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

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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**

During the Covid-19 climate we are following strict cleaning and sanitising routines and children are asked to wash or sanitise hands upon arrival and before recess, lunch and snack times.

Whilst we still wait on word from the education department about parents/ caregivers on site, we ask that you stay out the front of the building near sign in desk. Thanks for your cooperation.

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 all bookings confirmed unless a staff member contacts you.** 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

24 working hours notice must be given to cancel a booking so as not to incur a fee. We need such notice in order to organise staff numbers and inform other families on a waiting list. So please think carefully about the days that you need care.

VACATION CARE BOOKINGS WILL NOT BE CANCELLED WITHOUT CHARGE AFTER Friday 10th December 2021

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 if excursion day).

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

A full day is \$53.00 PER CHILD (Less Child Care Subsidy)

An excursion is \$63.00 (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 benefit 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.

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.

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
- 3. 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 \$15.00 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 \$25.00 per 15 minutes or part thereof.

LUNCHES

Children will need to bring morning tea, a healthy lunch, <u>a piece of fruit to share</u> 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 fail to 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 (<u>ONLY 2 minute noodles in cups please</u>; 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 off, they will NOT be added to your account. Special lunches are not compulsory - you decide if you want your child to order a special lunch.

EXCURSIONS

On excursion days children will be required to arrive by 8.30 am to enable packing 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)

PLEASE NOTE EXCURSIONS WILL NOT BE CANCELLED WITHOUT A CHARGE AFTER

FRIDAY 10th December 2021

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 staff member know. If anyone other than yourself is picking up your child/ren, please advise an educator.

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

Do not let your children bring expensive toys to OSHCers, as they can unfortunately get lost, broken or stolen.

	EXCURSION DETAILS						
1.	DATE: Wednesday 15th December 2021 DESTINATION : BOTANIC GARDENS ADELAIDE						
	DEPART: 9.00am RETURN: 3.00 pm TRANSPORT: Charter Bus RATIO: 1: 10						
	EXTRA INFO: Children need recess, packed lunch, large refillable drink. Ensure that						
	children are wear weather appropriate clothes and sensible footwear—NO THONGS						
2.	DATE: Friday 17th December 2021						
	DESTINATION : PORT WILLUNGA BEACH						
	DEPART: 9:30AM RETURN: 2.00 p.m. TRANSPORT: Charter Bus RATIO: 1:5						
	EXTRA INFO: Children need recess, packed lunch, large refillable drink. Ensure that						
	children are wearing SunSmart clothes and swimmers and sensible footwear -NO THONGS						
3.	DATE: Tuesday 21st December 2021						
	DESTINATION : St KILDA PLAYGROUND						
	DEPART: 9:00AM RETURN: 3.00 p.m. TRANSPORT: Charter Bus RATIO: 1: 10						
	EXTRA INFO: Children need recess, packed lunch, large refillable drink. Extra snacks are helpful on high energy days.						
4.	DATE: Thursday 23rd December 2021						
	DESTINATION : SEMAPHORE MOVIE THEATRE						
	DEPART: 8:30AM RETURN: 3.00 p.m. TRANSPORT: Charter Bus RATIO: 1: 10						
	EXTRA INFO: Children need recess, packed lunch, large refillable drink. Ensure that children are wearing weather						
	appropriate clothes and sensible footwear—NO THONGS						
5.	DATE: Wednesday 12th January 2022						
	DESTINATION : MOD MUSEUM & SA MUSEUM						
	DEPART: 8:30AM RETURN: 3.00 p.m. TRANSPORT: Charter Bus RATIO: 1: 10						
	EXTRA INFO: Children need recess, packed lunch, large refillable drink. Ensure that children are wearing weather						
	appropriate clothes and sensible footwear—NO THONGS.						
6.	DATE: Friday 14th January 2022						
	DESTINATION : MARION OUTDOOR POOL						
	DEPART: 8:30AM RETURN: 3.00 p.m. TRANSPORT: Charter Bus RATIO: 1: 5						
	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. We are allowing 'seniors' year 5/6/7's to bring spending money (max \$10))					
7.	DATE: Tuesday 18th January 2022						
	DESTINATION : BELAIR NATIONAL PARK						
	DEPART: 8:30AM RETURN: 3.00 p.m. TRANSPORT: Charter Bus RATIO: 1: 10						
	EXTRA INFO: Children need recess, packed lunch, large refillable drink. Ensure that children are wearing weather						
	appropriate clothes and sensible footwear—NO THONGS						
8.	DATE: Thursday 20th January 2021						
	DESTINATION : LATITUDE						
	DEPART: 8:30AM RETURN: 3.00 p.m. TRANSPORT: Charter Bus RATIO: 1: 10						
	EXTRA INFO: Children need recess, packed lunch, large refillable drink. Ensure that children are wearing weather						
	appropriate clothes and sensible footwear—NO THONGS						
9.	DATE: Monday 24th January 2021						
	DESTINATION : WATERWORLD						
	DEPART: 8:30AM RETURN: 3.00 p.m. TRANSPORT: Charter Bus RATIO: 1: 5						
	EXTRA INFO : Children need recess, packed lunch, large refillable drink. Ensure that children are wearing weather						
	appropriate clothes and sensible footwear—NO THONGS						
10.	DATE: Thursday 23rd December						
	DESTINATION : SEMAPHORE MOVIE THEATRE						
	DEPART: 8:30AM RETURN: 3.00 p.m. TRANSPORT: Charter Bus RATIO: 1: 10						
	EXTRA INFO: Children need recess, packed lunch, large refillable drink. Ensure that children are wearing weather						
	appropriate clothes and sensible footwear—NO THONGS						

