

2017 VACATION CARE INFORMATION FOR PARENTS

2017 Enrolment Form:

All families using the service for Vacation Care must have completed a 2017 enrolment form.

Enrolment forms must be filled in correctly with all information filled in and any relevant information attached.

Enrolment forms, and therefore bookings, will not be accepted:

- If families are not financial
- If enrolment forms are not completed fully
- If relevant attachments are not attached (court orders, medical action plans – with photo included).

Opening Hours:

7.30am – 6.00pm. Please be aware that children will not be accepted into the program earlier than 7.30am and a late fee will apply to children not picked up by 6.00pm (see below).

Drop off and Pick Up:

At the commencement of each morning you are required to sign your child in on the roll. The child must also be signed out and will not be allowed to leave OSHC with any other person other than those nominated on their 2017 OSHC enrolment form. Written notification is required to allow another person to collect your child.

If your child's name is not on the roll please see a Senior Staff member – do not write your child's name onto the roll yourself.

Fees:

The daily cost of vacation care is \$65 per child. This cost includes breakfast, morning tea, afternoon tea and any incursions, excursions and activities run at OSHC.

Late Fees:

To cover staffing requirements a fee of \$20 per 5 minutes late will be charged to your account after 6.00pm. This fee will still be charged even if you notify the service that you will be late.

Bookings and Payment:

The program and booking form will be available in Week 6 each term. This is put on the OSHC website and emailed out to families.

The cut-off date for enrolments is **Friday of Week 9**. No exceptions will be made.

Payments are required for Vacation Care on booking. No forms will be accepted without payment. Families will be advised at the time of booking if they have a position or are on the wait list.

Families MUST contact our finance officer, Annette Galvin, before handing in a booking form if:

- You make Direct Debit payments
- You require calculations of CCB
- Your CCR comes to the service (so you only pay half fees)
- You believe you are in credit.

Failure to contact Annette before bookings will result in your having to pay full fees to book.

Annette can be contacted between 9am-3pm on Monday, Wednesday and Thursday's on 6294 1860 or on annette.galvin@cg.catholic.edu.au

Payment can be made via EFTPOS, credit card (at the service or over the phone) or internet banking.

Any Electronic Funds Transfer (EFT)/Internet payments must have a receipt attached to the booking form. If OSHC does not sight a receipt, then payment will be required or OSHC will need to wait to receive confirmation from Annette that payment has been made into the OSHC account (which can take a few days) and bookings will not be accepted until OSHC has been informed that a payment has been made.

Please note: All OSHC Accounts must be up to date and in line with our payment policy. If you are in arrears you must speak with Annette before lodging your Vacation Care Forms to organise payment or your booking may be refused.

Please consider your bookings carefully as there will be NO REFUNDS for cancelled or altered bookings after the booking cut-off date Friday Week 9.

Casual Bookings:

During the vacation care period we will allow casual bookings on days where there is availability as long as the service is notified and payment must be made either before the day required or on the morning when dropping off. Your child will not be able to remain at OSHC if payment for the day has not been made.

Child Care Benefit and any other children in care:

If you would like an estimate of your CCB rate for Vacation Care please call Annette before booking for Vacation care. If you do not contact Annette, you will be required to pay the full amount as the policy is payment with booking. Your CCB amount will be taken off the full \$65.00 Vacation Care fee.

Please ensure that if you have other children who attend a registered child care facility that you have them recorded on your OSHC enrolment form so that you CCB estimate is correct.

Excursions:

To make sure that excursions run smoothly, please arrive by 8am.

We require the children to be at the service before the excursion so that they can be put in groups and are involved in the conversation about what is happening on the excursion and what the expectations are including safety rules.

Not only are late children disruptive to the whole group, the children who are late miss out on that vital information.

On excursion days we require that you bring a packed lunch, a clearly marked drink bottle and a bag that children can carry with them on the excursion.

On excursions where hats are required OSHC will provide red sun smart hats to all children. This is used as a way to identify our children. This also means that children will not miss out on the excursion activities if they forget their hat that day.

Information regarding excursion locations, departure and arrival times and special requirements are attached with the program highlights and will be displayed at OSHC.

Transport:

Where transport is required the children will be transported to and from excursions by bus or will walk. The specific transport for each excursion is stated with the booking form.

What to bring to Vacation Care

Food:

Please pack your child:

- a water bottle
- lunch

OSHC will provide breakfast, morning tea and afternoon tea.

Please remember that SCA OSHC is a nut free zone as we have children who suffer from anaphylaxis. Please check your children's food before sending it to the service.

Clothing:

Please make sure your child comes to Vacation care with the following clothing items:

- A jumper, if needed
- A hat (excluding July holidays where our sunsmart policy states that children do not need to wear a hat during this time). The red OSHC hats are not used by children unless on an excursion as we are required to wash them between each use.
- Sun smart attire (this includes shirts that cover the children's shoulders – no singlets). Based on sun smart regulations children without shoulders covered will not be allowed to play outside, in the same way they would not be allowed to play outside without a hat.
- Spare underwear (for children from Kinder to year 1 or children who may need it).
- Spare clothes – pants, socks, t-shirt – this is so that your child can get changed if they choose to participate in wet or messy experiences.
- Appropriate shoes for daily activities.

Please make sure that all items are labeled with your child's name and that you check lost property at the end of each day to make sure your child has all their belongings.

Extra items/Special items:

Please check the program highlights for any extra items that you may be required to bring. If your child brings any extra item as stated on the booking form, please make sure they are labeled.

Electronics:

Unless stated on the program, please do not bring any personal items to Vacation Care. This includes MP3 players, iPods, mobile phones, toys, etc.

Lost Property:

OSHC takes no responsibility for personal items that are lost at Vacation Care.

Please make sure you check lost property at the end of each day to make sure your child has all their belongings.

At the end of the holiday period all lost property will be taken down to the main school lost property.

Any other questions

If you have any other questions regarding Vacation Care, please talk to Senior staff.