



ST JOSEPH'S OSHC HINDMARSH

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56 Albemarle St West Hindmarsh 5007
OSHC Office :- 84246445 OSHC Mobile: 0408 809 107
email: oshc@sjs.h.catholic.edu.au

Director: Maria Cronin

Assistant Director: Graziella Panazzolo

October Vacation Care Program 2022

Bookings open from Week 7

Monday 5th September 2022

Please return attached booking and consent form to book your place!

(Bookings not available online)

BOOKINGS CLOSE

Week 10 Monday 26th September 2022

Out Of School Hours Care

Operating Hours: Monday to Friday 7.30am – 6.00pm

Vacation Care Dates

Tuesday 4/10/22- Friday 14/10/22

Closed

PUBLIC HOLIDAY MONDAY 3/10/22

Vacation Care Fees

\$55 per child Home non-Incursion

\$60 per child for Home Incursion

\$60 per child For Excursion Days

Child Care Subsidy applies for those who are eligible

Important Information for Vacation Care Families

Please ensure you read the below information as it may have changed.

Enrolment:

Families using our service for the first time will need to complete an OSHC Enrolment form before care can be provided or bookings accepted. Please contact the OSHC office directly via email or phone to access an OSHC Enrolment form. Returning families only need to fill in the attached booking and consent form and return it to secure bookings for the October School Holidays

Bookings:

Bookings are available from **Week 7, Monday 5th September 2022** for families whose child is enrolled at St Joseph School Hindmarsh. Spaces available for Vacation Care bookings are subject to staffing, venue availability and may become fully booked prior to the closing date. VACATION CARE BOOKINGS CLOSE Monday 26th September.

Bookings are available by filling in the OSHC Vacation Care Booking form and returning to OSHC directly or via email: oshc@sjsh.catholic.edu.au . Please note term bookings do not roll over into Vacation Care.

DEPOSITS:- All bookings are subject to a \$15 per day deposit being paid upon receiving the booking form. Payment plans are available at the agreement of the OSHC Director.

CONFIRMATION OF BOOKINGS: Once booking forms have been received and bookings have been entered into SPIKE a text message will be sent to the enrolling parent confirming Vacation Care Bookings.

Payment of fees:

St Joseph OSHC Hindmarsh, bills a week in arrears, therefore your bill will be received on a Thursday, for the Monday to Sunday prior. Therefore any payments made after the period will appear on your next statement. Please be aware that transactions have processing days and sometimes not on the day you process it.

Payment is required to be made within 7 days or reminders and debt collection will occur.

Child Care Subsidy:

The cost of care in Out of School Hours Care and Vacation Care varies according to each families Child Care Subsidy (CCS), which is based on their activity test. Contact the Department of Human Services (DHS) on 13 61 50 for further information.

If you do not use care in a 14-week period and your enrolment with MyGov and the service is ceased, you will need to notify the service via email. This is only necessary if you plan on re using the service within 8 weeks and receive CCS for the booked sessions.

If you do not use the service for a 14-week period and if your child's last booked session(s) were marked as absent, you will be liable for paying full-fee on all absent sessions. Even though CCS may have been applied initially, Centrelink will revoke this and your account will go into debit and our standard debt collection process will occur

Risk Assessments:

Risk assessments will be completed for potential risks of activities and equipment. Risk Assessments will be completed for all excursions. A risk assessment must identify and assess risks that the activity/excursion may pose to the safety, health or wellbeing of any child participating and specify how the identified risks will be managed and minimised. These determine our child: staff ratios. See staff for a copy of the OSHC excursion and risk assessment policy and copies of risk assessments

Attendance Records:

All children must be signed IN and OUT of the program by an approved authorised person listed on their OSHC enrolment forms.

Not signing your child in/out each day will require families to reconfirm their child's attendance data and may affect the families CCS entitlements for the day resulting in full fees being charged. The service may not be able to amend the booking after the day so we encourage families to please make sure you are signing your children IN and OUT.

Please advise staff when you arrive and when you collect your child/children. In the event of absence, please inform OSHC immediately when you know your child will not be attending on a "booked" day.

Vacation Care Cancellations & Waiting List Procedure:

Once a Vacation Care booking is made, families can cancel by 9am 2 business days prior via email or text message. A \$15 deposit per day, per child will be non-refundable in the event of cancellations within the required timeframe. Any cancellations after 9am 2 business days prior or failure to notify the service of non-attendance will be charged full fee and the session will be marked as absent. Your deposit will go towards fees as normal.

Any additional fees such as Lunch costs on selected days will be non-refundable in the event of non-attendance.

In the event of a session being full, families will be placed on a waiting list managed by the service. The waiting list will be based on a first come first serve basis. The service will contact families **via email** and the family will have a required timeframe to accept the booking if it becomes available, or the space will go to the next person on the waiting list.

