



***What's On at
Enfield Primary School
OSHC
School holiday program!***

4th – 14th October 2022

BOOKINGS NOW OPEN:

Bookings are essential and places fill quickly, we recommend booking early to avoid disappointment.

Closing Date for Bookings: By 6pm, Friday 23rd September

IMPORTANT INFORMATION FOR VACATION FAMILIES

PLEASE READ CAREFULLY AS INFORMATION IS UPDATED REGULARLY

If you are using our service for the first time, or have not recently read the PARENT INFORMATION PACKAGE", please ensure you obtain a copy from OSHC. In addition, please check the details we have on your enrolment form for your child/ren, to ensure they are correct. If you have not updated your details recently, please complete one or check your current details PRIOR to the commencement of Vacation Care.

Vacation Care Operating Hours: 7am – 6pm. Children are not to arrive earlier than session commencement times.

Email: karen.furner345@schools.sa.edu.au **Ph:** 08 8343 6567 – **on Excursion:** 0401 993 850

Enrolment:

Bookings are requested to be in **by Friday, 23rd September 2022**. All excursion/incursions and transport costs are paid in advance by the center 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. Bookings are available by filling in the OSHC Vacation Care Booking form and returning to OSHC directly or via email by the closing date.

All bookings are subject to families accounts not being overdue.

Daily 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. **\$58.00** per center home days | **\$62.00** per incursion days | **\$66.00** per excursion days.

Child Care Subsidy:

The cost of care in Out of School Hours Care and Vacation Care varies according to each families Child Care Subsidy (CCS), which is based on **their activity test**. Contact the Department of Human Services (DHS) on 13 61 50 for further information. **Please be aware of the eligible hours you are entitled to when placing YOUR bookings. The service is open 11 hours per day.**

Families eligible for Childcare Subsidy can receive up to 42 subsidised absent days per financial year. These absences are provided by the government to assist families and services in the event that children are unwell or the family do not notify the service within the require timeframe. **Families will be liable for the gap fee.** **If you do not utilize 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 and our standard debt collection process will occur.**

Payment of fees:

Enfield OSHC bills a week in arrears, therefore your bill will be received by Tuesday or Wednesday, for the Monday to Sunday prior. Therefore, any payments made after that period will appear on your next statement. Please be aware that transactions have processing days and sometimes do not appear on the day you process it.

Payment is still required to be made within 7 days or reminders and debt collection processes may occur.

Cancellation of bookings for Vacation Care:

Once a Vacation Care booking is made, families who cancel their booking full fees apply.

Families can cancel up to closing date on program prior, by 6pm via email and not incur a charge. Any cancellations after 6pm, prior or failure to notify the service of non-attendance will be charged full fee and the session will be marked as absent.

Attendance Records | Collection of Children:

All children must be signed IN and OUT of the program with exact times of dropping off and collection by an approved authorized person listed on their OSHC enrolment forms (must be 18yrs). Please advise staff when you arrive and when you collect your child/children for safety reasons. 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 **0401 993 850** so that appropriate arrangements can be made. **Late fees apply after 6.00pm (please refer to Fees policy for Late Collection fees).**



Sun Protection:

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** jewelry/ watches allowed, only studded earrings. **Sunscreen is applied during warmer months or when the UV is 3 or above.**

Food:

The service provides a nutritional breakfast (7am – 8am) and afternoon tea. Children must bring their own water bottle, recess and lunch each day unless stated otherwise. Ensure an ice brick is placed in your child's lunch box. Please do not send food that needs reheating, cooking or hot water added, such as noodles. If the center requires to provide your child with food, it will be @ a cost of \$5.00 which will be charged to your account

Staffing Ratios:

On site - one staff member per 15 school aged children. On excursion – excursion ratios are based on a risk assessment. Please refer to the program for specific ratios on any given day. At all times there will be a minimum of one staff member with an approved Education & Care qualification per 30 children and First Aid Certificate.

Illness | Medication:

We ask all families to keep their child/ren home if they are unwell. If a child shows signs of illness, families will be contacted immediately and sent home.

Medication Paperwork— A Medical Management Plan and a Risk Minimization/Communication Plan must be completed for every child with a medical condition attending Vacation Care. All medications must be handed to a staff member on arrival at OSHC and in prescribed original packaging.

No medication will not be administered without the correct updated documentation for the OSHC service which may vary from the school plans and children will not be allowed to attend without these requirements.

Excursions:

Children **are not allowed** to bring spending money on excursions. In the event that the forecast temperature is 35 degrees on a day where an outdoor excursion has been planned, the excursion will be cancelled. A Home-based day will be held, with families being charged the home day charge. Children must arrive for excursions as time stated on the program – we will not wait or contact any late arrivals and assume you will be absent.

