



ST JOSEPH'S OSHC HINDMARSH

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Director: Maria Cronin / Assistant Director: Graziella Panazzolo

July Vacation Care Program 2022

Bookings open from Week 6,
Monday 6th June 2022

Please Return attached booking and consent form to book your
place!

(Bookings not available online)

BOOKING CLOSE Week 9 Friday 1st July 2022

Out Of School Hours Care

Operating Hours: Monday to Friday 7.30am – 6.00pm

Vacation Care Dates

Monday 11 July 2022 – Friday 22nd July 2022

Closed Public Holidays

Vacation Care Fees

\$55 per child for Home

\$60 per child for Home Incursion

*Activity cost dependent

\$60 per child For Excursion Days

Child Care Subsidy applies for those who are eligible

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 provided or bookings accepted. Please contact the OSHC office directly via email or phone to access an OSHC Enrolment form. Returning families only need to fill in the attached booking and consent form and return it to secure bookings for the July School Holidays

Bookings:

Bookings are available from **Week 6, Monday 6th June 2022** 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. VACATION CARE BOOKINGS CLOSE Friday 1st July 2022.

Bookings are available by filling in the OSHC Vacation Care Booking form and returning to OSHC directly or via email: oshc@sjsh.catholic.edu.au. Please note term bookings do not roll over into Vacation Care.

DEPOSITS:- All bookings are subject to a \$15 per day deposit being paid upon receiving the booking form. Payment Plans are available at the agreement of the OSHC Director

CONFIRMATION OF BOOKINGS: Once booking forms have been received and bookings have been entered into SPIKE a text message will be sent to the enrolling parent confirming Vacation Care Bookings.

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.

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

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 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

Risk Assessments:

Risk assessments will be completed 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

Attendance Records:

All children must be signed IN and OUT of the program by an 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.

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 the full fee and the session will be marked as absent. Your deposit will go towards fees as normal.

Any additional fees such as lunch costs on selected days will be non-refundable in the event of non-attendance.

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.

Cancellation of bookings for Vacation Care:

Any cancellations will lose a \$15 deposit per child, per day. **Cancellation notice required to avoid full fee:**

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

Sun Protection:

A standardised approved sunscreen will be provided for all children each day they attend. Children that may have sensitive skin or allergies to sunscreen are asked to please provide an approved sunscreen for personal use. 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. - NO SINGLETS. OSHC does not have access to the school office or classroom.

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 an 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 809 107 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. We are a Nut Aware School- Please do not send any nut products to OSHC/Vacation Care A packed recess, lunch, and afternoon snack must be brought every day unless specified on the program. 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.



No nuts allowed.



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.

Personal Belongings:

Children who bring in personal items from home are the responsibility of the child. OSHC does not take responsibility for lost or damaged personal items brought into Vacation Care, this includes electronic devices, games, toys etc.

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 and Education and Care First Aid.

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

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

- Safety issues
- Behavior expectations
- Organise recess / lunches / drink bottles
- Toileting
- Apply sunscreen
- Arrange child groupings

Weather:

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



<p>Monday 11th July 2022 Bring recess, lunch & drink today Afternoon snack provided Activities begin @ 10:30am</p>	<p>IN Craft & Sensory Fun Day Come along for some craft and sensory play fun!</p>	<p>Children Expected: 60 Educators: 4 Preschool Ratio: 1:10 School Aged Ratio: 1:15 Cost: \$55.00</p>	<p>REMINDER When attending Vacation Care remember the following!</p>
<p>Tuesday 12th July 2022 Bring recess, lunch & drink today Afternoon snack provided Bus Departs @ 9am Bus Returns @ 12:30pm</p>	<p>OUT Arndale Cinema - Movie TBA - Movie snacks popcorn, choc top & water</p>	<p>Children Expected: 60 Educators: 4 in 8 out Preschool Ratio: 1:10 School Aged Ratio: 1:15 Excursion Ratio 1:8 Cost: \$60.00 Extra Cost \$9.00 for movie snacks</p>	<p>A Sun Smart Hat!  Drink Bottle with Water only! </p>
<p>Wednesday 13th July 2022 Bring recess & drink today Afternoon snack provided Clinic 130p-330pm</p>	<p>IN Footsteps Dance Clinic - 2hr dance Clinic Hip hop party dance workshop</p>	<p>Children Expected: 40 Educators: 4 Preschool Ratio: 1:10 School Aged Ratio: 1:15 Cost: \$60.00</p>	<p>Lunch box & healthy snacks </p>
<p>Thursday 14th July 2022 Bring recess, lunch & drink today Afternoon snack provided Bus departs @ 9am Bus Returns @ 2pm</p>	<p>OUT Adelaide Oval Tour, Popeye & Lunch on the Torrens - Tour of Adelaide oval, a trip on the Popeye - Bring along you lunch to enjoy on the Torrens</p>	<p>Children Expected: 60 Educators: 4 in 8 out Preschool Ratio: 1:10 School Aged Ratio: 1:15 Excursion Ratio 1:8 Cost: \$60.00</p>	<p>Sun smart clothing & sensible shoes </p>
<p>Friday 15th July 2022 Bring recess, lunch & drink today Afternoon snack provided Activities begin @ 10:30am</p>	<p>IN Tie Dye Fun & Electronic fun day - Bring along a clean white tee shirt - Bring in electronics</p>	<p>Children Expected: 40 Educators: 4 Preschool Ratio: 1:10 School Aged Ratio: 1:15 Cost: \$55.00</p>	



