



St Joseph's OSHC Hindmarsh

Vacation Care Program

5th - 16th July 2021



LOVE KIND PEACE
CARE FUN

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Bookings open from Week 6, Monday the 31st of May*

Please read the below information and book in fast to avoid disappointment!

\$55 per child for Home/Incursion Days

Childcare Subsidy provides

\$60 per child For Excursion Days

discount!

Important information for Vacation Care families

Please ensure you read the below information as it may have changed.

Enrolment:

Families using our service for the first time will need to complete an OSHC Enrolment Form before care can be given or bookings accepted. Enrolment forms are available on the school website under 'OSHC' or available at the service.

Returning families are required to ensure that they have filled out a 2021 Enrolment form and any information that may have changed has been communicated to the service and updated. This may include addresses, emergency contact details and authorised pick ups. Enrolment forms must be updated annually.

*Bookings:

Bookings are available from **Week 6, Monday the 31st of May and open until the 14th of June 2021** for families whose child is enrolled at St Joseph Catholic School. Spaces available for Vacation Care bookings are subject to staffing, venue availability and may become fully booked prior to the closing date.

From the 14th of June, any remaining spaces will be available for families within the wider community until spaces are full due to staffing arrangements.

Bookings are available by filling in the OSHC Vacation Care Booking form and returning to OSHC. Term time bookings do not roll over into Vacation Care.

All bookings are subject to a deposit being paid upon receiving the booking form and your OSHC account being at \$0 balance at the time of booking. Payment Plans are available at the agreement of the OSHC Director.

Vacation Care Cancellations & Waiting List Procedure:

Once a Vacation Care booking is made, families can cancel by 9am the previous day via email or text message. A \$10 deposit per day, per child will be non-refundable in the event of cancellations within the required timeframe.

Any cancellations after 9am the previous day or failure to notify the service of non-attendance will be charged full fee and the session will be marked as absent.

In the event of a session being full, families will be placed on a waiting list managed by the service. The waiting list will be based on a first come first serve basis. The service will contact families via SMS and the family will have a required timeframe to accept the booking if it becomes available, or the space will go to the next person on the waiting list.

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.

If you do not utilise care in an 14 week period and your enrolment with MyGov and the service is ceased, you will need to notify the service via email. This is only necessary if you plan on reutilising the service within 8 weeks and receive CCS for the booked sessions.

If you do not utilise the service for an 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.

Sun Protection:

A standardised approved sunscreen will be provided for all children each day your child attends. Children that may have sensitive skin or allergies to sunscreen are asked to please provide an approved sunscreen for your child/ren.

It is preferable that children wear long sleeves and collars for all outdoor activities and enclosed shoes for safety. Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors).

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not allowed. Children are required to wear sun safe hats that protect their face, neck and ears.

A sun safe hat is:

- Legionnaire hat
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm)
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm)

We encourage all families to ensure each day their children have packed recommended SunSmart outfits prior to arriving to OSHC. Children of whom do not come with relevant SunSmart outfit may be unable to participate in excursions or outdoor activities and families will be required to deliver relevant sun safety or be required to collect their child/ren. OSHC does not have access to the school office or classroom.

Attendance Records:

All children must be signed IN and OUT of the program with exact times of dropping off and collection by an approved authorised person listed on their OSHC enrolment forms.

Not signing your child in/out each day will require families to reconfirm their child's attendance data and may affect the families CCS entitlements for the day resulting in full fees being charged. The service may not be able to amend the booking after the day so we encourage families to please make sure you are signing your children IN and OUT.

Please advise staff when you arrive and when you collect your child/children. In the event of absence, please inform OSHC immediately when you know your child will not be attending on a "booked" day.

Collection of Children:

For safety and security, children will only be released to authorised adults that are named on the enrolment forms. Children must be signed in/out by their parent, or other authorised person, before they leave the Out of School Hours Care. 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 0408 839 893 so that appropriate arrangements can be made. Late fees apply after 6.00pm (please refer to Fees policy for Late Collection fees).

Food:

Please note we have children attending the OSHC Vacation Care Program with severe allergies so we ask that you be mindful packing your children food for the day. A packed recess, lunch, and afternoon snack must be brought every day.

Please note: It is requested that you do not send meals that staff need to cook or heat, including noodles. Should your child have any specific dietary requirements please inform OSHC. Our service follows a Healthy Eating Policy and we encourage families to provide lunch and snacks accordingly. Ice blocks might be provided to your child/ren on hot days.

Medication:

Children who are not well should not attend the OSHC Program.