This allows staff time to talk to the whole group about:

- Safety issues
- Behaviour expectations
- Organise children's belongings i.e., lunch, recess, water bottles
- Toileting
- Sunscreen application
- Groups of children.
- On excursions, our best contact number is: **0401 993 850**

Risk Assessments:

A thorough Risk Assessment is undertaken. Excursions will be organized in compliance with departmental OSHC Standards and the National Quality Framework. Staff will complete a risk management assessment for all excursions and this will be available to parents at the service. 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 (please speak to staff).

COVID-19:

In the event of a COVID-19 situation, the service will follow SA health advice and inform families as soon as reasonably possible, if applicable. Please be aware waiving of relevant fees will be subject to our standard cancellation policy unless the Government provide alternative support measures for families and services to remain viable



Extreme weather:

Please note that in the event of extreme weather conditions incursions, excursions or covid may change or be cancelled. Other activities will be provided in this instance.

Please Note:

VACATION CARE | **BOOKING FORM**

Bookings CLOSE 6pm, Friday 23rd September

Places based on availability. Bookings are essential and places fill quickly, we recommend booking early to avoid disappointment.

BOOKING REQUEST: This page must be returned to OSHC, including Excursion/Incursion Authorisation & Consent forms.

I give permission for: Child Name/s 1. _____ 2. _____

3. _____ 4. _____

Please indicate your booking by listing the number of children requiring care in the boxes provided.

Booking Details	Monday 3 rd Oct	Tuesday 4 th Excursion	Wednesday 5 th In-house day	Thursday 6 th Excursion	Friday 7 th In-house day
WEEK 1	Public Holiday CLOSED	No. of chn <input type="checkbox"/> Movies- Candy bar option \$6 per child <input type="checkbox"/>	No. of chn <input type="checkbox"/>	No. of chn <input type="checkbox"/>	No. of chn <input type="checkbox"/>
WEEK 2	Monday 10 th Excursion	Tuesday 11 th In-house day	Wednesday 12 th Excursion	Thursday 13 th Incursion	Friday 14 th In-house day
	No. of chn <input type="checkbox"/>	No. of chn <input type="checkbox"/>	No. of chn <input type="checkbox"/>	No. of chn <input type="checkbox"/>	No. of chn <input type="checkbox"/>

For confirmation of your booking, please return all sections attached and signed. Booking will be considered **confirmed**, unless any outstanding fees apply.

➤ **Signed by Parent/Guardian:** _____ **Date:** / / 2022

Section 1, 2 & 3 must be fully completed signed & received by 6pm, Friday 23rd September. Cancellations will NOT BE ACCEPTED after booking due date 23rd September, so please choose carefully. You will be charged for all days booked. There is NO swapping of days once bookings confirmed!

Optional: MOVIE COMBO: \$6 per child Choice of two out of three items: Popcorn, Ice cream cup and Drink of choice.

Option 1:

- Small Popcorn with choice of bottle water **or** Apple Fruit Box **or** Lemonade
- Please add total cost for: \$ _____ to my account (Parent/guardian sign) _____
- OR** Pay on the day, total cost for \$ _____

Option 2:

- Small Ice-cream tub with choice of bottle water **or** Apple Fruit Box **or** Lemonade
- Please add total cost for: \$ _____ to my account (Parent/guardian sign) _____
- OR** Pay on the day, total cost for \$ _____

Please Note:

EXCURSION | INCURSION AUTHORISATION FORM

As the parent/guardian of _____, I give my consent for them to participate in the following excursions & incursions as part of the October 2022 Vacation Care program. **Bus A1 Tours / Access to seatbelts:**
Anticipated number of Children 25- 30 | Educator/child ratio: 1:15 on site | 1:8 excursion days | 1:5 water activity.

A risk assessment has been implemented prior to the excursion day to ensure the safety, health and wellbeing of children and educators. The Vacation care program aims to meet all developmental outcomes of the National Quality Framework.

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

Date: Tuesday 4th October 2022 (EXCURSION)	Transport: Hired Bus (with seatbelts)
Where: HOYTS CINEMA MITCHAM	Approx times: 10:45 AM – 3:00PM
Location: Mitcham Shopping Centre,	Educator to Child Ratio: 1:8
Proposed Activities: Viewing (PG)	
Anticipated Number of Children: 25-30	Anticipated Number of Staff: 3-4
<i>Parent / Guardian Signature:</i> _____	<i>Date:</i> _____

