developed and implemented. Risk assessment are available upon request.
- **Personal items:** NO devices of such or sentimental toys are allowed in the centre. OSHC has resources to cater to your child needs/ or sensory requirements. OSHC follows the Department for Education policy on mobile phones and devices such as tablets, smart watches. These are not permitted to be used at OSHC. Please leave valuable items at home.
- **SunSmart guidelines | clothing:** All children are required to wear OSHC sun safe hat. (Hat with your child's name is provided and remains property of OSHC, sunscreen will be supplied by the service during regular routines, if your child is sensitive, please supply sunscreen in their bag and advise staff upon arrival. Always wear appropriate clothing, e.g., children's shoulders must be covered, NO SINGLET/STRING TOPS. This includes a t-shirt/rash shirt to be worn on all water days.  
*For safety reasons, children must wear closed in shoes whilst attending. No thongs or sandals. An extra set of clothes and underwear is required for younger students who may have accidents throughout the day*
- **Food:** If lunch and a bottle water is provided by the centre a cost of \$6.00 will be added to your account. Snack is provided on home days **not** excursion days. (fruit is only available on these days). Breakfast is available daily to 8am consisting of cereal or toast. We are a **Nut Aware** OSHC so please be mindful when packing your child's lunch box. We have a child who attends (Anaphylaxis).

# Program summary Week 1



Monday 15<sup>th</sup> April



## TWO HOURS OF INFLATABLE FUN!

Then afterwards *BYO* picnic lunch @ Thornden Park Playground. **Bring packed recess, lunch & drink bottle**



Don't forget your socks and wear comfortable clothing



Hired Pinball Machine for the week

**Depart:**  
9:15am



**Return**  
3pm

Tuesday 16<sup>th</sup> April

## Wheels Day

Bring your wheels and safety gear!



**No Helmet = NO RIDING**

Design your own car cooking pinwheels



Wednesday 17<sup>th</sup> April

## MESSY DAY ARTS & CRAFTS



Grab the paintbrushes, glue sticks and glitter! It is time for messy art day! And bubble fun.



Thursday 18<sup>th</sup> April

## TREASURE HUNT DAY



Make your own treasure map  
OSHC treasure hunt as you find the clues around the school....???  
Movie afternoon



Friday 19<sup>th</sup> April

All age abilities **Kids and Grand Course** and so much more! Long Hair must be tied back **Bring packed recess, lunch & drink bottle**. Height requirement 135cms. Afterwards Marshmallow Play Space

**Limited Places-Cost \$88 minus CCS**

**Must wear comfortable clothing and enclosed shoes**

**Depart:**  
10.am



**Return**  
3pm

- ✓ Please wear appropriate clothing!
- ✓ A nutritious packed Recess & Lunch Daily
- ✓ **Drink bottles** are also **compulsory** on excursions.
- ✓ Closed in shoes

**NUT AWARE OSHC**



Each child is provided with their own SunSmart hat and remains property of OSHC (UV Ray 3 above) sunscreen applied 20mins prior to outdoors



# Program summary Week 2

## Monday 22<sup>nd</sup> April



**Incursion:** Get coding by becoming detectives armed with programmable robots! iPad technology used for this activity! **9.30am start**



Pop 'til you Drop

Making mini pizzas

Hired Video games

## Tuesday 23<sup>rd</sup> April



Off to Mitcham Cinemas  
Please bring snacks for movie (Optional) along with packed recess, lunch & water bottle. No spending money allowed

Upon return loom bands, scratch art, and sand play

**Depart:**  
10.30am



**Return**  
3pm

## Wednesday 24<sup>th</sup> April



# SPORTS DAY

Fun exciting challenges along the way and baking Anzac biscuits and poppy artworks in honour of this upcoming commemorative day!



## Thursday 25<sup>th</sup> April



# CLOSED



## Friday 26<sup>th</sup> April

# CULTURAL DAY

Outside nature play  
Water sand play  
Wood bead jewellery  
Nature craft  
Making own wraps for lunch



- ✓ Please wear appropriate clothing!
- ✓ A nutritious packed Recess & Lunch Daily
- ✓ **Drink bottles** are also **compulsory** on excursions.
- ✓ Closed in shoes

**NUT AWARE OSHC**

Each child is provided with their own SunSmart hat and remains property of OSHC (UV Ray 3 above) sunscreen applied 20mins prior to outdoors

# Typical day in Vacation Care

for family's info

- 7.00am:** Children arrive  
(breakfast provided 8am)  
Free activity
- 9.15am:** Group discussion- Daily agenda
- 10.00am:** Morning tea  
  
Outdoor play (if weather permits- or indoor play)
- 11.00am:** Programmed activities
- 12pm:** Lunch  
(all children seated)
- 1.00pm:** Quiet activity or rest time
- 1.30pm:** Programmed activities
- 3.00pm:** Reset room and pack away activities
- 3.15pm:** Afternoon tea (not supplied on excursion days)
- 4.00pm:** Outdoor play (if weather permits- or indoor play)
- 5.00pm:** Puzzles or Quiet activities
- 6.00pm:** Service Closed

## **Vacation Care Behaviour Guidelines**

We believe that all children and staff have the right to be safe, enjoy their play and friendships and to participate in our program within a supportive environment amongst people who are caring and cooperative.