Cancellation of bookings for Vacation Care:

Any cancellations will lose a \$15 deposit per child, per day.

Cancellation notice required to avoid full fee:

Day:	To avoid absent fee:	Avoid absent fee: <i>The required notice or more to avoid the absent gap (CCS) or full fee (non-CCS) being charged.</i>
Monday	By Friday prior, 9am	<i>Prior: Meaning the relevant previous days or more.</i>
Tuesday	By Friday prior, 6pm	<i>Deposits: Will go towards standard fees in the event of full fee being charged.</i>
Wednesday	By Monday prior, 9am	<i>Cancellations: Can be made via SMS, email or in person.</i>
Thursday	By Tuesday prior, 9am	<i>Email: oshc@sjsh.catholic.edu.au</i>
Friday	By Wednesday prior, 9am	<i>Ph: 0408 809 107</i>
		Additional fees: Non-refundable
		Through CCS (Childcare Subsidy) families are provided with up to 42 absent days per child, per financial year to support families continue paying only the gap for any absences.

Sun Protection:

An approved sunscreen will be provided for all children each day they attend. Children that may have sensitive skin or allergies to sunscreen are asked to please provide an approved sunscreen.

It is preferable that children wear long sleeves and collars for all outdoor activities and enclosed shoes for safety. Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors).

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not allowed. Children are required to wear sun safe hats that protect their face, neck and ears.

A sun safe hat is:

- Legionnaire hat
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm)
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm)

We encourage all families to ensure **each day** their children have packed recommended SunSmart outfits prior to arriving to OSHC. Children of whom do not come with relevant SunSmart outfit may be unable to participate in excursions or outdoor activities and families will be required to deliver relevant sun safety or be required to collect their child/ren. - NO SINGLETS. OSHC does not have access to the school office or classroom.

Collection of Children:

For safety and security, children will only be released to authorised adults that are named on the enrolment forms. Children must be signed in/out by their parent, or other authorised person, before they leave the Out of School Hours Care. Children must be collected by 6.00pm. If the collection person is late because of an emergency situation, please notify OSHC as soon as possible on 0408 809 107 so that appropriate arrangements can be made. Late fees apply after 6.00pm (please refer to Fees policy for Late Collection fees).

Food:

Please note we have children attending the OSHC Vacation Care Program with severe allergies so we ask that you be mindful when packing your children food for the day. A packed recess, lunch, and afternoon snack must be brought every day unless specified on the program. It is requested that you do not send meals that staff need to cook or heat, including noodles. Should your child have any specific dietary requirements, please inform OSHC. Our service follows a Healthy Eating Policy and we encourage families to provide lunch and snacks accordingly. Ice blocks might be provided to your child/ren on hot days.

In the event your child does not attend with lunch, staff may prepare a snack with an additional fee added onto your account.

No nuts allowed.

Medication:

Children who are not well should not attend the OSHC Program.

Should you require Vacation Care staff to administer your child with any medications please inform us beforehand so that appropriate paperwork can be completed. **Medications must be correctly labelled with your child's name in original packaging and given to staff. Medication is not to be kept in children's bags. No medication will be administered without the correct updated documentation for the OSHC service which may vary from the school plans.**

In the event your child requires any form of medication for allergies or health, please ensure OSHC has up to date medication and information accessible at the OSHC service itself. Children will not be allowed to attend the OSHC service in the event of medical supplies and information specific to your child is not provided to the service. Please note, the OSHC service will not have access to school supplies.

Personal Belongings:

Personal items brought from home are the responsibility of the child. OSHC does not take responsibility for lost or damaged personal items brought into Vacation Care, this includes electronic devices, games, toys etc.

Staffing Ratios:

On site - one staff member per 15 school aged children & one staff member per 10 preschool children. On excursion - one staff member per 8 school aged children & one staff member per 5 preschool children unless stated otherwise on the program and risk assessment. At all times there will be a minimum of one staff member with an approved qualification per 30 children and Education andCare First Aid.

Excursions:

To avoid disappointment, get your booking in early as excursions book out quickly. Pack your child a light bag for excursions as we may need to carry bags with us, depending on the venue and its facilities. Children are not to bring spending money on excursions unless stated on the program. Please ensure that children arrive at least 10 minutes prior to the specified departing time on the program as this allows staff time to talk to the whole group about:

- Safety issues
- Behavior expectations
- Organise recess / lunches / drink bottles
- Toileting
- Apply sunscreen
- Arrange child groupings

Weather:

Extreme weather: Please note that in the event of extreme weather conditions, incursion /excursions may change or be cancelled. Other activities will be provided in this instance



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October 2022 VACATION
CARE PROGRAM
Week 1

