

Bookings cannot be finalised without a completed booking sheet and consent form (attached)

PLEASE READ THE FOLLOWING INFORMATION VERY CAREFULLY

Enrolling in OSHCers for the first time

First of all, welcome. If you have not used the Aldinga Beach Out of School Hours Care service before, please ring or drop in and see us. A staff member will be more than happy to answer all of your questions and provide you with an enrolment form and information booklet. During Vacation Care we ask that families use the QUINLIVEN Rd gate/entrance to access the OSHC room.

Hours of operation

Operating times: 6:30am-6:30pm Breakfast available until 9am(8:15 excursion days) Afternoon tea: 4pm

VACATION CARE BOOKINGS

The program is open to all primary school aged and kindergarten children. Bookings can only be made for full day sessions. Booking forms must be completed and returned to us as soon as possible. **Consider bookings confirmed ONLY when we contact you with confirmation.** If you are booking a day that involves an excursion it is very important you sign a consent form that informs you of the time of departure, expected time home, method of transport, staff/child ratio and any additional expense involved.

Any families with outstanding fees will not be able to make bookings until all accounts have been settled.

CANCELLING A BOOKING

VACATION CARE BOOKINGS WILL NOT BE CANCELLED WITHOUT CHARGE AFTER Friday 16th December

Please note; we can not claim CCS on your behalf if your child is absent for their final session of care FULL FEE of \$53 a day will be charged (\$63 for excursion days).

FEES - Fees are charged by the day not the hour.

A full day is \$55.00 PER CHILD (Less Child Care Subsidy) An excursion is \$70.00 (Less Child Care Subsidy)

The amount you pay will depend on your CCS eligibility. We recommend that all families apply for CCS. You can contact the Family Assistance Office on **13 61 50** to apply & access the MyGov app.

Please note:

When you are approved for Child Care Subsidy, you are approved for a specified number of hours for which you can claim CCS. The amount of hours (either 24 or 50) does not relate to the number of hours your child is actually in care at the service with us, it relates to the number of CCS hours we claim on your behalf. We charge a full day fee, which is a 12 hour day, regardless of how long your child stays. This means that for every day your child attends, you use 12 hours of CCS. This is done entirely for your behalf and is the reason the cost of care is so low. We get the maximum amount of CCS reduction applied to your fees, meaning the minimum out of pocket expense for you. It is important to be aware that if you use 5 days of care in a week, that equates to 60 hours of care. If you only get 50 hours of CCS the remaining 10 hours attracts no fee reduction and you must pay the full amount.

LATE PICK UP

If your child is not picked up by 6.30 p.m. the following procedure will be followed:

- 1. Enrolling parent will be contacted
- 2. If no contact is made emergency contacts will be contacted
- If no contact is made with parents / guardians/ emergency contacts by 7.00 pm CRISIS CARE will be called in and children will be handed over to their care. Parents will need to contact CRISIS CARE regarding their whereabouts.

A late fee of \$25.00 will be charged for the first fifteen minutes or part thereof after 6.30 p.m. After 6.45 p.m. the fee will rise to an additional \$40.00 per 15 minutes or part thereof.

LUNCHES

Children will need to bring morning tea, a healthy lunch and a refillable drink bottle. A healthy afternoon snack will be provided everyday around 4pm. PLEASE ENSURE THAT YOU HAVE ENOUGH **HEALTHY** FOOD AND DRINK OPTIONS FOR YOUR CHILD/REN ESPECIALLY DURING THE WARMER WEATHER, if you do not provide lunch for your child, lunch will be given to them and a lunch fee will be added to your account.

If you are bringing in a lunch for us to cook or re-heat please label it clearly with your child's name

(ONLY 2 minute noodles in cups please; we do not have the facilities to prepare them)

Please ensure that all food is portioned out at home. We will not allow children to eat from family chip / biscuit packets as portion control is easily confused during the developing years. We recommend putting individual portions Into containers.

*Any special lunches will need to be paid for when you drop your child, they will **NOT** be added to your account. Special lunches are optional- you decide if you want your child to order a special lunch. We cannot prepare any hot food from home on these special lunch days.

EXCURSIONS

On excursion days children will be required to arrive by 8.30 am (unless otherwise indicated on program) this enables packing, preparing and group organisation. Please make sure your child's lunch does not require any preparation, such as heating, e.g noodles and cans of baked beans are not suitable. Children will **not** be allowed spending money. Clothing needs to be comply with our Sun Smart Policy; shoulders must be covered (no shoe string straps or capped sleeves) Hats must be worn according to our SunSmart policy. (when the UV is above 3 - hats and sunscreen)

PARENT'S RESPONSIBILITY

Children must be signed in and out on the attendance tablet provided. If there is any other information you wish the staff to know about please use the communication sheet located next to the attendance tablet, and/or let a senior educator know. If anyone other than yourself is picking up your child/ren, please advise an educator—they must be on the collection authority.

