

East Adelaide Out of School Hours Care



April 2018 Vacation Care

Welcome to East Adelaide Vacation Care. We aim to provide a safe, fun, friendly environment where children can enjoy their holidays and experience a variety of excursions, art and craft activities, sports, cooking and lots more.

The program will run from Monday 16 April to Friday 27 April 2018.

VACATION CARE TIMES/ FEES

OPEN: 7.30am CLOSE: 6.00pm (late fees apply)

Centre Based Home Day	\$50
Centre Based Incursion	\$55
Excursion Day	\$60

Please ensure that children are signed in & out using the electronic sign in system daily.

VACATION CARE BOOKINGS/PRIORITY OF ACCESS

To confirm your booking **please complete, sign & return the booking form. REMEMBER SPACES ARE LIMITED**; once we fill those places we do not accept additional bookings. Waiting lists are available during Vacation Care.

EAS OSHC follows the priority of access provided by the Australian Government Department of Education Employment and Workplace Relations, which means that places in Vacation Care are filled in keeping with these guidelines. Working parents will be considered as a priority.

BOOKINGS WILL ONLY BE ACCEPTED WITH A RETURNED BOOKING SHEET. Bookings over the phone will not be accepted.

ACCOUNTS & CANCELLATIONS

All bookings will be charged to your account weekly. **All accounts must be paid prior to Vacation Care bookings being accepted.** Please see the Director if you require further information.

Full day fees will apply to cancellations if the centre is not notified by 9.00am the previous Vacation Care day.

i.e. if you wish to cancel a Monday booking you will need to notify us by 9.00am Friday.

IMPORTANT INFORMATION **\$10 NON REFUNDABLE BOOKING FEE**

If OSHC is notified of a cancellation before 9:00am the morning before, a \$10 non-refundable booking fee will be added to your account. If you attend all days you have booked the normal day fee will show.

The program will be released on Monday 26 March (Week 9) and Parents or Caregivers will be able to submit bookings from 3 April 2017 (Week 10) at 7:30am. This will give parents the opportunity to look at the program and their needs.

Children must arrive at the service by 9am on excursion dates. Failure to do so will mean your child will risk missing out on the excursion.

SIGNING YOUR CHILD IN AND OUT:

An approved person must sign in children on arrival and out on departure using our electronic sign in system. The Family Assistance Office who provides the Child Care Benefit requires that all attendances be properly recorded in order to validate Child Care Assessment Claims.

It is also a safety requirement that all children be signed in and out of OSHC so staff can accurately account for all children in the event of an emergency.

LUNCH:

Lunchtime is between 12.00 noon and 1.00 pm. **Children are required to bring their lunch daily unless specified on the program.** The centre provides healthy morning and afternoon snacks, however, it is always best to supply an extra snack in your child's lunchbox. Water is available at all times throughout the centre based days. Please provide water and a drink bottle on excursion days. Should your child have any specific dietary requirements please inform the centre prior to arriving.

Children who do not bring lunch will be supplied with a sandwich and a piece of fruit. If this is provided, the cost of \$5.00 will be added to your account to cover the cost.

Vegetarian and gluten free options are available for those children with allergies or cultural requirements.

We provide a recreational based program and we encourage healthy food options that will provide for your child the whole day.

Guideline to Nut and Other Allergies:

- A dietary register of students with allergies is kept in the OSHC records.
- Staff encourage children to be aware of the no nut procedure and encourage them to be pro-active in not bringing nut products when attending OSHC.
- On excursions, discussions are held with the venue regarding food that can be of potential risk. (Children will be guided in purchasing food respectfully and ensure any food that is purchased follows the allergies guidelines).
- Children will be encouraged to let us know if they have a nut product in their lunch box.

We do have children with serious allergies to certain foods so in line with the school's policy please pack your child's lunch boxes thoughtfully.

DEVICES:

Children are **not** permitted to bring any form of device with them to Vacation Care. The service has a range of computers and iPads that children will have the opportunity to use throughout the program.

EXCURSION DAYS:

Please ensure your children arrive by 9am for any excursion dates. Failure to do so may put your child/ren at risk of missing out on these excursions. Should this be the case, you will still be charged for these days.

Children will not be permitted on excursions until a consent form is returned and signed.

On excursions, we expect the behaviour of all children to be of a high standard and we highly recommend that as parents/caregivers this is reinforced to your child/ren. When we leave the school grounds we are representing East Adelaide School.

Children are expected to arrive by 9am on excursion day to ensure enough time to get prepared. If your child arrives after the group has left for the excursion you will be required to find your own transport to the excursion venue or find alternative care. You will be charged as normal for this day.

CLOTHING:

It is a good idea for children to bring an extra set of clothes for untimely accidents. Suitable footwear must be worn when going on excursions.

Please ensure that all items of clothing are **named** and **collected** at the end of the day.

Children are required to follow our Sunsmart Policy by bringing a wide brimmed hat to each Vacation Care day.

Clothing should cover shoulders; singlets and shoe string straps are **not** sufficient. Thongs are not to be worn at OSHC.

Children **must** wear a top or rashie whilst on water excursions.

MEDICATION:

Should you require an educator to assist your child with any medication/s, please inform the centre prior to attending so that the correct paper work can be completed. Please hand all medication/s to staff so they can be put away securely. Medicines can only be given if prescribed with the child's name and correct dosage.

COMMUNICATION:

Educators and Parents/Caregivers are expected to communicate with each other respectfully and with consideration. We aim to promote effective communication to build mutually respectful partnerships between Educators and Parents/Caregivers. Please contact the Director or the Assistant Director via phone or email to discuss any issues or to provide feedback.

Please remember to check the program daily for excursion, lunch and other details.

FOR YOUR RECORDS

Please fill out the time table for your records:

<p>Monday 16 April Home Day</p> <p>Name: Name: Name:</p> <p>Lunch: Yiros</p>	<p>Tuesday 17 April Home Day</p> <p>Name: Name: Name:</p> <p>Lunch: BYO</p>	<p>Wednesday 18 April Excursion</p> <p>Name: Name: Name:</p> <p>Lunch BYO</p>	<p>Thursday 19 April Incursion</p> <p>Name: Name: Name:</p> <p>Lunch: BYO</p>	<p>Friday 20 April Excursion</p> <p>Name: Name: Name:</p> <p>Lunch: Sausage Sizzle</p>
<p>Monday 23 April Excursion</p> <p>Name: Name: Name:</p> <p>Lunch: BYO Lunch</p>	<p>Tuesday 24 April Home Day</p> <p>Name: Name: Name:</p> <p>Lunch: Pasta and Garlic Bread</p>	<p>Wednesday 25 April</p> <p>OSHC CLOSED – ANZAC DAY</p>	<p>Thursday 26 April Excursion</p> <p>Name: Name: Name:</p> <p>Lunch: BYO Lunch</p>	<p>Friday 27 April Incursion</p> <p>Name: Name: Name:</p> <p>Lunch: Tacos</p>