

**Program Information** 



BOOKINGS OPEN NOW:

Closing Date for Bookings: By 6pm, Friday <u>3<sup>rd</sup> December</u>





## **KEY INFORMATION:**

OPERATION HOURS	7am – 6pm Monday to Friday Closed Public Holidays and selected period over Christmas.
LATE COLLECTION	If children have not been collected by 6:00pm a late fee of \$15 will apply and thereof \$1 per minute applies. After 6:00pm parents will need to cover the cost of wages for two educators at overtime rates. If children have still not been collected by 6:30pm Crisis Care or the Police may be contacted to collect your children.
COSTS	The cost shown is before any Childcare Subsidy Rebates which reduce these costs. Government subsidies up to 85% may apply, please speak with Centrelink or log onto MyGov and register if you are eligible for these rebates. <b>\$58.00</b> per centre home days   <b>\$62.00</b> per incursion days   <b>\$66.00</b> per excursion days
PAYMENT OPTIONS	Families will be invoiced weekly via email for the previous week's sessions. Payment can be made via the QKR app, EFT in OSHC or via bank details provided on the invoice. Outstanding fees will result in a block until outstanding fees have been paid.
BOOKINGS/CANCELLATIONS	Bookings are limited and places may fill prior to closing date. All new families enrolling, in addition to the vac care enrolment, a separate enrolment form MUST be completed. This form is available in OSHC. If your child is <b>absent</b> on any confirmed booking day, the fees from that day are non-refundable due to the fact that payment is made based on bookings and not attendance. All excursion/incursions and transport costs are paid in advance by the centre and staff are rostered according to bookings. Once you have made a booking for a session you will be billed irrespective of whether you use that session or not. <b>Accounts must be up to date to book</b> .
BEHAVIOUR POLICY	Staff members encourage positive behaviour at all times. Our OSHC rules have been mutually created by the children and staff and are to be respected. Our behaviour policy is as follows: <b>1</b> . Reminder <b>2</b> . Second reminder <b>3</b> . Reflection time <b>4</b> . Discussion with Director and parents contacted. In order to ensure the duty of care can be provided for all children some serious offences may result in suspension from the service.
ABSENCES   CCS	If your child only attends Vac Care or will not attend the service for a 14-week period and their last attendance is marked as absent, Centrelink will not provide the percentage of subsidy for any absent days. Please keep this in mind when making your bookings.
DRESS CODE   SUN SMART	Clothing should be sun smart. No singlets or tops that do not cover shoulders. Children will not be permitted to play outside without a hat which one is provided and remains property of OSHC. Closed toe shoes are to be worn at all times and NO jewellery/ watches allowed, only studded earrings. Sunscreen is applied during warmer months or when the UV is 3 or above.
MEDICATION	Educators will only be permitted to administer medication to a child if it is: - in its original package with a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing and expiry date; and accompanied by a Medication Authority form, completed by the parent/guardian & medical practitioner.

## WHAT'S on 13<sup>th</sup> – 17<sup>th</sup> December 2021



# WHAT's on 6<sup>th</sup> - 14<sup>th</sup> January 2022



# WHAT'S on 17<sup>th</sup> - 28<sup>th</sup> January 2022





#### VACATION CARE BOOKING FORM

Please note- all bookings **CLOSE 6pm, Friday 3rd December** unless booked out prior.

**SECTION 1:** BOOKING REQUEST FORM This page must be returned to OSHC, including Excursion Authorisation & Consent forms.

I give permission for: Child Name/s 1.

2.

3.

To attend the Enfield PS Vacation Care Program on the following days, please indicate below by ticking the box/s of the days required:

Booking Details	Monday	Tuesday	Wednesday	Thursday	Friday
					the local data and
Week 1 13 <sup>th</sup> – 17 <sup>th</sup> Dec	In-house activities	Excursion     Movie deal option \$6 per child	Incursion	Incursion	Lunch provided on us <ul> <li>In-house activities</li> </ul>
	Public Holiday				
Week 2 6 <sup>th</sup> – 7 <sup>th</sup> Jan	CLOSED	CLOSED	CLOSED	Incursion	In-house activities
	Lunch provided on us	Movie deal option \$6 per child			
Week 3 10 <sup>th</sup> –14 <sup>th</sup> Jan	□ Incursion	Excursion	Incursion	Excursion	□ In-house activities
	Lunch provided on us				
Week 4 17 <sup>th</sup> – 21st	□ Incursion	□ In-house activities	Excursion	Excursion	□ In-house activities
	Lunch provided on us		Australia Day Public Holiday		
Week 5 24 <sup>th</sup> - 28 <sup>th</sup>	Incursion	Excursion	CLOSED	Incursion	Incursion

