



St Joseph's OSHC Hindmarsh

# Vacation Care Program

27th Sept - 8th Oct 2021

Disco

Let's Party!

Tooth  
Tooth

Come and have  
FUN



## Bookings open from Week 6, Monday the 23rd of August\*

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

\$55 per child for Home/Incursion Days

Childcare Subsidy provides  
discount!

\$60 per child For Excursion Days

## 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 23rd of August and open until the 10th of September 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 6th of September**, 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 directly or via email. Term time bookings do not roll over into Vacation Care.

**All bookings are subject to a \$15 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 2 business days prior via email or text message. A \$15 deposit per day, per child will be non-refundable in the event of cancellations within the required timeframe.

Any cancellations after 9am 2 business days prior or failure to notify the service of non-attendance will be charged full fee and the session will be marked as absent. Your deposit will go towards fees as normal.

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 email** 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 a 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 and our standard debt collection process will occur.

## 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.

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.

In the event your child does not attend with lunch staff may prepare a snack with an additional fee added onto your account.

## 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 Sept/Oct holidays we will be utilising private Kanga Bus Services.

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 10 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 or attending after the excursion).

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 and copies of risk assessments.

## Payment of fees:

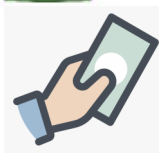
St Joseph OSHC Hindmarsh, bills a week in arrears, therefore your bill will be received on a Thursday, for the Monday to Sunday prior. Therefore any payments made after the period will appear on your next statement. Please be aware that transactions have processing days and sometimes not on the day you process it. During Vacation Care invoices/statements and reconciliation of payments may be delayed due to Bursar being on leave. We ask that you 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 reminders and debt collection processes will occur.



Communication  
for OSHC will be  
on seesaw!



Eftpos is available  
at OSHC or pay  
via QKR app



Protect yourself in five ways from skin cancer



# St Joseph's OSHC Hindmarsh September/October 2021 Vacation Care Program



**Remember!**

Everyday you attend you must bring:



**SunSmart hats**

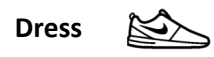


**Drink bottle**



**Lunch box & healthy snacks**

Please always pack a spare hat including during term time!



**Dress SunSmart!**



Monday 27th	Tuesday 28th	Wednesday 29th	Thursday 30th	Friday 1st
<p><b>Wheels Day</b></p> <p>Can you ride two wheels or four? Because today you can bring your wheels to OSHC to race around the school!</p> <p>All protective gear must be brought!</p>	<p><i>Incursion</i></p> <p><b>OSHC BOOTCAMP</b></p> <p><b>Have you got the fitness and energy to out boot the OSHC boot-champ?</b></p> <p>Starts: 10:30am</p> <p>Experience fun-filled games and fitness circuits that won't leave you with much energy!</p>	<p><i>Excursion</i></p> <p>Expected 53 children</p> <p>Have your popcorn ready as we are heading to <b>Odeon Star Cinema</b> to see..</p> <p>Depart: 9am Return: 12:30pm</p>	<p><i>Excursion</i></p> <p>Expected 45 children</p> <p>We're heading to see one of the <b>Biggest Indoor Inflatable Playgrounds in Australia...</b></p> <p><b>Inflatable World!</b></p> <p>Socks are a must!</p> <p>Depart: 9am Return: 12:45pm</p>	<p><i>Mindful Experiences</i></p> <p>Today is all about relaxation and mindfulness.</p> <p>Experience some meditation, make stress balls and bird watch while we drink some delicious refreshing tea</p>
Monday 4th	Tuesday 5th	Wednesday 6th	Thursday 7th	Friday 8th
<p><u>Public Holiday</u></p> <p><b>Labour Day</b></p> <p>Today OSHC will be closed</p> <p>We hope you all enjoy your long weekend!</p>	<p><i>Incursion</i></p> <p><b>Arcade Gaming</b></p> <p>Race into OSHC because <b>Pac-man</b> and <b>Donkey Kong</b> are joining our OSHC!</p> <p>We're going have an arcade of a time!</p>	<p><i>Excursion</i></p> <p>Expected 45 children</p> <p><b>Train &amp; Aviation Museum</b></p> <p>All aboard the OSHC express as we head off to the train and aviation museum in Port Adelaide!</p> <p>Depart: 9:15am Return: 2:30pm</p>	<p><i>Incursion</i></p> <p><b>Farmer Darcy</b></p> <p>Old St Joseph's OSHC had a farm E I E I O!</p> <p>Starts: 11am</p> <p>Farmer Darcy is bringing her travelling farm to share all the feathery animals</p>	<p><b>FEAST OFF</b></p> <p><b>JOIN THE FEAST OF OSHC HISTORY AS WE PRESENT A COOK OFF OF A TIME</b></p> <p>Lunch Provided</p>

**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—OSHC and school takes no responsibility. Mobile phones not permitted.

