

East Adelaide Out of School Hours Care



July 2017 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 10th July to the 21st July 2017

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 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.

Payment will be required on the day, for families whose children do not attend OSHC on a regular basis during the school term.

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 need to cancel Monday 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 at the beginning of Week 7 (13th June) and Parents or Caregivers will not be able to submit the program until Monday Week 8 (19th June 2017). 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 provide 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 – 1.00 pm. **Children are required to bring their lunch daily unless specified on the program.** The centre provides morning and an afternoon snack; however it is always best to supply an extra snack in your child's lunchbox, just in case. Water is available at all times throughout the centre based days. Please provide drinks on excursion days. Should your child have any specific dietary requirements please inform the centre.

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

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

We provide a recreational based program and we recommend healthy food options that are of a substantial amount to last your child the whole day. Too much food is better than not enough.

Nut and other severe food allergies guidelines:

- A dietary register of students with allergies is recorded in the OSHC records.
- Staff will encourage children to be aware of the **no nut procedure** and to encourage them to be pro-active in not bringing nut products to the school.
- On excursions, prior warning to the venue is given to discuss if they sell food that can be of potential risk. Children will buy food respectfully and ensure food that is bought 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 schools policy please pack your child's lunch boxes thoughtfully.

PERSONAL BELONGINGS:

OSHC IS NOT LIABLE FOR DAMAGES, LOSS OR THEFT OF CHILDREN'S PERSONAL BELONGINGS.

This includes computer consoles and games such as **Nintendo DS**. Please ensure they students only bring **2x DS games to OSHC and are labelled clearly**. It is best practice for expensive or 'much loved' belongings to be left at home. All items brought from home **must be clearly labelled**. Using **mobile phones** during OSHC and Vacation Care is **strongly discouraged**. Parents will be permitted to sign their child's devices in when dropping off; this will be located next to the sign in book.

Please bring a bag for your lunch and belongings everyday that you attend Vacation Care.
Children are not permitted to swap or trade personal belongings.

EXCURSION DAYS:

Please ensure children arrive **30 MINUTES PRIOR** to departure time to enable group organization (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.

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

All excursions and times are listed on the program, check the departure time of your group. We do not always have space, therefore if your child arrives after the group has left you will be required to either drive them 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 have an extra set of clothes for untimely accidents. Suitable footwear for children 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 Vacation Care. Children **must** wear a top or rashie whilst on water excursions.

MEDICATION:

Should you require Vacation Care staff to give your child 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 to discuss any issues or to provide feedback by phone or email.

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:

Monday 10th July Excursion Name: Name: Name: Lunch: BYO	Tuesday 11th July Home Day Name: Name: Name: Lunch: BYO	Wednesday 12th July Incursion Name: Name: Name: Lunch: BBQ Lunch	Thursday 13th July Excursion Name: Name: Name: Lunch: BYO	Friday 14th July Home Day Name: Name: Name: Lunch: Roast Vegetables and Chicken
Monday 17th July Home Day Name: Name: Name: Lunch: Tacos	Tuesday 18th July Excursion Name: Name: Name: Lunch: BYO	Wednesday 19th July – Excursion Name: Name: Name: Lunch: BYO	Thursday 20th July Incursion Name: Name: Name: Lunch: BYO	Friday 21st July Home Day Name: Name: Name: Lunch: Sausage Rolls