Should you require Vacation Care staff to administer your child with any medications please inform us beforehand so that appropriate paperwork can be completed. **Medications must be correctly labelled with your child's name in original packaging and given to staff. Medication is not to be kept in children's bags. No medication will be administered without the correct updated documentation for the OSHC service which may vary from the school plans.**

In the event your child requires any form of medication for allergies or health, please ensure OSHC has up to date medication and information accessible at the OSHC service itself.

Children will not be allowed to attend the OSHC service in the event of medical supplies and information specific to your child is not provided to the service. Please note, the OSHC service will not have access to school supplies.

Staffing Ratios:

On site - one staff member per 15 school aged children & one staff member per 10 preschool children.

On excursion - one staff member per 8 school aged children & one staff member per 5 preschool children unless stated otherwise on the program and risk assessment.

At all times there will be a minimum of one staff member with an approved qualification per 30 children.

Our expected number of children on 'Home/incursion days' vary from 25 up to 45 and for 'Excursion days' vary from 35-55.

An additional educators may be available depending on funding capabilities. This will be determined on the roster.

Excursions:

To avoid disappointment, get your booking in early as excursions book out quickly. Pack your child a light bag for excursions as we may need to carry bags with us, depending on the venue and its facilities. Children are not to bring spending money on excursions unless stated on the program. For the July holidays we will be utilising Farnham Roadline busses.

Excursions may be cancelled if the forecast temperature exceeds 35 degrees or if it is raining heavily (alternative activities will be provided). Children must arrive for excursions at least 15 minutes prior to the departure time stated on the program. (we will not wait or contact any late arrivals and assume they will be absent).

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

- Safety issues
- Behaviour expectations
- Organise recess / lunches / drink bottles
- Toileting
- Apply sunscreen
- Arrange child groupings
- Allow time to answer any questions children may have about the excursion or venue
- Supply OSHC wristbands to children to assist with supervision

Risk Assessments:

Staff will complete a risk management assessment for potential risks of activities and equipment. Risk Assessments will be completed for all excursions. A risk assessment must identify and assess risks that the activity/excursion may pose to the safety, health or wellbeing of any child participating and specify how the identified risks will be managed and minimised. These also determine our ratios. See staff for a copy of the OSHC excursion and risk assessment policy.

Payment of fees:



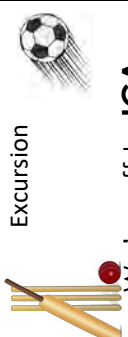



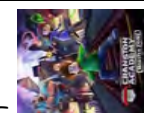



St Joseph OSHC Hindmarsh, bills a week in arrears, therefore your bill will be received on a Thursday, for the Monday to Sunday prior. Therefore any payments made after the period will appear on your next statement. Please be aware that transactions have processing days and sometimes not on the day you process it. During Vacation Care invoices/statements and reconciliation of payments may be delayed due to Bursar being on leave. We ask that you to keep track of relevant payments and pay the outstanding based on what you have previously paid. Invoices/Statements may also be delayed due to the Director being on the floor. Every effort will be made to keep the schedule as per normal. Payment is still required to be made within 7 days or remind-ers and debt col-





St Joseph's OSHC Hindmarsh July 2021 Vacation Care Program



Monday 5th	Tuesday 6th	Wednesday 7th	Thursday 8th	Friday 9th
 ART ATTACK JOIN US AS WE EXPLORE THE WAY OF ART AND CREATE MASTERPIECES TO SHOW OFF AROUND OUR OSHC GALLERY	Incursion Triskills Children will build upon their fundamental movement skills to perform a variety of gymnastic skills Starts: 10:30am 	Excursion  We're off to ICA Sportworx Stepney to experience a range of sports including netball, soccer & cricket! Departing: 9:15am Returning: 2:30pm	 A DAY ON THE GREEN Enjoy a day filled with natural craft, scavenger hunts and a group picnic lunch. Lunch provided	CRAZY HAIR DAY Messy hair? Who Cares! Experience the day exploring your hair as crazy as a science experiment. Join us for loom band galore, talent contests and best dressed fun! 
Monday 12th	Tuesday 13th	Wednesday 14th	Thursday 15th	Friday 16th
 Disco Hop and bop to the sound of music as we karaoke our way through the day!	Excursion We're off to Odeon cinema to see... CRANSTON ACADEMY: MONSTER ZONE Depart: 9:10am Return: 12:15pm Rating: PG 	Incursion Learn with Bricks <i>Be introduced to the world of coding as you build robots through technology</i> Starts: 10:30am 	Excursion Bowling <i>Grab your friends as we head to the alley to score some strikes at Zone Bowling!</i> Departing: 9:30am Returning: 12:15pm 	Get Constructive! Calling all creative minds Take a ride on the constructive side as you become a builder! Can you be the creation master? 