A list of activities and meals will be available closer to the date



# 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: /

<u>Child/ren initials:</u>	<u>Date</u>	<u>Program activity</u>	<u>Parent initials:</u>
	Monday 27.9.21	Home (\$55): Wheels day (Don't forget your protective gear)	
	Tuesday 28.9.21	Incursion (\$55): OSHC Bootcamp ran by Moveit.	
	Wednesday 29.9.21	Excursion (\$60): Odeon Cinema to see: <b>Ainbo (Rating not confirmed)</b> Travelling by private Kanga bus services to 65 Semaphore Rd, Semaphore S.A 5019	
	Thursday 30.9.21	Excursion (\$60): Inflatable World Travelling by private Kanga bus services to 10 Clayson Rd, Salisbury East SA 5109	
	Friday 1.10.21	Home (\$55): Mindful Experiences	
	Monday	Public Holiday—Labour Day (We are closed)	
	Tuesday 5.10.21	Incursion (\$55): Arcade Gaming	
	Wednesday 6.10.21	Excursion (\$60): National Railway Museum & South Australian Aviation Museum Travelling by private Kanga bus services to 76 Lipson St, Port Adelaide SA 5015 (Railway) Walking to and being collected from 66 Lipson Street, Port Adelaide S.A (Aviation)	
	Thursday 7.10.21	Incursion (\$55): Farmer Darcy's Travelling Farm	
	Friday 8.10.21	Home (\$55): Feast Off!	
	Monday 11.10.21	<b>Back to school as normal—Please rebook for Before or After school care if needed.</b>	

We/I, as the parent / guardian, agree to abide by the information given in regard to the parent information, inclusive of fees and cancellations 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 inclusive of method of transport as I have nominated by booking.

- ◆ I understand I must sign my child/children in 10 minutes prior to excursion departing times on the program or I may miss out on the excursion. Communication will be through the OSHC seesaw of important information.
- ◆ 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, recess, 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 School OSHC in Hindmarsh Policies, Procedures and Vacation Care information inclusive of all the information set out in the program.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Children/Family interests/input:

\_\_\_\_\_

\_\_\_\_\_

Date/Time: \_\_\_\_\_

Educator Initials: \_\_\_\_\_

Deposit: \_\_\_\_\_



# Sept/Oct Vacation Care

## Update 2021:

Dear Families,

The school have decided to **not** have a **Pupil Free Day on the 11th of October 2021.**

All Pupil Free Day bookings have been removed and if you require Before or After School Care (permanent or casual) you will need to rebook prior to Friday the 8th of October to avoid casual fees.

We apologise for any inconvenience caused.

### **Wednesday, 29th of September—Odeon Cinemas**

We have received communication due to COVID that some movies have had a push back release date. One of the possible movies not confirmed yet is Boss Baby.

As such, we have decided to go with a confirmed movie of: **Ainbo: spirit of the amazon**

Cancellations due to the change are accepted without charge prior to Monday, the 6th of September or the standard Vacation Care cancellation policy will be followed.

There will be a new permission form ready to be signed on the day.

We will not have access to the Candy Bar—OSHC will supply some snacks and mints.

We thank you for your understanding.

### Cancellation of bookings for Vacation Care:

Any cancellations after the 6th of September will lose a \$15 deposit per child, per day.

#### **Cancellation notice required to avoid full fee:**

Day:	To avoid absent fee:	<b>Avoid absent fee:</b> The required notice or more to avoid the absent gap (CCS) or full fee (non-CCS) being charged.
Monday	By Friday prior, 9am	<b>Prior:</b> Meaning the relevant previous days or more.
Tuesday	By Friday prior, 6pm	<b>Deposits:</b> Will go towards standard fees in the event of full fee being charged.
Wednesday	By Monday prior, 9am	<b>Cancellations:</b> Can be made via SMS, email or in person.
Thursday	By Tuesday prior, 9am	<b>Email:</b> <a href="mailto:oshc@sjsh.catholic.edu.au">oshc@sjsh.catholic.edu.au</a>
Friday	By Wednesday prior, 9am	<b>Ph:</b> 0408 809 107

Through CCS (Childcare Subsidy) families are provided with up to 42 absent days per child, per financial year to support families continue paying only the gap for any absences.