<p>Monday 3/10/22</p>	<p>CLOSED OCTOBER LONG WEEKEND</p>		<p>REMINDER</p> <p><i>When attending Vacation Care remember the following!</i></p> <p>A Sun Smart Hat!</p>  <p>Drink Bottle with Water only!</p>  <p>Lunch box & healthy snacks</p>  <p>Sun smart clothing & sensible shoes</p>  
<p>Tuesday 4th October 2022</p> <p>Bring recess, lunch & drink today</p> <p><i>Afternoon snack & movie snacks provided</i></p> <p>Bus Departs @ 9am Bus Returns @ 12.30pm</p>	<p>OUT Arndale Cinema Super Pets rated PG</p> <p>Movie snacks provided by OSHC at cost to families</p>	<p>Children Expected: 50 Educators: 7</p> <p>Preschool Ratio: 1:10 School Aged Ratio: 1:15 Excursion Ratio 1:8</p> <p>Cost: \$60.00</p> <p>Extra Cost \$5.00 for movie snacks</p>	
<p>Wednesday 5th October 2022</p> <p>Bring recess, lunch & drink today</p> <p><i>Afternoon snack provided</i></p> <p>Activities begin @ 10:30am</p>	<p>IN Wheelie Fun Day & Electronics Day</p> <p>Bring along your wheels & electronics</p> <p>Please remember safety gear for riding bikes</p>	<p>Children Expected: 60 Educators: 5</p> <p>Preschool Ratio: 1:10 School Aged Ratio: 1:15</p> <p>Cost: \$55.00</p>	
<p>Thursday 6th October 2022</p> <p>Bring recess, lunch & drink today</p> <p><i>Afternoon snack provided</i></p> <p>Bus Departs @ 9.00 am Bus Returns @ 3.30 pm</p>	<p>OUT Melba's Chocolate Factory, The Big Rocking Horse & Wildlife Sanctuary</p> <p>Bring along \$10.00 to spend in the chocolate factory</p> <p>Take a stroll through the wildlife park & climb The Big Rocking Horse</p>	<p>Children Expected: 50 Educators: 7</p> <p>Preschool Ratio: 1:10 School Aged Ratio: 1:15 Excursion Ratio 1:8</p> <p>Cost: \$60.00</p>	
<p>Friday 7th October 2022</p> <p>Bring recess, lunch & drink today</p> <p><i>Afternoon snack provided</i></p> <p>Activities begin @ 10:30am</p>	<p>IN Mini Sports Day</p> <p>Come along for lots of sporting fun, Lots of fun activities and & obstacle course fun</p>	<p>Children Expected: 60 Educators: 5</p> <p>Preschool Ratio: 1:11 School Aged Ratio: 1:15</p> <p>Cost: \$55.00</p>	



<p>Monday 10th October 2022</p> <p>Bring recess, drink & socks today</p> <p>Lunch & Afternoon snack provided</p> <p>Bus Departs @ 12.30 pm Bus Returns @ 3.30 pm</p>	<p>OUT Zone Bowling Woodville</p> <p>Come along and enjoy 1 game of bowling & 1 game of laser tag We will also enjoy a Hot Dog & Hot Chips Lunch @ OSHC</p>	<p>Children Expected: 50 Educators: 7</p> <p>Preschool Ratio: 1:10 School Aged Ratio: 1:15</p> <p>Cost: \$60.00</p> <p>Extra Cost \$5.00 for lunch</p>	<p>REMINDER</p> <p><i>When attending Vacation Care remember the following!</i></p> <p>A Sun Smart Hat!</p>
<p>Tuesday 11th October 2022</p> <p>Bring recess, lunch & drink today</p> <p>Afternoon snack provided</p> <p>Bus departs 9.00am Bus returns 2.30pm</p>	<p>IN Plaster Fun & Creative Day in Vac Care!</p> <p>Let's get creative and paint plaster creations & have some fun with mini diamond art creations</p>	<p>Children Expected: 60 Educators: 5</p> <p>Preschool Ratio: 1:10 School Aged Ratio: 1:15</p> <p>Cost: \$60.00</p>	<p>No Hat No Play</p>  <p>Drink Bottle with Water only!</p>
<p>Wednesday 12th October 2022</p> <p>Bring recess, lunch & drink today</p> <p>Afternoon snack provided</p> <p>Activity begins @ 10.30 am</p>	<p>IN Animals Anonymous</p> <p>Today we will have a special visit from some exciting animals. We will be able to get up close and truly appreciate how amazing these little creatures are!</p>	<p>Children Expected: 60 Educators: 5</p> <p>Preschool Ratio: 1:10 School Aged Ratio: 1:15</p> <p>Cost: \$60.00</p>	 <p>Lunch box & healthy snacks</p>
<p>Thursday 13th October 2022</p> <p>Bring recess, lunch & drink today</p> <p>Afternoon snack provided</p> <p>Bus departs 10.30 am Bus returns 2.30 pm</p>	<p>OUT Mega Courts Indoor Sports</p> <p>Today we will have an action-packed session at Mega Courts jumping on the inflatables, playing sports on the courts and much more!</p>	<p>Children Expected: 50 Educators: 7</p> <p>Preschool Ratio: 1:10 School Aged Ratio: 1:15</p> <p>Cost: \$60.00</p>	 <p>Sun smart clothing & sensible shoes</p>
<p>Friday 14th October 2022</p> <p>Bring recess, Lunch & drink today</p> <p>Afternoon snack provided</p> <p>Activities begin @ 10:30am</p>	<p>IN BINGO Jack</p> <p>Today we will have a visit from BINGO Jack we will be amazed by his awesome Magic show!</p>	<p>Children Expected: 60 Educators: 5</p> <p>Preschool Ratio: 1:10 School Aged Ratio: 1:15</p> <p>Cost: \$60.00</p>	<p>be sun safe</p>  