For the students to understand better what these mean for their behaviour we ask that they consider their actions before acting upon them. We understand that on occasions they are going to make errors in judgment and below is an outline of what you can expect educators and children to do in these situations.

- Always listen to what the staff are saying and follow their instructions.
- Participate! Join in with all the games and activities. You will have a great time.
- Stay with the group you are always in on excursions.
- Stay within the boundaries when we are outside or on excursion. Ask a staff member if you can leave to get a drink or go to the toilet.
- Play sensibly with the other children and take care of our equipment.
- If you need anything, tell one of the staff - they can always help.
- Be kind to each other and work at playing together.
- Most important- Appropriate behaviour choices always. We would not like you to miss out!
- Our OSHC Service has a zero tolerance to aggressive behaviour. Aggressive behaviour is defined as:
  - Physical violence towards educators or children
  - Throwing items to cause injury
  - Excessive threatening/ bullying behaviour towards educators or children
  - Excessive abusive language to educators or children

If any of the above behaviour are used in the OSHC Service, the following procedures will be implemented:

Warning 1: The family will be notified of the behaviour and the child is removed from the OSHC Service for the remainder of the day and will be suspended for the next day i.e. excursion etc. or at the discretion of the Director.

Warning 2: The child is suspended from the OSHC Service for 1 calendar week.

Warning 3: After all steps have been exhausted the child's enrolment is withdrawn from the OSHC Service.



**VACATION CARE | BOOKING FORM**

**Days Requested WEEK 1: 15<sup>th</sup> – 19<sup>th</sup> April 2024**

**Family/Account Name:**

Please provide your child's name in the first column then <b>tick</b> the days of care required. Cost is <b>\$65</b> centre based, <b>\$75</b> incursion and <b>\$78</b> Excursion, less child care subsidy per day as indicated per child.	<b>Monday</b> 15 <sup>th</sup> <b>Excursion</b> \$78 minus CCS	<b>Tuesday</b> 16 <sup>th</sup> In-house \$65-CCS	<b>Wednesday</b> 17 <sup>th</sup> In-house \$65-CCS	<b>Thursday</b> 18 <sup>th</sup> In-house \$65-CCS	<b>Friday</b> 19 <sup>th</sup> <b>Excursion</b> This activity is @ higher cost \$88 minus CCS
Child 1 Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child 2 Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child 3 Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Days Requested WEEK 2: 22<sup>nd</sup> – 26<sup>th</sup> April 2024**

**Family/Account Name:**

Please provide your child's name in the first column then <b>tick</b> the days of care required. Cost is <b>\$65</b> centre based, <b>\$75</b> incursion and <b>\$78</b> Excursion, less child care subsidy per day as indicated per child.	<b>Monday</b> 22 <sup>nd</sup> <b>Incursion</b> \$75 minus CCS	<b>Tuesday</b> 23 <sup>rd</sup> <b>Excursion</b> \$78 minus CCS	<b>Wednesday</b> 24 <sup>th</sup> In-house \$65-CCS	<b>C L O S E D</b>  <b>Public Holiday</b>	<b>Friday</b> 26 <sup>th</sup> In-house \$65-CCS
Child 1 Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child 2 Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child 3 Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Sign: parent| guardian: .....

## EXCURSION | INCURSION PERMISSION FORM

As the **parent/guardian** of \_\_\_\_\_, I give my consent for them to participate in the following excursions & incursions as part of the **April Vacation Care program 2024**. Bus A1 Tours / Access to seatbelts:

This form must be completed by a parent/ guardian who has the authority to authorize the taking of a child outside of the Vacation Care service by OSHC Educators. A parent/ guardian must sign below for each excursion/incursion their child/ren are booked to attend. Risk assessments for these incursions/excursions have been prepared and are available at the service.

Nominated Supervisor: Karen Furner: PH: 0401993850 can be contacted by mobile phone during operating hours.

**PLEASE NOTE:** *Only sign applicable to your child in attendance*

Select: (✓)