Date: Thursday 6th October 2022 (EXCURSION)	Transport: Hired Bus (with seatbelts)
Where: INFLATABLE ZONE & Princess Elizabeth Playground	Approx times: 9:30AM – 3PM
Location: The Hub Rec Centre Park Ave, Aberfoyle Park & South Terrace Adelaide (Princess Playground)	Educator to Child Ratio: 1:8
Proposed Activities: Inflatables & Playground	
Anticipated Number of Children: 25-30	Anticipated Number of Staff: 4
<i>Parent / Guardian Signature:</i> _____	<i>Date:</i> _____

Date: Monday 10th October 2022 (EXCURSION)	Transport: Hired Bus (with seatbelts)
Where: Nature Play SA- Belair National Park	Approx times: 9:30 AM - 3PM
Location: Wittunga House, Shepard's Hill Road Blackwood- Upper Sturt Road, Glenalta	Educator to Child Ratio: 1:8
Proposed Activities: Exploring nature resources	
Anticipated Number of Children: 25-30	Anticipated Number of Staff: 3-4
<i>Parent / Guardian Signature:</i> _____	<i>Date:</i> _____

Date: Wednesday 12th October 2022 (EXCURSION)	Transport: Hired Bus (with seatbelts)
Where: Arts Theatre & Marshmallow Play Space	Approx times: 10:30AM – 3:30PM
Location: 53 Angas Street, Adelaide & South Terrace Adelaide	Educator to Child Ratio: 1:8
Proposed Activities: Musical Production & Playground	
Anticipated Number of Children: 25	Anticipated Number of Staff: 3-4
<i>Parent / Guardian Signature:</i> _____	<i>Date:</i> _____

Please Note:

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 fees are payable for all bookings if my child is absent for any reason (including being sick, a change of mind etc.)
- 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.30 with our sun safe policy. Hats worn Term 1 & 4 unless UV 3 an above.*
- 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 \$5.00 and charged to your account.
- 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.
- Standard sign-in/out procedures apply. I am responsible for the delivery and collection of my child to/from the service. 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. 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 with assistance of 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 authorized 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 authorize the OSHC Director to consent to my child/ren receiving medical treatment as may be deemed necessary'.

*Parent | Guardian name: _____ Mobile: _____ Work: _____

Email: _____ *Signature by parent| guardian: _____

Date: / / 2022

OSHC Office Use Only

Bookings Received	YES NO	Bookings Checked	YES NO
Bookings Entered	YES NO	Confirmation confirmed	YES NO

OSHC- Holiday Program

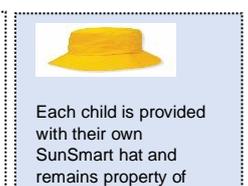
Week 1

Please place me on the fridge

Monday 3 rd Oct		PUBLIC HOLIDAY CENTRE CLOSED	
Tuesday 4 th Oct		EXCURSION NBA JAM & 4-in 1 video games on site. Then off to the movies to view Paws of Fury PG Optional- Movie Deal Combo available \$6.00. Please fill out your child's choice via booking form. Recess & early lunch will occur onsite prior to leaving.	EXCURSION Depart: 10.45am Return approx. 3pm  Bring packed recess, lunch & water bottle Sign in by- 10.15
Wednesday 5 th Oct		By popular demand. Educators Vs children Friendly competition! Who will be crowned victorious? card games, goal shootouts, minute to win it. And Nerf battle games for fun too. Ice-cream treat afterwards! Along with other activities too...	<i>In-house day</i> Activities begin @ 9.30am Bring packed recess, lunch & water bottle Afternoon tea provided.
Thursday 6 th Oct		EXCURSION This excursion is all about being active while having incredible fun. We will be exploring a variety of inflatables. BRING SOCKS! Then afterwards lunch & play in the park before heading back to the centre.	EXCURSION Depart: 9.30am Return: 3pm  Bring packed recess, lunch & water bottle Sign in by- 9.15am
Friday 7 th Oct		Today we will be having a Mexican themed day! Dress in your favourite party clothes. Making nachos, playing Mexican Games and celebrating the Mexican Culture! Come along for a day full of excitement and cultural inclusivity! All dietary is catered for (vegetarians) Plus PINATA.....	<i>In-house day</i> Activities begin@ 9.30am Nachos for lunch-bring snacks and water bottle Afternoon tea provided.



You will need to supply everyday unless stated on program:



And if ABSENT
Please notify us if your child WILL NOT be attending. **Charges do apply for non-attendance**

Please note: On excursion days we **DO NOT** provide afternoon snack. Please pack extra snacks on these days!