Monday 18th July 2022 Bring recess, lunch & drink today Afternoon snack provided Activities begin @ 10:30am	IN Mini Sports Day Come along for lots of sporting fun - Lot's of activities - Obstacle course fun	Children Expected: 40 Educators: 4 Preschool Ratio: 1:10 School Aged Ratio: 1:15 Cost: \$55.00	 When attending Vacation Care remember the following! A Sun Smart Hat!
Tuesday 19th July 2022 Bring recess, lunch & drink today Afternoon snack provided Bus departs 9am Bus returns 230pm	OUT Adelaide Zoo - Enjoy lunch at the zoo - Have lot's of fun exploring and enjoying the scenery and animals	Children Expected: 40 Educators: 4 Preschool Ratio: 1:10 School Aged Ratio: 1:15 Cost: \$60.00	 Drink Bottle with Water only!
Wednesday 20th July 2022 Bring recess & drink today Afternoon snack provided Clinic 10am -12pm	IN Socca Joey's Soccer Clinic Enjoy a 2 hour soccer clinic Soccer skills, games and lots of fun!	Children Expected:40 Educators: 4 Preschool Ratio: 1:10 School Aged Ratio: 1:15 Cost: \$60.00	 Lunch box & healthy snacks
Thursday 21st July 2022 Bring recess, lunch & drink today Afternoon snack provided Activity 10am-12pm	IN "Rev it up Racing" Put your racing gear on and let's get ready to race!! 2 hrs. of action-packed fun with the team from rev it up	Children Expected:40 Educators: 4 Preschool Ratio: 1:10 School Aged Ratio: 1:15 Cost:\$60.00	 Sun smart clothing & sensible shoes
Friday 22nd July 2022 LUNCH PROVIDED Bring recess & drink today Afternoon snack provided Activities begin @ 10:30am	IN Vacation Care Party! - Sausage sizzle Lunch Provided by Vacation Care Service - Face painting - Dancing games - Karaoke machine	Children Expected:40 Educators: 4 Preschool Ratio: 1:10 School Aged Ratio: 1:15 Cost: \$60.00	 



July 2022 Vacation Care Booking & Consent Form

Please fill out the booking and consent form clearly and ensure all names are clear and easy to read.

Enrolling Parent Name :- _____

Child 1 Name:- _____ Child 2 Name :- _____

Child 3 Name:- _____ Child 4 Name:- _____

<u>Date & Programed Activity</u>	<u>Booked Child/Children Names</u>	<u>Parent initials:</u>
JULY VACATION CARE WEEK 1		
Monday 11/7/22 IN Craft & Sensory Day (\$55.00)	1. _____	2. _____
	3. _____	4. _____
Tuesday 12/7/22 OUT Movies: Arndale (\$60.00)	1. _____	2. _____
	3. _____	4. _____
Wednesday 13/7/22 IN Footsteps Dance (\$60.00)	1. _____	2. _____
	3. _____	4. _____
Thursday 14/7/22 OUT Adelaide Oval/Popeye (\$60.00)	1. _____	2. _____
	3. _____	4. _____
Friday 15/7/22 IN Tie Die Fun Day (\$55.00)	1. _____	2. _____
	3. _____	4. _____
JULY VACATION CARE WEEK 2		
Monday 18/7/22 IN Mini Sports Fun Day (\$55.00)	1. _____	2. _____
	3. _____	4. _____
Tuesday 19/7/22 OUT Adelaide Zoo (\$60.00)	1. _____	2. _____
	3. _____	4. _____
Wednesday 20/7/22 IN Socca Joeys (\$60.00)	1. _____	2. _____
	3. _____	4. _____
Thursday 21/7/22 IN Rev It Up Racing (\$60.00)	1. _____	2. _____
	3. _____	4. _____
Friday 22/7/22 IN Party Fun Day (\$60.00)	1. _____	2. _____
	3. _____	4. _____

Consents

Please read and initial all of the consents listed below:-

	Parent initial
<ul style="list-style-type: none"> 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 	
<ul style="list-style-type: none"> I understand I must sign my child/children in 10 minutes prior to excursion departing times on the program or my child/children may miss out on the excursion. Communication will be through the OSHC SPIKE messaging tool & the Skoolbag app. 	
<ul style="list-style-type: none"> I understand that my child must be in sun protective clothes, hats and enclosed shoes each day my child attends the service. <i>If your child does not wear an appropriate sun protective outfit you will be asked to come and collect your child (no singlets). Any child without a SunSmart hat may result in a \$10 hat fee charge on your account (no caps).</i> 	
<ul style="list-style-type: none"> 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, unless specified on the program <i>Any child without food will result in a \$5 lunch charge.</i> 	
<ul style="list-style-type: none"> I will supply relevant medical information and medication to the OSHC service prior to my child attending the service. 	
<ul style="list-style-type: none"> I understand the deposit, fees and cancellations information for relevant fees and charges, that will be applied to my account in the event of bookings and failure to comply with information set out in the program. 	
<ul style="list-style-type: none"> I agree to abide and support my family to follow the St Joseph School OSHC Hindmarsh Policies, Procedures and Vacation Care information inclusive of all the information set out in the program. 	
<ul style="list-style-type: none"> I am aware that if my child brings personal belongings from home it is their responsibility and not the responsibility of Vacation Care Staff or the Service. 	
<ul style="list-style-type: none"> I am aware that program may change at short notice due to unforeseen circumstances. Families will be notified at the most earliest convenience. 	

Parent/Guardian Name: _____

Signature: _____

Date ____/____/____ Contact Number: _____ Email: _____