

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

Director: Maria Cronin Assistant Director: Graziella Panazzolo











December 2022/January 2023 Vacation Care

Bookings open from Week 5

Wednesday 16th November 2022

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

(Bookings not available online)

BOOKINGS CLOSE

Week 8 Monday 5th December 2022











Operating Hours

Operating Hours: Monday to Friday 7.30am – 6.00pm

Vacation Care Dates

Friday 16/12/22- Wednesday 21/12/22

Monday 9/1/23- Friday 27/1/23

Vacation Care Closed

Thursday 22/12/22-Friday 6/1/23 Australian Day 26/1/23

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 December/January School Holidays

Bookings:

Bookings are available from Week 5, Wednesday 16th November 2022 for families whose child/children is enrolled at St Joseph School. 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 Week 8 Monday 5th December 2022. Bookings received after this date may result in child/children not receiving a place. Priority of access is given to children who attend the school from Pre-school – Year 6. PLEASE NOTE ONLY CHILDREN IN REC-YEAR 6 WILL BE ATTENDING POOL OR WATER EXCURSIONS. PRE SCHOOLERS WILL REMAIN AT SCHOOL AND CARE WILL BE PROVIDED BY OSHC STAFF.

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 also determine our ratios.

See staff for a copy of the OSHC excursion and risk assessment policy and copies of risk assessments

Attendance:

All children must be signed IN and OUT of the program approved by an authorised person listed on their OSHC enrolment forms. Not signing your child in/out each day will require families to confirm child's attendance by following prompts on sign in Ipad. 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 <u>9am 2 business days prior</u> 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: The required notice or more to avoid the absent gap (CCS) or full fee (non-CCS) being charged.					
Monday	By Friday prior, 9am	Prior: Meaning the relevant previous days or more.					
Tuesday	By Friday prior, 6pm	Deposits: Will go towards standard fees in the event of full fee being charged.					
Wednesday	By Monday prior, 9am	Cancellations: Can be made via SMS, email or in person. Email: oshc@sjsh.catholic.edu.au Ph: 0408 809 107					
Thursday	By Tuesday prior, 9am	Additional fees: Non-refundable					
Friday	By Wednesday prior,9am	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. If your child does not bring an appropriate sun

 $protective\ outfit\ you\ will\ be\ asked\ to\ come\ and\ collect\ your\ child\ (no\ singlets).$

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 at OSHC. Children of whom do not come with an appropriate sun smart outfit may be unable to participate in excursions or outdoor activities. Families will be required to deliver a sun smart outfit or be asked 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 OSHC. Children must be collected by 6.00pm. If the collection person is late because of an emergency, please notify OSHC as soon as possible on 0408 809 107 so that appropriate arrangements can be made. Late feesapply 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 mindfulpacking 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 OSHC.

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 belongings brought in from home are the responsibility of the child. OSHC does not take responsibility for lost or damaged personal belongings 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 and Care 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

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 organised in this instance



Friday 16/12/22

Bring recess, lunch & drink today

IN Board Game Bonanza

Bring along your favourite board games today

Children Expected: 60 Educators: 6

Preschool Ratio: 1:10 School Aged Ratio: 1:10

Cost: \$55.00

REMINDER

When attending
Vacation Care
remember the
following!

A Sun Smart Hat & apply sunscreen!



Drink bottle with water only!



Lunch box & healthy snacks



Sun smart clothing & sensible shoes





Monday 19/12/22

Bring recess, lunch & drink today

Activities begin @ 10:30am

IN

Christmas Cooking & Christmas craft fun!

Today we will get creative in the kitchen and bake some delicious Christmas treats! We will also create some beautiful Christmas crafts

Children Expected: 60 Educators: 6

Preschool Ratio: 1:10 School Aged Ratio: 1:10

Cost: \$60.00

Tuesday 20/12/22

Bring recess, lunch & drink today Afternoon snack & movie snacks provided

Bus Departs @ 9.00am Bus Returns @12.30pm

OUT Arndale Cinema MOVIE TBA

Movie snacks provided by OSHC at a cost to families this will be billed to family account

Children Expected: 48 Educators: 7 out 5 in

Preschool Ratio: 1:10 School Aged Ratio: 1:10 Excursion Ratio 1:8

Cost: \$60.00

Wednesday 21/12/22

Bring recess & drink today

LUNCH PROVIDED

Lunch & afternoon snack provided

Activities begin @ 10:30am

IN OSHC Christmas Party

Wear your favorite Christmas clothes today and we will have fun at our end of year Christmas Party! We will enjoy a yummy Christmas lunch and have fun on a jumping castle!

