

Enfield Primary School OSHC

Vacation Care Program Information



28th Sept – 7th Oct 2021



**BOOKINGS
OPEN NOW:**

**Closing Date for
Bookings: By
6pm, Friday
17th September**





KEY INFORMATION:

Hours of Operation: **7am – 6pm Monday to Friday**
Closed Public Holidays and selected period over Christmas.
Late fee applies for any child picked up after 6.00pm closing, \$15.00 for first 15minutes, thereof will be charged \$1.00 per minute, without any exceptions.

Booking Details: To avoid disappointment, get your booking in early. Choose your days and fill in the booking/authorisation forms attached. **YOU MUST ALSO PAY TERM FEES** before bookings are accepted, unless you have entered into a payment schedule and forms completed. All New families enrolling in addition to the vac care enrolment, a separate **OSHC enrolment form** must be completed. **This form is available in OSHC. Our service is registered with Centrelink, if you are eligible, you will be able to claim Child Care Subsidy on your fees. For further information visit <https://www.education.gov.au/newchildcare-package-frequently-asked-questions>.**

Booking Dates: In line with Enfield OSHC Booking Policy, Vacation Care bookings will only be accepted if your account is up to date for Vac Care, BSC & ASC. **Closing date for bookings, Friday 25th June.** NO further bookings will be taken after this time.

Payment Options: **ACC Name: Enfield P.S. BSB: 105 – 096 Account No. 064122040.**
Reference Details: Childs Name/Vac care. **EFTPOS-** Pay with Debit or Credit Card in OSHC room or front office of the school or via the QKR App.

Daily Fees: **The cost shown is Before Any Childcare Subsidy Rebates which reduces these costs.** *Government subsidies up to 85% may apply* **\$58.00** per day centre home days/ **\$62.00** per incursion days / **\$66.00** per excursion days.

Payment of Fees: You will be billed through our **weekly billing cycle**. A statement detailing fee, Childcare Subsidy and payments will be emailed each Tuesday for the previous Week. **Fees must be paid within 7 days.**

Cancellations of Bookings: Confirmed bookings after the closing date given are non-refundable. If your child is **absent** 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. **Allowable Absence will be charged to your account for non-attendance.**

Childcare Subsidies: **CHILD CARE SUBSIDY FOR REDUCED FEES:** Child Care Subsidy is a single, means-tested subsidy. To receive CCS, you need to complete a “Child Care Subsidy Assessment” task online through the **myGov** website using your Centrelink online account or through the Express Plus Centrelink mobile app to be assessed for CCS. Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction. Families will contribute to their child care fees and pay to the Service the difference between the fee charged and the subsidy amount. It is the family’s responsibility to ensure that your CCS details are up to date and correct. To find out more, visit education.gov.au/childcare

Excursions: We travel by Private Charter. Excursions may be cancelled if the forecast Temperature exceeds 36 degrees or if it is raining heavily alternative activities will be provided. **Children must arrive 30minutes prior to depart time** as stated on program. This allows educators time to talk to the whole group about:

- ✓ Safety issues & behaviour expectations.
- ✓ Organise that child have recess, lunch, water bottles & toileting
- ✓ Apply sunscreen & arrange child grouping.
- ✓ Allow time to answer children’s questions about the excursion/venue

Arrival/Departure: At the commencement of each morning, you are required to sign your child in through the **electronic attendance (IPAD)** using your personal pin provided. The child/ren must also be signed out when collecting and will not be allowed to leave the centre with any other person other than those Authorised on their OSHC enrolment form. Person’s unknown will be required to provide ID and must be 18yrs and over.

Food: Please send your child with adequate packed recess, lunch and water bottle each Day. We provide a light afternoon tea on excursion days, pending the timeframe upon returning to the Centre. Please provide extra snacks for morning and afternoon on these days! We provide breakfast until 8.15am. There is always water freely available for all children to refill their water bottle. If you **DO NOT** provide your child with lunch, one will be provided @ a cost of **\$5.00** which will be **billed to your account**. Food brought from home WILL NOT be cooked/reheated for children due to Occupational Health & Safety Regulations.