#### \*Signature of parent |guardian: \_

Section 1, 2 & 3 must be fully completed, signed & received by 6pm, Friday 3rd December

Cancellations will **NOT BE ACCEPTED** after booking due date 3<sup>rd</sup> December, so please choose carefully. **You will be charged for all days booked**, **less Government Entitlements** 

Office Use Only: Accepted 
Entered 
Confirmed

#### **SECTION 2:**

## **EXCURSION AUTHORISATION FORM**

#### By signing the Authorizations' below, I agree and understand the following:

- My child has permission to attend the excursion unless I withdraw my consent in writing.
- I am listed on the child's enrolment form as parent/guardian.
- I have read all of the excursion details and understand I can view the Excursion Risk Assessment and Excursion Policy at the service at any time.

Transport/Access to seatbelts: A1 Charted Bus. Anticipated number of Children 25- 30 | Anticipated educator/child ratio: 1:15 on site | 1:8 excursion days | 1:5 water activity PLEASE NOTE: Only sign applicable to the excursion your child will be in attendance

Tuesday 14 <sup>th</sup> December 2021- Excursion         Mitcham Cinemas, 119 Belair Rd, Torrens Park, Adelaide         As a parent/guardian to	Tuesday 13 <sup>th</sup> January 2022- Excursion         Latitude, 13-15 Fosters Road Greenacres, Adelaide         As a parent/guardian to	Thursday 20 <sup>th</sup> January 2022- Excursion         The Beachouse, Colley Terrace Glenelg, Adelaide         As a parent/guardian to	
Parent/guardian sign:	Parent/guardian sign:	Parent/guardian sign:	
Parent /guardian sign: Date:	Parent/guardian sign: Date:	Parent/guardian sign: Date:	

#### **SECTION 3:**

## PARENT/GUARDIAN CONSENT FORM

#### **TERMS & CONDITIONS**

This form must be completed by a parent/guardian and must sign below for their child/ren to attend the activities provided on the program. Please tick boxes below. Agreement:

- I acknowledge if I cancel any of my child/ren's enrolments after I have completed the Vacation Care booking forms, I will be charged an allowable absence, this includes if my child is absent due to sickness or alternative arrangements.
- □ I understand that as part of my enrolment at this service it is required that I confirm acceptance to the following items in order 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 if my child/ren does not have appropriate clothing needed for that day they will not be allowed to participate and may be excluded from participating during excursions/outdoors. *Clothing must be in line with our sun safe policy, tops must cover shoulders (no singlets) closed toe shoes only no thongs/sandals and children must wear oshc hat provided.*
- 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 to your account \$5.00.
- □ 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.
- □ 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 a late fee of \$15 for first 15minutes will apply, thereof will be charged \$1.00 per minute, without any exceptions. After 6:00pm parents will need to cover the full cost of wages for two educators at overtime rates. If children have still not been collected by 6:30pm Crisis Care or the Police may be contacted to collect your children.

'I hereby give permission for my child/ren, to participate in the vacation care program and authorised the permission for my child to attend the excursion/s. Where I am unable to be contacted, or it is impractical to do so, I authorise the OSHC Director to consent to my child/ren receiving medical treatment as may be deemed necessary'.

Parent/Guardian name:	Mobile phone: Wo	rk phone:		
Email:	<pre>*Signature of parent   guardian:</pre>	Date:	/	/

For bookings, please complete these 3 pages (section 1, 2 & 3) and return to Enfield OSHC in person or email by Friday 3<sup>rd</sup> December, 6pm. Email: <u>karen.furner345@schools.sa.edu.au</u>

# **'\$6 MOVIE DEAL' CANDY BAR OPTION'**

If you would like your child to receive the movie deal option attached, please tick the box of their choice. <u>\$6.00 per child</u>. You have the option to pay on the day or <u>can be added to your account</u>.

Sorry, NO FIZZY DRINKS ALLOWED

Ordian 1
Option 1 Child name/s
Small Popcorn water or Juice
□ Please add total cost for: \$ to my account (Parent/caregiver sign)
OR Pay on the day, total cost for \$
Option 2
Child name/s
Ice-cream tub     water or     Juice
Please add total cost for: \$ to my account (Parent/caregiver sign)
OR Pay on the day, total cost for \$
F forget
Please ensure you have filled in all the forms attached to this program, Section 1, 2 & 3- Booking, Authorisation and Consent form to confirm your booking/s.
You will be notified on the day when bookings are received if places are available. Please get your bookings in ASAP to avoid disappointment. <b>CLOSING DATE 3<sup>rd</sup> December</b>
Thank you!!