Children Expected: 60 Educators: 6

Preschool Ratio: 1:10 School Aged Ratio: 1:10

Cost: \$60.00



Vacation Care is closed for Christmas & New Year

Thank you for all your support in 2022. We look forward to seeing you all on Monday 9th of January 2023

Wishing you all a safe and Happy New Year!



IMAGINE · DISCOVER · CREATE · ACHIEVE

Monday 9/1/23

Bring recess, drink & socks todav

Afternoon snack provided

Bus Departs @ 9.00 am Bus Returns @ 1.30 pm

OUT

Whizbang Family Fun Centre

Come along today and we will have lots of fun at Whizbang. Enjoy black light mini golf, laser tag, a disco and play centre.

Lots of Fun to be had by all!

IN

Pizza & Zeppoli Making Fun Day

Today we will learn how to make

authentic Italian Pizza from Pizzaiolo

Mattia!! We will learn how to stretch

and create our own pizzas and eat them for lunch! Miss Graz will

Children Expected: 48 Educators: 7 out 5 in Preschool Ratio: 1:10

School Aged Ratio: 1:10 Excursion Ratio 1:8

Children Expected: 40

Preschool Ratio: 1:10

School Aged Ratio: 1:10

Children Expected: 30

School Aged Ratio: 1:5

Rec-year 6

students only to

attend the

excursion

Preschoolers will

be cared for at

school.

Cost: \$60.00

Educators: 4

Cost: \$60.00

Educators: 7

Cost: \$60.00

When attendina Vacation Care remember the following!

A Sun Smart Hat & apply sunscreen!



Drink bottle with water only!



Lunch box & healthy snacks



Sun smart clothing & sensible shoes





Tuesday 10/1/23

Bring recess & a drink today

LUNCH PROVIDED

Afternoon snack provided Activities begin @ 10:30am

Wednesday 11/1/23

Bring recess, lunch & drink today

Afternoon snack provided

Bus departs 9.00 am Bus returns 3.30 pm

Thursday

12/1/23

Bring recess, lunch &

drink today

Afternoon snack provided

Depart by foot at 11.00 am

Return by foot by 3.30pm

OUT

Today we will enjoy a day at the

Bring along your swimming clothes, towel and change of clothes today.

Book in Quick Limited Spaces Available

demonstrate how to make traditional Zeppoli for us all to enjoy!

SA Aquatic & Leisure Centre

pool, have some fun on the WIBIT and enjoy some leisure swimming with our friends!

OUT

Play in the Park!

Today we will take a walk down to Allenby Gardens Reserve. We will have lots of fun playing in the park, enjoy our lunch and then head back to school.

Children Expected: 48 **Educators: 7**

Preschool Ratio: 1:10 School Aged Ratio: 1:10

Cost: \$55.00

Friday 13/1/23

Bring recess, lunch & drink today

Afternoon snack provided

Activities begin @ 10:30am

IN

Craft Fun Day

Come along today for fun with crafts! Relax and enjoy the wonderful craft opportunities planned by our staff.

Children Expected: 60 Educators: 6

Preschool Ratio: 1:10 School Aged Ratio: 1:10

Cost: \$60.00



Monday 16/1/23

Bring recess, lunch & drink today

Afternoon snack provided Activities begin @ 10:30am

Tuesday

17/1/23

Bring recess, lunch &

drink today

Afternoon snack provided

Bus departs at 10.00 am

Bus returns at 2.30 pm

IN

Circus Elements

Come along today and we will enjoy a fun day of learning circus skills! Plate spinning, juggling, walking on stilts, and much more!