EXCURSION CONSENT FORM

Please circle requested excursions

- 1. Botanic Gardens
- 2. Port Willunga Beach
- 3. St Kilda Playground
- 4. Wallis Noarlunga
- 5. SA Museum & MOD Museum
- 6. Marion Outdoor Pool
- 7. Belair Nation Park
- 8. Latitude & Playground
- 9. Waterworld
- 10. MOVIES

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

To attend the following excursions as described on previous page 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:.....

I give permission for my child to have their hair styled by staff (this includes a head lice check) Y	YES / NO
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I give permission for my child to have make up and nails polish applied by OSHC staff YES / N	l give	permission for	my child to have	make up and	nails polish applied by	/ OSHC staff	YES / NO
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I give permission to watch a P.G. rated movie as approved by OSHC staff. YES / NO

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

Contact phone numbers

Are you a: (please circle) working parent student other (non-working parent, respite care etc.)

Child/ren's

FULL name

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

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

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

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

Monday 13th Dec.	Tuesday 14th Dec.	Wed. 15th Dec	Thursday 16th Dec	Friday 17th Dec.
Monday 20th Dec.	Tuesday 21st Dec.	Wed. 22nd Dec.	Thursday 23rd Dec	Friday 24th Dec.
				OSHC is
				CLOSED
Monday 10th Jan.	Tuesday 11th Jan.	Wed. 12th Jan	Thursday 13th Jan	Friday 14th Jan.
Monday 17th Jan.	Tuesday 18th Jan.	Wed. 19th Jan.	Thursday 20th Jan.	Friday 21st Jan.
Monday 24th Jan.	Tuesday 25th Jan.	Wed. 26tth Jan.	Thursday 27th Jan.	Friday 28th Jan.
		OSHC is		
		CLOSED		
		CLOJED		
	A 4 4			

A text message with photo will be your booking confirmation ③

Accounts must be cleared before School holiday bookings can be confirmed

BOOKINGS WILL NOT BE CANCELLED WITHOUT A CHARGE AFTER

FRIDAY 10th December 2021

Warm regards Aldinga Beach OSHCers