

# East Adelaide Out of School Hours Care



## Dec/Jan 18/19 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 17 December 2018 to Friday 25 January 2019.  
OSHC WILL BE CLOSED FROM 24 DECEMBER 2018 and will re-open on 7 January 2019.**

### VACATION CARE TIMES/ FEES

**OPEN:** 7.15am **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 on the attendance sheet 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 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 November 2018 and Parents or Caregivers will be able to submit the program from Monday 3 December 2018. This will give parents the opportunity to look at the program and their needs.***

### **SIGNING YOUR CHILD IN AND OUT**

An approved person must sign in children on arrival and out on departure. The Family Assistance Office who provides the Child Care Subsidy 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. Children must be signed out using the QK Kiosk iPad app on the front desk. Please see an Educator if you require assistance.

### **LUNCH**

Lunchtime is between 12.00 noon – 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 in 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 nut aware policy and encourage them to be proactive 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 the food and ensure the 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 OSHC 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. Children will have the opportunity to use an OSHC iPad at certain times throughout the day.

### **EXCURSION DAYS**

Please ensure children arrive by 9am on excursion days to enable group organisation (refer to program). OSHC does not encourage spending money, unless this is specified on the program.

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

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

All excursions and times are listed on the program; please check the departure time of your group. 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 recommended children bring an extra set of clothes for untimely accidents. Suitable footwear should be worn when going on excursions.

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

**Please ensure children 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:

<b>Monday Dec 17 December Home Day</b> Name: Name: Name:  <b>Lunch Provided: Pasta</b>	<b>Tuesday 18 December Excursion</b> Name: Name: Name:  <b>BYO LUNCH</b>	<b>Wednesday 19 December Home Day</b> Name: Name: Name:  <b>BYO LUNCH</b>	<b>Thursday 20 December Excursion</b> Name: Name: Name:  <b>BYO LUNCH</b>	<b>Friday 21 December Incursion</b> Name: Name: Name:  <b>Lunch: Sausage Sizzle</b>
<b>Monday 24 December</b>  OSHC CLOSED	<b>Tuesday 25 December</b>  OSHC CLOSED	<b>Wednesday 26 December</b>  OSHC CLOSED	<b>Thursday 27 December</b>  OSHC CLOSED	<b>Friday 28 December</b>  OSHC CLOSED

<b>Monday 31 December</b>  OSHC CLOSED	<b>Tuesday 1 January</b>  OSHC CLOSED	<b>Wednesday 2 January</b>  OSHC CLOSED	<b>Thursday 3 January</b>  OSHC CLOSED	<b>Friday 4 January</b>  OSHC CLOSED
<b>Monday 7 January Home Day</b> Name: Name: Name:  <b>Lunch: Burgers</b>	<b>Tuesday 8 January Excursion</b> Name: Name: Name:  <b>BYO LUNCH</b>	<b>Wednesday 9 January Excursion</b> Name: Name: Name:  <b>BYO LUNCH</b>	<b>Thursday 10 January Incursion</b> Name: Name: Name:  <b>Lunch: Tacos</b>	<b>Friday 11 January Incursion</b> Name: Name: Name:  <b>BYO LUNCH</b>

<p><b>Monday 14 January Incursion</b></p> <p>Name: Name: Name:</p> <p><b>BYO Lunch</b></p>	<p><b>Tuesday 15 January Incursion</b></p> <p>Name: Name: Name:</p> <p><b>Lunch: Chicken Wraps</b></p>	<p><b>Wednesday 16 January Excursion</b></p> <p>Name: Name: Name:</p> <p><b>BYO LUNCH</b></p>	<p><b>Thursday 17 January Excursion</b></p> <p>Name: Name: Name:</p> <p><b>BYO LUNCH</b></p>	<p><b>Friday 18 January Home Day</b></p> <p>Name: Name: Name:</p> <p><b>Lunch: Chow Mein</b></p>
<p><b>Monday 21 January Excursion</b></p> <p>Name: Name: Name:</p> <p><b>BYO LUNCH</b></p>	<p><b>Tuesday 22 January Home Day</b></p> <p>Name: Name: Name:</p> <p><b>BYO LUNCH</b></p>	<p><b>Wednesday 23 January Excursion</b></p> <p>Name: Name: Name:</p> <p><b>Lunch: Fasta Pasta</b></p>	<p><b>Thursday 24 January Incursion</b></p> <p>Name: Name: Name:</p> <p><b>LUNCH: Sausage Rolls</b></p>	<p><b>Friday 25 January Home Day</b></p> <p>Name: Name: Name:</p> <p><b>Lunch: BYO</b></p>