Dress Code/Sun Smart: Children are required to wear appropriate clothing. This includes comfortable shoes NO THONGS and dressed in appropriate seasonal clothing, i.e., tops with sleeves, no singlets or short tops, dresses or skirts. **SunSmart:** The program enforces “Sun Smart” practices. All children must wear the OSHC Program bucket hat when playing outside. These hats will be kept at the program. Sunscreen is provided and applied. **No Caps allowed** ‘NO HAT NO PLAY’



Electronic Devices: Specified times will be communicated with the children for playing electronic devices. This is to ensure children engage in other ‘social’ activities. Please leave all toys and precious items at home (including mobile phones) as they may be lost, broken or taken. **No responsibility will be accepted for children’s property brought to the centre, unless advised on the program as an activity.**



Jewellery: Children must not wear any kind of Jewellery i.e., watches, chains etc. Only studded earrings are acceptable. **No responsibility will be accepted for children’s property brought to the centre.**

Behaviour: Children must follow the rules and procedures of Enfield Primary OSHC. Consequences for inappropriate behaviour will be followed including discussions with parents, withdrawal from activities, reflection time or exclusion.

Children’s Behaviour
Out of School Hours Care Program aims to foster and enhance children’s decision-making, problem-solving and self-help skills. We promote positive communication with children and adults as well as respect for property and equipment. Staff will encourage children to take responsibility for their own.



Medication: Prescription medication will only be given to children by educators if a **health care Plan & risk assessment** is provided to the service and medication is in original packaging. Children are not permitted to leave medication in their personal bags. **Please speak with the Director.**

WHAT'S on WEEK 1

27th Sept – 1st Oct

BEYOND BOUNCE & ZAP A ZOMBIE

Monday 27th Sept 10am Incursion

Today we will have an amazing Nuclear Meltdown obstacle course in the Gym. Children will have all day to jump, climb, run and slide, whilst racing side by side with friends! Along with Zap a Zombie, hit the most sensors to get the highest scores. Are you up for the challenges ahead! Plus, other activities too...

Monday
4th Oct

WHAT'S on WEEK 2

4th – 8th Oct

Public Holiday



& Playground

Tuesday 28th Sept Depart 9.30am Excursion

We are heading off to Marshmallow Playground Play space for a play and then to the movies to view **BABY BOSS 2. (PG)**

Animation, Adventure, Comedy

Must bring recess, lunch water bottle & snacks for the movies



Tuesday 5th Oct Depart 8.45am Excursion

We are heading off to *Woodhouse Activity Centre* out in the beautiful Adelaide Hills today. Here we will be able to play frisbee golf, go orienteering, and more. This will be a really active day. Please wear appropriate clothes & shoes that are closed in. **Pack recess, lunch & water bottle**



Wednesday 29th Sept 10am Incursion

Hosted by FUNTIME kids Parties- Nerf to a whole new level as the battle ground is set. Go head-to-head in a series of games to test your aim, team work and strategies **Ideal for ALL ages.....**



Wednesday 6th Oct Onsite Activities

Dress in odd colour clothes or wear them inside out
Make a Wacky Bird, Wacky sack and create wacky glasses.
Bring an old clean sock to create a wacky sock puppet plus, Wacky games And Guess what's in the box????



Wear closed in shoes

Thursday 30th Sept Depart 8.40am Excursion

Hosted by Kelly Sports Groups will today race around Adelaide taking in the sights and competing in challenges to see who can take out the Enfield OSHC Amazing Race. There will be treasure hunts and puzzles to solve. Each child receives a survival kit. Bandanas and face paint in your team colours will be provided too. **Pack recess, lunch & water bottle**



& Playground

Thursday 7th Oct Depart 10.30am Excursion

First, we will be heading off to the park for Lunch & play, followed on to the *Adelaide Youth Theatre* to see a live performance. *Shrek the Musical Jr.* Everyone's favourite ogre is back in this hilarious stage spectacle, based on the Oscar-winning smash hit film and outrageous Broadway musical. **Bring recess, lunch & water bottle**



& Bring your own Beyblades

Friday 1st Oct Onsite Activities

Today is all about WHEELS! Bring your bike or scooter to OSHC to enjoy at the basketball courts. We love this day, as it gives children an opportunity to develop and share their skills with others. Children are also welcome to bring their *Beyblades* on this day too **BUT NO WHEELING WITHOUT YOUR HELMET And NO SHARING OF EQUIPMENT**
Wear closed in shoes a MUST....