Please fill out booking and consent form clearly and ensure all names are clear and easy to read.

Enrolling Parent Name :- _____

Child 1 Name:- _____ Child 2 Name :- _____

Child 3 Name:- _____ Child 4 Name:- _____

<u>Date & Programed Activity</u>	<u>Booked Child/Children Names</u>		<u>Parent initials:</u>
OCTOBER VACATION CARE WEEK 1			
Monday 4/10/22	VACATION CARE CLOSED OCTOBER LONG WEEKEND		
Tuesday 4/10/22 OUT Movies :- Arndale (\$60.00)	1.	2.	
	3.	4.	
Wednesday 5/10/22 IN Wheelie Fun Day & Electronics Fun (\$55.00)	1.	2.	
	3.	4.	
Thursday 6/10/22 OUT Melba's Chocolate Factory & The Big Rocking Horse (\$60.00)	1.	2.	
	3.	4.	
Friday 7/10/22 IN Mini Sports Day (\$55.00)	1.	2.	
	3.	4.	
OCTOBER VACATION CARE WEEK 2			
Monday 10/10/22 OUT Zone Bowling & Hot Dog lunch (\$60.00)	1.	2.	
	3.	4.	
Tuesday 11/10/22 IN Plaster Fun & Creative Day in Vac Care! (\$60.00)	1.	2.	
	3.	4.	
Wednesday 12/10/22 IN Animals Anonymous (\$60.00)	1.	2.	
	3.	4.	
Thursday 13/10/22 OUT Mega Courts (\$60.00)	1.	2.	
	3.	4.	
Friday 14/10/22 IN Bingo Jack :- Magic Show (\$60.00)	1.	2.	
	3.	4.	

Consents

Please read and initial all of the consents listed below:-

	<i>Parent initial</i>
<ul style="list-style-type: none"> We/I, as the parent / guardian, agree to abide by the information given in regard to the parent information, inclusive of fees and cancellations as outlined on the St Joseph Hindmarsh OSHC Vacation Care program. I give permission for my child/children to attend, participate in activities, incursions and excursions inclusive of method of transport as I have nominated by booking 	
<ul style="list-style-type: none"> I understand I must sign my child/children in 10 minutes prior to excursion departing times on the program or I may miss out on the excursion. Communication will be through the OSHC Seesaw of important information. 	
<ul style="list-style-type: none"> I understand that my child must be in sun protective clothes, hats and enclosed shoes <u>each day</u> my child attends the service. <i>If your child does not bring an appropriate sun protective outfit you will be asked to come and collect your child (no singlets). Any child without a SunSmart hat may result in a \$10 hat fee charge on your account (no caps).</i> 	
<ul style="list-style-type: none"> I understand I must provide my child with a healthy morning snack, recess, lunch (no heating of food) and drink bottle every day they attend, unless specified on the program <i>Any child without food will result in a \$5 lunch charge.</i> 	
<ul style="list-style-type: none"> I will supply relevant medical information and medication to the OSHC service prior to my child attending the service. 	
<ul style="list-style-type: none"> I understand the deposit, fees and cancellations information for relevant fees and charges, that will be applied to my account in the event of bookings and failure to comply with information set out in the program. 	
<ul style="list-style-type: none"> I agree to abide and support my family to follow the St Joseph School Hindmarsh OSHC Policies, Procedures and Vacation Care information inclusive of all the information set out in the program. 	
<ul style="list-style-type: none"> I am aware that if my child brings personal belongings from home it is their responsibility and not the responsibility of Vacation Care Staff or the Service. 	
<ul style="list-style-type: none"> I am aware that program may change at short notice due to unforeseen circumstances. Families will be notified at the earliest convenience. 	

Parent/Guardian Name: _____

Signature: _____

Date ___/___/___ Contact Number: _____ Email: _____