Children Expected: 60 **Educators: 6**

Preschool Ratio: 1:10 School Aged Ratio: 1:10

Children Expected: 48

School Aged Ratio: 1:10

Educators: 7 out 4 in

Preschool Ratio: 1:10

Excursion Ratio 1:8

Cost: \$60.00

When attendina Vacation Care remember the following!

A Sun Smart Hat & apply sunscreen!



Drink bottle with water only!



Lunch box &



clothing &

OUT

The Beachouse

Today we will head to The Beachouse and have fun on the waterslides, rides, bumper boats, and dodgem cars! (No ticket games)

Bring along your swimming clothes, towel and change of clothes.

Cost: \$60.00

Rec-year 6 students only to attend the excursion Preschoolers will be cared for at school.

Children Expected: 60

School Aged Ratio: 1:10

Preschool Ratio: 1:10

Educators: 6

Cost: \$60.00

healthy snacks

Wednesday 18/1/23

Bring recess, lunch & drink today

Afternoon snack provided

Activity begins @ 10.30 am

Thursday

19/1/23

Bring recess, lunch &

drink today

Afternoon snack provided

Bus departs 10.30 am

Bus returns 2.30 pm

IN

Cookie Making Madness!

Today we will have fun designing our own cookie flavors! Children will design 4 cookie flavors and then take them home to enjoy with their family! YUM

OUT

National Motor Museum

Let's hit the road and head to The National Motor Museum. While we are there, we will have a go at slot car racing, participate in Orienteering and tour the museum.

Children Expected: 48 Educators: 6 out 4 in Preschool Ratio: 1:10 School Aged Ratio: 1:10 Excursion Ratio 1:8

Cost: \$60.00

Sun smart

sensible shoes

Friday 20/1/23

Bring recess, lunch & drink todav

Afternoon snack provided

Activities begin @ 10:30am

IN

Mini Hoopsters Basketball Clinic

Come along today and have fun with the team from Mini Hoopsters. They will teach us some skills and we will play some fun basketball games.

Children Expected: 60 Educators: 6 Preschool Ratio: 1:10

School Aged Ratio: 1:10

Cost: \$60.00







Monday 23/1/23

Bring recess, lunch & drink today

Afternoon snack provided

Activities begin @

10:30am

IN

Inflatable Waterslide & Waterplay Day

Bring your bathers and towel today and we will have fun on a giant inflatable waterslide and have some fun with other water games. Children Expected: 60 Educators: 6

Preschool Ratio: 1:10 School Aged Ratio: 1:10

Cost: \$60.00



When attending Vacation Care remember the following!

A Sun Smart Hat & apply sunscreen!



Drink Bottle with water only!



Lunch box & healthy snacks



Sun smart clothing & sensible shoes





Tuesday 24/1/23

Bring recess, lunch & drink today

Afternoon snack provided

Bus departs 9.00am Bus returns 2.30pm

OUT

Movies @ Arndale MOVIE TBA

Movie snacks provided by OSHC at a cost to families this will be billed to family account

Children Expected: 48 Educators: 6

Preschool Ratio: 1:10 School Aged Ratio: 1:10 Excursion Ratio 1:8

Cost: \$60.00

Wednesday 25/1/23

Bring recess, lunch & drink today

Afternoon snack provided

Bus departs 9.00am Bus returns 1.30pm

OUT

Inflatable World @ Salisbury

Today we will take a bus down to Salisbury and enjoy 2 hrs. of jumping fun! So many inflatable objects and obstacle courses to jump on!!

Children Expected: 48 Educators: 6

Preschool Ratio: 1:10 School Aged Ratio: 1:15 Excursion Ratio 1:8

Cost: \$60.00

Thursday

AUSTRALIA DAY PUBLIC HOLIDAY



Friday 27/1/23

Bring Shared recess & drink today

LUNCH PROVIDED

Lunch & Afternoon snack provided

Activities begin @ 10:30am

IN Karaoke & Dance Party!

Put your disco clothes on and wear your dancing shoes and we will dance and sing the time away with the team from Bop Til You Drop!