Friday 8th Oct Onsite Activities

This day will bring the strangest of movement patterns, such as moving a cookie from your forehead to your mouth without using your hands... practice that one, that is the only clue you're getting. Expect the unexpected. *Practice your strangest and most unique skills, chances are that you'll probably need it!*

CHILDREN MUST BRING: Fruit, recess, lunch & drink bottle **EACH DAY THEY ATTEND** OSHC provides each child with their own SunSmart hat.

VACATION CARE BOOKING FORM SEPT/OCT 2021

Please note- all bookings **CLOSE 6pm, Friday 17th September** 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 and sign which are all applicable:

WEEK 1	Planned ACTIVITY	Please indicate the number of children per session:	Please sign below which are all applicable:
Monday 27 th September	Incursion- JUMP EASY INFLATABLES onsite		
Tuesday 28 th September	Excursion- Mitcham Cinemas & marshmallow playspace		
Wednesday 29 th September	Incursion- Nerf Wars onsite		
Thursday 30 th September	Excursion- Amazing Race		
Friday 1 st October	Onsite Activities @ OSHC- Wheels Day		

WEEK 2	Planned ACTIVITY	Please indicate the number of children per session:	Please sign below which are all applicable:
Monday 4 th October	PUBLIC HOLIDAY- CLOSED		
Tuesday 5 th October	Excursion- Challenge Hill Activity Centre		
Wednesday 6 th October	Onsite activities @ OSHC		
Thursday 7 th October	Excursion-Adelaide Youth Theatre-		
Friday 8 th October	Onsite Activities @ OSHC		

PLEASE NOTE

Section 1, 2 & 3 must be fully completed, signed **by 6pm, Friday 17th September**

Cancellations will NOT BE ACCEPTED after booking due date 17th September, 2021

You will be charged for all days booked, less Government Entitlements

OFFICE USE ONLY:

Booking entered: Y | N

Date Received: _____

SECTION 2:**EXCURSION AUTHORISATION FORM SEPT/OCT 2021**

This Form will be displayed on OSHC Door for your Info on the day!

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. **PLEASE NOTE: Only sign applicable to the excursion your child will be in attendance**
- 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 Chartered Bus. Anticipated number of Children 25- 30 | Anticipated educator/child ratio: 1:15 on site | 1:8 excursion days | 1:5 water activity**Parent/Guardian Consent (Excursion Activity)**

Tuesday 28th Sept	Excursion- Mitcham Cinemas, 119 Belair Rd, Torrens Park SA.
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As a parent/guardian to Child/ren's name _____ I give my consent for him/her/them to participate in:

The visit to **Mitcham Cinema, Torrens Park & Marshmallow Playground Space, Glen Osmond Road, Adelaide** on **Tuesday 27th Sept 2021**. I understand children will be travelling to the excursion by Private Bus. The bus will depart OSHC at 9.30am and arrive at Marshmallow Play space Playground at approx. 9.45am. The bus will depart Playground at approx. 11.15am and arrive @ Mitcham Cinemas approx. 11.45am and return approx. to OSHC 3.30pm. I have read the details for the excursion on the program. We anticipate up to 25-30 children will share the excursion with a staff ratio of 1:8 for supervising purposes. A risk assessment for the excursion has been completed and a COVID-safe plan has been provided.

Signed _____ Date _____

Parent/Guardian Consent (Excursion Activity)

Thursday 30th Sept	Excursion- Amazing Race by Kelly Sports Botanical Gardens, Adelaide SA.
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As a parent/guardian to _____ I give my consent for him/her/them to participate in:

The visit to **Botanical Gardens to participate in Amazing Race activities, hosted by Kelly Sports** on **Thursday 30th Sept 2021**. I understand children will be travelling to the excursion by a Private Bus. The bus will depart OSHC @ 8.40am & arrive at the venue 9am. Recess & lunch eaten @ venue. Children will need to wear closed in shoes to participate. The bus will depart the Botanical Gardens at 1.10pm and return to OSHC at approx. 1.35pm. We anticipate up to 25 - 30 children will share the excursion with staff members supervising as per the 1:8 staff/child ratio. A risk assessment for the excursion has been completed and a COVID-safe plan provided.