Please name all of your child/ren's belongings, as we cannot accept any responsibility for items left behind.

We suggest not letting your children bring toys to OSHC, as they can unfortunately get lost, broken or stolen.

HEALTH + MEDICATION

If your child needs prescribed medication, then a medication sheet and a health care plan needs to be completed and signed by the parent/guardian. All medication must be in its original container, and given to staff to be locked away.

Please do not send your child with any contagious illness. If a child becomes ill while at the program the child will be made comfortable and isolated from other children and the parent/guardian will be contacted to collect the child immediately.

Behaviour: Appropriate high levels of behaviour are expected. If a child does not comply with behavioural management strategies, the parent/guardian will be contacted to collect the child immediately. We do not accept violent behaviour, parents will be contacted to collect their child in cases of violence.

<u>7 OSHC Expectations</u>— Treat others the way you want to be treated, We do not have the right to hurt others –physically or emotionally; We walk inside, We use inside voices inside, We go to the toilet when someone asks; We speak and listen respectfully & We pack up what we play with properly.

EXCURSION INFORMATION

1. DATE: Wednesday 12th July 2023

DESTINATION : ALDINGA REC CENTRE

DEPART: 11AM RETURN: 3.00 p.m. TRANSPORT: Walking

EXTRA INFO: Children need recess, packed lunch, large refillable drink. Ensure that children are wear weather appropriate clothes and sensible footwear—NO THONGS

RATIO: 1: 10

2. DATE: Tuesday 18th July 2023

DESTINATION : MARION CULTURAL CENTRE OR MARION SHOPPING CENTRE AND PLAYGROUND

DEPART: 9:00AM RETURN: 3.00 p.m. TRANSPORT: Charter Bus RATIO: 1: 10 /1:5

EXTRA INFO: Children need recess, packed lunch, large refillable drink. Ensure that children are wear weather appropriate clothes and sensible footwear—NO THONGS

** This is a split excursion. Years Kindy to Year 2 will be heading to the theatre and Years 3 to 6 will be attending the Shopping challenge. Please let us know if you wish for your child/ren to go to the theatre instead of the challenge ASAP as there are limited spaces. The shopping challenge will consist of groups of 5 accompanied by 1 educator. It will involve each group getting a certain amount of money and having to undertake multiple challenges (TBC). If you would like to know the challenges please ask an educator on the day.

3. DATE: Friday 21st July 2023

DESTINATION : NOARLUNGA CINEMA AND PLAYGROUND

DEPART: 9:30AM RETURN: 3.00 p.m. TRANSPORT: Charter Bus RATIO: 1: 10

EXTRA INFO: Children need recess, packed lunch, large refillable drink. Towel, swimmers and a bag for wet belongings after the swim. Extra snacks are helpful on high energy days.

Please arrive before 8.45 am on excursion days -no exceptions.

This is important as on excursion days we have many tasks to do before we leave and if parents are not on time we are often unable to complete tasks until the last minute or even run late for the excursion. We have to explain behaviour guidelines and expectations, group children with staff, ensure all children have hats, put on sunscreen, we have check lists to go through and much more. So please arrive on time on excursion days—Thank you

EXCURSION CONSENT FORM attached with booking sheet

Parent/Guardians name	e:		Contact phone number:			
Are you a: (please circle)	working parent	student	other (non-working parent, respite care etc.			
Child/ren's						
FULL name						

Please note the Aldinga Beach Vacation Care program is licensed to 70 children

and we cater for children of working and non-working parents.

(There is a department priority of access guideline available if requested.)

Please place number of children and arrival/ departure (approx. if known) time in box.

A text message with photo will be your booking confirmation

Monday 10th July	Tuesday 11th July	Wednesday 12th July	Thursday 13th July	Friday 14th July
		EXCURSION		
Monday 17th July	Tuesday 18th July	Wednesday 19th July	Thursday 20th July	Friday 21st July
	EXCURSION			EXCURSION

Please arrive before 8.45 am on excursion days -no exceptions (unless stated otherwise).

I do/do not give permission for.....

To attend the following excursions **1**, **2**, **3**, and **4** as described above, and agree to abide by the instructions given in regard to this. (please circle relevant excursion numbers).

Parent/guardian signature......Date:.....Date:.....

If my child willfully destroys OSHC property I will reimburse Aldinga Beach OSHCers for the items broken

Parent/guardian signature......Date:.....Date:.....

I give permission for my child/ren to have their hair styled by staff (this includes a head lice check)	YES / NO
I give permission for my child/ren to have make up and nails polish applied by OSHC staff	YES / NO

I give permission for my child/ren to watch a **P.G.** rated movie as approved by OSHC staff. YES / NO

Parent/guardian signature......Date:.....

Accounts must be cleared before School holiday bookings can be confirmed BOOKINGS WILL NOT BE CANCELLED WITHOUT A CHARGE AFTER Friday 7th of July 2023

Warm regards, Aldinga Beach OSHCers