Shared Recess

PLEASE BRING ALONG A PLATE OF FOOD TO SHARE FOR RECESS NO NUT PRODUCTS ALLOWED

HOT CHIPS WILL BE PROVIDED FOR LUNCH

Children Expected: 60 Educators: 6

Preschool Ratio: 1:10 School Aged Ratio: 1:10

Cost: \$60.00



BOOKING & CONSENT FORM

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							
Child 3 Name: Child	4 Name:						
Date & Programed Activity	Booked Child/Children's Names		Parent				
			initials:				
DEC 22/ JAN 23 VACATION CARE WEEK 1							
Friday 16/12/22	1	2					
IN Board Game Bonanza	3	4					
Monday 19/12/22	1	2					
IN Christmas Cooking & Christmas craft fun!	3	4					
Tuesday 20/12/22	1	2					
OUT Arndale Cinema	3	4					
Wednesday 21/12/22	1	2					
IN OSHC Christmas Party	3	4					
DEC 22/ JAN 23 VACATION CARE WEEK 2							
Monday 9/1/23	1	2					
OUT Whizbang Family Fun Centre	3	4					
Tuesday 10/1/23	1	2					
IN Pizza & Zeppoli Making Fun Day	3	4					
Wednesday 11/1/23	1	2					
OUT SA Aquatic & Leisure Centre	3	4					
Rec-year 6 students only to attend the excursion Preschoolers will be cared for at school.	3	4					
Thursday 12/1/23	1	2					
OUT Play in the Park!	3	4					
Friday 13/1/23	1	2					
IN Craft Fun Day	3	4					
DEC 22/ JAN 23 VACATION CARE WEEK 3							
Monday 16/1/23	1	2					
IN Circus Elements	3	4					
Tuesday 17/1/23	1	2					
OUT The Beachouse							
Rec-year 6 students only to attend the excursion	3	4					
Preschoolers will be cared for at school.	1	2					
Wednesday 18/1/23							
IN Cookie Making Madness!	3	4					
Thursday 19/1/23	1	2					
OUT National Motor Museum	3	4					
Friday 20/1/23	1	2					
IN Basketball Clinic	3	4					

Date & Programed Activity	Booked Child/Children Names		Parent					
initia								
DEC 22/ JAN 23 VACATION CARE WEEK 4								
Monday 23/1/23	1	2	r					
IN Inflatable Waterslide &	3	4	r					
Waterplay Day	1	2						
Tuesday 24/1/23 OUT Movies @ Arndale	3	4	r					
	1	2						
Wednesday 25/1/23			r					
OUT Inflatable World @ Salisbury	3	4						
Thursday 26/1/23 Vacation Care CLOSED								
	RALIA DAY PUBLIC HOLID							
Friday 27/1/23	1	2	r					
IN Karaoke & Dance Party!	3	4						
V	ACATION CARE CONSENTS							
We/I, as the parent/guardian, agree to abide by the information given regarding 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, and participate in activities, incursions, and excursions inclusive of the method of transport as I have nominated by booking.								
I understand I must sign my child/chil		se each day and ensure						
<u> </u>		·						
my child/children have arrived on time according to the program. I understand that communication will be through the OSHC mobile & OSHC skool bag account.								
I understand that my child must be in sun protective clothes, hats, sunscreen applied								
and enclosed shoes each day my child attends the service.								
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								
Any child without food will result in a \$5 lunch charge.								
I will supply relevant medical information and medication to the OSHC service prior to my child attending the service.								
I understand the deposit, fees and cancellations information for relevant fees and								
charges, that will be applied to myaccount in the event of bookings and failure to comply								
with information set out in the program.								
I agree to support St Joseph School OSHC in Hindmarsh Policies, Procedures and Vacation Care information inclusive of all the information set out in the program.								
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.								
I am aware that program may change at short notice due to unforeseen circumstances. Families will be notified at the earliest convenience.								
I allow my child/children to watch G & PG rated movies/TV shows under the discretion of OSHC staff.								
Parent/guardian name: Date/ Signature								
Phone number OFFICE USE ONLY								
Date Received/ Order Received								