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

BYO Devices: ARE NOT PERMITTED UNLESS ON PROGRAMMED DAYS. All personal belongings are your own risk. Mobile phones not permitted.



A list of activities
will be available
closer to the date



SunSmart!



Remember!

Everyday you
attend you must
bring:



SunSmart hats



Drink bottle



Lunch box &
healthy snacks

Please always pack
a spare hat
including during
term time!

Dress



Pupil Free Day—Term 3

19th of July 2021

Relax your way into
OSHC before we head
into another school
term!

\$55 per child!

\$10 deposit required

Childcare Subsidy provides
discount!

Children will participate in a variety of
OSHC activities based off their interest.

We will enjoy time to relax and participate
in Just Dance activities on the big screen!

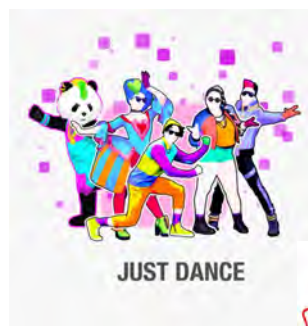
7:30am—6pm

Estimate number of children: 40

Ratio:

1 educator to 10 Preschool

1 educator 15 School aged



CANCELLATION

As little as \$15.81 for a
full day of care!*

*Based off a CCS estimate of a family receiving
75% subsidy of the hourly cap rate.

Any cancellations after 9am,
Saturday prior to the day will result
in an absent fee.

Cancellations prior to cancellation
date will not receive the absent fee
however the \$10 deposit will be non-
refundable.



Tell us when booking in
your child for Vacation
Care if you need the Pupil
Free Day!

Lets play some sport!



Variety of Arts and Craft will be available
for children on the day.

Colour me in!



Hang and joke with friends

Joke of the program!

Why are elevator jokes so good?

They work on many levels!



July 2021 OSHC Vacation Care Booking Sheet

Please write in boxes below child's full name: _____ Health (H), Allergy (A), Food Related (F): _____ Year Level / Age: _____

		Yr: /
		Yr: /
		Yr: /
		Yr: /

<u>Child/ren initials:</u>	<u>Date</u>	<u>Program activity</u>	<u>Parent initials:</u>
	Monday 5.7.21	Home (\$55): Art Attack	
	Tuesday 6.7.21	Incursion (\$55): TriSkills (Gymnastic Workshop)	
	Wednesday 7.7.21	Excursion (\$60): ICA Sportworx Stepney Travelling by Farnham Roadline bus to 1 Stepney St, Stepney SA 5069	
	Thursday 8.7.21	Home (\$55): A day on the green	
	Friday 9.7.21	Home (\$55): Crazy Hair Day	
	Monday 12.7.21	Incursion (\$55): Karaoke Disco	
	Tuesday 13.7.21	Excursion (\$60): Odeon Cinema to see: Cranston Academy: Monster Zone (PG) Travelling by Farnham Roadline bus to 65 Semaphore Rd, Semaphore S.A 5019	
	Wednesday 14.7.21	Incursion (\$55): Learn with bricks (coding & building workshop)	
	Thursday 15.7.21	Excursion (\$60): Cross Roads Zone Bowling Travelling by Farnham Roadline bus to Cnr Goodwood & Cross Rd, Westbourne Park SA	
	Friday 16.7.21	Home (\$55): Get Constructive!	

We/I, as the parent / guardian, agree to abide by the information given in regard to the parent information, as outlined on the St Joseph Hindmarsh OSHC Vacation Care program. I give permission for my child/children to attend, participate in activities, incursions and excursions as I have nominated by booking.

- ◆ I understand I must sign my child/children in 15 minutes prior to excursion departing times on the program or I may miss out on the excursion.
- ◆ I understand that my child **must be in sun protective clothes, hats and enclosed shoes each day my child attends** the service. If your child does not bring an appropriate sun protective outfit you will be asked to come and collect your child or drop off a hat.
- ◆ I understand I must provide my child with a healthy morning snack, lunch (no heating of food) and drink bottle every day they attend.
- ◆ I will supply relevant medical information and medication to the OSHC service prior to my child attending the service.
- ◆ I agree to abide and support my family to follow the St Joseph OSHC at Hindmarsh Policies, Procedures and Vacation Care information.

Parent/Guardian Name: _____

Signature: _____

Date: ____/____/____ Contact Number: _____

Email: _____

Children/Family interests/input:

Deposit paid:	Office use only:
PFD Booking: Y/N	Date/Time:
	Initials: