

East Adelaide Out of School Hours Care



April 2020 Vacation Care

Welcome to East Adelaide Vacation Care. We aim to provide a safe, fun, and 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 Tuesday 14th April through to Friday 24th April 2020.
Monday 13th April is a Public Holiday (Easter Monday)**

VACATION CARE TIMES/FEES

OPEN: 7.15am CLOSE: 6.00pm (late fees apply)

Centre Based Home Day	\$50
Centre Based Incursion	\$60
Excursion Day	\$65

Please ensure that children are signed in & out on the iPad 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 up to date 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 6:00pm the previous Sunday.

IMPORTANT INFORMATION:

\$10 NON REFUNDABLE BOOKING FEE

If OSHC is notified of a cancellation by 6pm the Sunday before, a \$10 non-refundable booking fee will be added to your account. Otherwise full fee will apply. If you attend all days you have booked, the normal day fee will show.

The program will be released on Monday 16th March 2020 (Monday Week 8) and Parents or Caregivers will be able to submit the program from Monday 23rd March December (Monday Week 9) from 7:15am. This will give parents the opportunity to look at the program and gauge 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.

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 over 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 nut aware 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 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 box thoughtfully.

LOCATION:

We will utilise spaces around the school as per usual. If there are any concerns or questions, feel free to contact the Director.

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 borrow an OSHC iPad during set times per day.

EXCURSION DAYS

Please ensure children arrive **by 9am** in time for safety talks and organising into groups. OSHC does not encourage spending money, unless specified on the program. **Please note we will be travelling by bus for all excursions listed on the program.**

EDUCATOR TO CHILD RATIOS

Our services follows the National Regulation Requirements for ratio and these are a minimum and are generally higher at most times within the program.

Home Day – 1 Educator for every 15 children

Excursion Day – 1 Educator for every 8 children

Water-Based Excursion – 1 Educator for every 5 children

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

If you require an Educator to assist your child with any medication/s, please inform the Centre prior to attending so that the correct paperwork 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.