Breakfast is provided daily until 8am and afternoon tea on non-excursion days. **Mobile phones and personal belongings are not permitted.**

OSHC- Holiday Program

Week 2

Please place me on the fridge

<p>Monday 10th Oct</p>	 <p>Hosted by Nature Play</p>	<p>EXCURSION</p> <p>Children will use natural, open-ended resources to problem solve, design and build den/cubby houses amongst the beautiful surrounds of Belair National Park. Please wear suitable clothing that is able to get dirty & closed in shoes. Lunch & play afterwards in the park before returning, AND you never know when a koala or emu might walk on by! Upon return- Pinball Virtual Reality</p>	<p>EXCURSION</p> <p>Depart: 9am Return: 3pm</p>  <p>Bring packed recess, lunch & water bottle Sign in by-8.45am</p>
<p>Tuesday 11th Oct</p>	 <p>THINGS MIGHT WILL GET MESSY!</p>	  <p>Games & challenges- wear white T-shirt and old clothes/shorts as you're about to get SLAM DUNKED SLIMED! using water blasters. Plus, other activities. <i>Slime is non-sticky and washes off</i></p>	<p>In-house day activities from 9.30am <i>Please bring change of clothing.</i> Bring packed recess, lunch & water bottle Afternoon tea provided.</p>
<p>Wednesday 12th Oct</p>	<p>Musical Performance of MADAGASCAR and park</p>	<p>EXCURSION</p> <p>Music, dance, laughter, storytelling are all things you are about to experience in this Musical Performance! The event for the day will begin at @ 10.30am, so make sure you are here and ready with an open mind and good energy. Prior to the event visiting Marshmallow Play Space. Lunch @ park</p>	<p>EXCURSION</p> <p>Depart: 10.30am Return: 3.30pm</p>  <p>Bring packed recess, lunch & water bottle Sign in by- 10am</p>
<p>Thursday 13th Oct</p>	 <p>fun on wheels - for everyone!</p> 	 <p>NO helmet NO ride.....</p> <p>INCURSION: Pedal Go Karts and bring your own wheels too for a whole lot of riding fun ALL DAY!!! <i>Go karts morning own wheels afternoon.</i> Plus, making pinwheels for afternoon snack and more. <i>Breaks will occur throughout the day!</i></p>	<p>INCURSION Go Kart day hire!</p> <p>Activities begin@ 9.30am</p> <p>Bring packed recess, lunch & water bottle</p> <p>Afternoon tea provided.</p>
<p>Friday 14th Oct</p>		<p>Join us on the last day of the school holidays</p> <p>A Day full of activities- <i>smiley face cookies, art & craft, club sport games & musical games too!</i> We will also be competing in a tricky quiz. What prizes will your team win?? <i>And finish the day with movie & popcorn treat...</i></p>	<p>In-house day Activities begin@ 9.30am Bring packed recess, lunch & water bottle Afternoon tea provided.</p>

Remember!

You will need to supply everyday unless stated on program:

And if ABSENT
Please notify us if your child WILL NOT be attending.
Charges do apply for non-attendance



Each child is provided with their own SunSmart hat and remains property of OSHC (UV 3 above)

Please note: On excursion days we **DO NOT** provide afternoon snack. Please pack extra snacks on these days!
Breakfast is provided daily until 8am and afternoon tea on non-excursion days. **Mobile phones and personal belongings are not permitted.**

Vacation Care Behaviour Guidelines

Parents are asked to discuss these points with their children prior to attending the program.

- Always listen to what the staff are saying and follow their instructions.
- Participate! Join in with all the games and activities. You'll have a great time.
- Stay with the group you are in on excursions- at all times.
- 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.
- On excursion take a partner with you.
- 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.
- Look out for other children. Be kind to each other and work at playing together.
- Look after your own things.
- On excursions, be on your best behaviour otherwise you will miss the fun.

Most importantly - HAVE A GREAT TIME!



GENERAL SATISFACTION SURVEY FOR PARENTS AND FAMILIES (OPTIONAL)

6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.2	Parent views are respected	Families have opportunities to be involved in the service and contribute to service decisions

In a constant effort to offer a Quality experience to our families and children, we ask that you fill in the survey attached and return it to the [Suggestion Box located in OSHC](#)

Instructions: as per the rating guide below circle a number for each statement that best fits your opinion. We appreciate your honesty!

The Environment

The Service feels inviting and stimulating	1	2	3	4	5
The Service is clean	1	2	3	4	5
The staff communicate effectively when asked questions	1	2	3	4	5
The Service reflects ideas and interests that are important to your child	1	2	3	4	5
The Service is well resourced	1	2	3	4	5
Staff are approachable	1	2	3	4	5
Staff are keen to engage with each child	1	2	3	4	5
Staff are supportive to your goals for your child	1	2	3	4	5
Staff supervision is evident to you at all times	1	2	3	4	5
Staff encourage children to follow simple rules of hygiene and behaviour	1	2	3	4	5

Thank you for being part of our Vacation Care school holiday program!