<input type="checkbox"/>	<b>Inflatable World &amp; Thornden Park Playground– Excursion</b>	<b>Monday, 15<sup>th</sup> April 2024</b>
<p>The mode of transport will be a <b>private bus</b> and <b>walking</b>. All costs are included in the Excursion Day Fee. Inflatable World, 42 Famechon Crs, Modbury North and Thornden Park Playground, Hamilton Terrace, Paradise.</p> <ul style="list-style-type: none"> <li>The excursion will begin at <u>9.15am</u> sharp and will return around <u>3pm</u>.</li> </ul> <p>Child: Carer Ratio is 1:8 <span style="float: right; color: red;">Please sign: _____</span></p>		
<input type="checkbox"/>	<b>Tree Climb &amp; Marshmallow Play Space –Excursion</b>	<b>Friday, 19<sup>th</sup> April 2024</b>
<p>The mode of transport will be a <b>private bus</b> and <b>walking</b>. All costs are included in the Excursion Day Fee. Tree Climb, Park 20, Kurangga Park, Cnr Greenhill &amp; Unley Road and Marshmallow Play Space, Glen Osmond Road, Adelaide.</p> <ul style="list-style-type: none"> <li>The excursion will begin at <u>10am</u> sharp and will return around <u>3pm</u>.</li> </ul> <p>Child: Carer Ratio is 1:8 <span style="float: right; color: red;">Please sign: _____</span></p>		
<input type="checkbox"/>	<b>Super Cody Workshop- Onsite Incursion</b>	<b>Monday, 22<sup>nd</sup> April 2024</b>
<p>All costs are included in the Incursion Day Fee.</p> <ul style="list-style-type: none"> <li>The incursion activities will begin from 9.30am. Hosted by Supercody. Technology is involved with this incursion.</li> </ul> <p>Child: Educator Ratio is 1:15 <span style="float: right; color: red;">Please sign: _____</span></p>		
<input type="checkbox"/>	<b>Mitcham Cinemas rated (PG) – Excursion</b>	<b>Tuesday, 23<sup>rd</sup> April 2024</b>
<p>The mode of transport will be a <b>private bus</b> and <b>walking</b>. All costs are included in the Excursion Day Fee. Mitcham Cinemas, 119 Belair Road Torrens Park.</p> <ul style="list-style-type: none"> <li>The excursion will begin at <u>10.30am</u> sharp and will return around <u>3pm</u>.</li> </ul> <p>Child: Educator Ratio is 1:8 <span style="float: right; color: red;">Please sign: _____</span></p>		

<p><i><b>Other Activities</b></i></p> <p>Child: Educator Ratio 1:15</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Wheels day-</b> all children must bring helmet to participate and no sharing of equipment</li> <li><input type="checkbox"/> <b>Sports Day-</b> closed shoes must be worn</li> <li><input type="checkbox"/> <b>Messy Art/craft day-</b> Please ensure to wear old clothes</li> <li><input type="checkbox"/> <b>Culture Day-</b> Wraps for lunch. All dietary requirements are catered for</li> <li><input type="checkbox"/> <b>Treasure Hunt Day-</b> closed shoes must be worn and sun safe clothing as outdoors</li> </ul>
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Sign: parent| guardian: .....

## PARENT | GUARDIAN CONSENT FORM

I/we, parent | guardian ..... the undersigned give permission for my child/ren to attend Enfield OSHC Centre Vacation Care Program & participate in all activities associated as outlined in the Vacation Care program & booking form.

*Please tick boxes & sign below*

**Agreement:**

- I acknowledge fees are payable for all bookings if my child is absent for any reason (including being sick, or a change of mind.
- I understand that as part of my enrolment at this service it is required that I confirm acceptance to the following items for this service to receive government funding on my behalf. Acceptance of these items as well as some of the other information in the enrolment form can be used as a complying written arrangement for child care subsidy purposes.
- I understand that the Centre cannot cater for sick children and that I am required to exclude my child from care during illness as per Centre policies.
- I must provide all food required for my child for the day unless the program indicates otherwise. If food is provided a charge **WILL** occur of \$6.00 and is added to your account. This also includes if a water bottle is provided.
- I understand if my child creates constant disruptions to the program, the Centre reserves the right to suspend or withdraw the child's enrolment after consultation with the parents/guardians.
- Standard sign-in/out procedures apply. I am responsible for the delivery and collection of my child to/from the service between opening hours. I have read the Parent Key Information and conditions of enrolment carefully. I understand and accept the terms and conditions as listed.

*If children have not been collected by 6:00pm sharp, a late fee of \$15 for first 15minutes will apply, thereof will be charged \$1.00 per minute, without any exceptions. If children have still not been collected by 6:30pm Crisis Care with assistance of the Police will be contacted to collect your children.*

Contact details: Mobile: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

Sign: parent| guardian: .....

Date:     /     / 2024

**OFFICE USE ONLY:**

- Family account is paid up to date
- Bookings confirmed

Date Booked     \_\_\_\_\_ / \_\_\_\_\_ / 2024

Kids'

Choice'

ideas'

We welcome feedback and suggestions @ anytime

Children's Ideas for Future Planning.

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**Section 1,2,3** forms are to be returned as a paper copy or are to be filled in electronically and returned via email. Please keep copy of the program on your fridge as a reminder what is occurring daily and departure times. Children must arrive@ the centre 20mins before departure time for important information and what the agenda will look like for the day!

Thank you, and we will see you soon!

**Learning Outcomes:**



Children and young people have strong sense of identity



Children and young people are connected and contribute to their world



Children and young people have a strong sense of wellbeing



Children and young people are confident and involved learners



Children and young people are effective communicators