Signed _____ Date _____

Parent/Guardian Consent (Excursion Activity)

Tuesday 5th Oct	Excursion- Challenge Hill Activity Centre 37 Spring Gully, Piccadilly SA
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As a parent/guardian to _____ I give my consent for him/her/them to participate in:

The Visit to **Challenge Hill Activity Centre** on **Tuesday 5th Oct 2021**. I understand children will be travelling to the excursion by Private Bus. The bus will depart OSHC at 8.45am and arrive at Woodhouse Activity Centre at approx. 9.30am. The children will play & engage in activities and have recess & lunch at the venue. The bus will depart Activity Centre at 3.00pm and arrive back at OSHC at approx. 3.45pm. I have read the details for the excursion on the program. We anticipate up to 25 - 30 children will share the excursion with staff members supervising as per the 1:8 staff/child ratio. A risk assessment for the excursion has been completed and a COVID-safe plan provided.

Signed _____ Date _____

Parent/Guardian Consent (Excursion Activity)

Thursday 7th Oct	Excursion-Adelaide Youth Theatre 'Shrek the Musical JR'. 255 Angas Street, Adelaide SA & Princess Elizabeth Playground, South Terrace, Adelaide
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As a parent/guardian to _____ I give my consent for him/her/them to participate in:

The Visit to **Adelaide Youth Theatre & Princess Elizabeth Playground** on **Thursday 7th Oct 2021**. I understand children will be travelling to the excursion by Private Bus. The bus will depart OSHC at 10.30am and arrive at Playground approx. 10.45am. The children will play & engage in activities and have recess & lunch at the playground. The bus will depart Playground at 12.15pm and arrive @ Adelaide Youth Theatre 12.30pm and arrive back at OSHC approx. 3.30pm. I have read the details for the excursion on the program. We anticipate up to 25 - 30 children will share the excursion with 8 staff members supervising as per the 1:8 staff/child ratio. A risk assessment for the excursion has been completed and a COVID-safe plan provided.

Signed _____ Date _____

PARENT/ GUARDIAN CONSENT FORM SEPT/OCT VAC CARE 2021

SECTION 3: 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. *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.
- 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 / or Group Leader in charge, to consent to my child/ren receiving medical treatment as may be deemed necessary'.

Parent/Guardian name: _____ Mobile phone: _____ Work phone: _____

Email: _____ *Signature of parent/guardian: _____ Date: / /

For bookings, please complete these 3 pages (**section 1, 2 & 3**) and return to Enfield OSHC in person or email by Friday 17th September, 6pm.

Email: karen.furner345@schools.sa.edu.au

IMPORTANT INFO

Dear parent and guardians,

Our Vacation Care service will operate during the school holiday period from Monday 27th Sept – 7th Oct, between the hours from 7am – 6pm and only for students currently enrolled @ Enfield Primary/OSHC.

The following changes have been made in conjunction with the holiday program:

- Drop off and pick-up procedure; parents/caregivers **must sign** in via the **QR code** which is located by the entrance doors of oshc and **sign your child in/out using the electronic iPad**. (Must be 18yrs over) legal requirement. Must **wear masks** when entering and limited families allowed in OSHC during these times for (social distancing) purposes.
- A maximum number of 25 -30 children/bookings a day; this is to keep within the social distancing guidelines.
- The centre will be cleaned daily from 6pm, once the children have left, in readiness for the next day. This is to ensure that best hygiene practices are adhered to.
- As per Illness policy; if your child(ren) or anyone from your immediate family is unwell, please keep them home. We may ask for a medical clearance before they can return to care.
- It is normal protocol for educators and children to practise good hygiene, however, we will continue to implement thorough practises and procedures and monitor children when going to the toilet, after playing outside and prior to eating.

All enrolment forms must be submitted by 6pm, Friday 17th September 2021.

BEHAVIOUR

The service collaboratively, educators and children foster positive behaviour for learning. Children are put on a step for each subsequent inappropriate / poor choice:

We respect and care about your child and work very hard to ensure their wellbeing, and for our service to be a safe and happy environment for all who attend. The children are reminded regularly that they are to cooperate with OSHC educators and follow instructions and requests promptly and without argument.

Please help us by reinforcing our expectations to your child.

External suspension from the service will occur when all other avenues of communication and support have been made over a period of time, and/or a result of the following:

