

CatholicCare
Diocese of Broken Bay
CHILDREN'S SERVICES

VACATION CARE PROGRAM

SUMMER 2019/2020

Sacred Heart, Pymble

Hours: 7.30am – 6.00pm

P: 0427 013 778

E: oshc.pymble@catholiccaredbb.org.au



SACRED HEART PYMBLE SUMMER VACATION CARE PROGRAM

GENERAL INFORMATION

Our vacation care service operates between 7:30am – 6:00pm. Pymble, Sacred Heart, OSHC vacation care program offers children aged 4-15 years, a wide variety of arts, crafts, games, excursions, educational experiences during the Catholic School Holidays. We have age appropriate activities in a safe, secure and caring environment with staff supervision at all times.

TERMS & CONDITIONS:

Arrivals/departures

It is a legal requirement that parents sign their child in and out each day. Children will only be permitted to leave the centre when accompanied by an adult nominated on the enrolment form. Written notification is required to allow another person to collect your child and should be nominated as an emergency contact in your enrolment form.

Sun protection

We have a strict **No Hat No Play** policy. Please send your child to the centre with appropriate sun protection, which includes:

- An "appropriate hat" should have a broad brim (6cm) and be either a legionnaire-style cap with a flop to protect the back and sides of the neck and ears, or a bucket style hat with a deep crown that sits low on the head.
- Children are encouraged to wear shirts and tops with collars and sleeves that cover the shoulders and back.
- Sunscreen will be available in the centre, however if your child is allergic to sunscreen please notify staff and supply your own sunscreen.

Refunds and cancellations

No refunds or credits are available unless documentation is provided. Excursion and workshop costs are non-refundable.

Late collection fees

Parents arriving to collect their child after 6.00pm will be charged an immediate late fee of \$5.00 and \$1.00 per minute per child. If the child has not been collected by 6.15pm and no contact has been made. Emergency contacts will be notified, if parent/caregiver if not contactable.

Am I eligible to receive Child Care Subsidy (CCS) during Vacation Care?

The Centre is approved for the Child Care Subsidy. You must have a formalised account with the centre to receive your fee reduction.

The new package helps parents with children aged 0 – 13 work, train, study and volunteer. It includes a new Child Care Subsidy, which replaces the current Child Care Benefit and Child Care Rebate. It will be paid directly to services.

You'll need to complete a Centrelink Child Care Subsidy if you haven't already. You can complete your assessment through [myGov](#) using your Centrelink online account or via the Express Plus Centrelink mobile app.

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How do I making a booking?

If **booking for the first time**, you'll need to also complete an enrolment form. You will then be given your login details to hubhello where you can confirm you booking via Book Me. You just need to click on the days you would like to book your child/ren in for. It's super easy but if you need any assistance at all, I am only a phone call away.

What are the fees and charges?

In centre days: \$55.00 + excursion/ workshop charges. The costs for excursions and incursions vary based on the cost of activity or entry fee and travel expenses.

What do I need to know about excursions?

Excursions are planned and focus on the interests of children enrolled at the service. Risk assessments are completed by the Coordinator in consultation with CatholicCare to ensure that the safety of all children is maintained at all times. Excursions are staffed at a staff to child ratio of 1:8 and 1:5 for water based experiences. Ratios may be tighter due to the nature of the excursion which will be determined via risk assessment. Predicted ratios can be found in the permission notes section.

Information pertaining to excursions will be provided on the permission forms and parents/carers are welcomed and encouraged to read the supervision and risk assessments completed by the service and are able at any time to parents to view. Programs, excursions and workshops may be changed to accommodate adverse weather conditions or due to unforeseen circumstances. Changes will be noted near the parent sign in/out area, as soon as possible.

Meals

Morning/afternoon tea and lunch are not provided unless specified in the program. Children should bring adequate food and drinks for the day. It is recommended to pack more nutritious lunch and snacks than usual as kids tend to get extra hungry over the long days.

Products containing nuts are not permitted and if children have these, they may be confiscated and given food from the centre.

If your child has allergy or dietary restrictions, please make an appointment to discuss with staff prior to vacation care.

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What should my child wear?

Please make sure to clearly label all items of clothing. It is important to ensure that your child is dressed appropriately for the weather and the daily activities.

- No singlets or sleeveless tops
- Closed in shoes must be worn

Children must have a hat to wear each day as per our sun safe policy. Please ensure that sunscreen is applied before your child attends vacation care. Educators will ensure that sunscreen is applied throughout the day.

If you prefer that your child use a different sunscreen to the one provided by CatholicCare please ensure they have it in their bag and educators will remind them to apply it.

What if my child need's medication?

Parents are required to inform us of any allergies or medications their child has when enrolling or registering at the centre. Parents are requested to explain triggers and symptoms to help us recognise and treat allergies or conditions. Efforts will be made to avoid exposure to any known allergen. Updated action plans and medications must be supplied to the Co-ordinator or acting co-ordinator.

ANAPHYLAXIS: If a child is known to have an anaphylactic reaction or episode. It is very important we are provided with an updated action plan and current medication.

ASTHMA: If a child is known to have asthma, it is very important parents/caregivers provide a current action plan and current medication.

MEDICATION: Medication can only be administered by staff with written permission and medication that has been prescribed by a doctor.

ADDITIONAL NEEDS: All children are welcome to participate in this program. However, if your child has additional needs we ask you to email oshc.pymble@catholiccareddb.org.au prior to enrolling your child into the service so that we are aware of any potential restrictions with transportation and mobility of physical activities.

Prescription medication can only be administered by educators with written permission from the parent/guardian. This is actioned by completing an authorisation to administer medication form available at the OSHC service.

Medication must be handed to an educator in its original packaging with the prescribed dosage information and use-by date. Non-prescription medication cannot be administered by educators, as per CatholicCare policy.




For further information, please see the Centre Coordinator.

Please note that the payment method has now changed:

From January 2nd 2019 there will be only one method of payment which is direct debit. You must supply us with a completed direct debit form and payment will be conducted in advance.

Should you have any questions please feel free to contact us on 0427 013 778 or by email: oshc.pymble@catholiccareddb.org.au.






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Thursday 19 th December	Movies
	<p>Come and join us for an exciting new movie release at Macquarie Event Cinemas! <i>The movie will be announced closer to the date.</i> Bring: Morning tea, lunch, afternoon tea, drinks and Money (optional) Bus: Depart 9:30am and Return 3pm Staff to child ratio: 1:8 Total Day Cost: \$72.00</p>
Friday 20 th December	Christmas Day
	<p>Feel like getting creative? Come along to our spectacular Gingerbread house creation day! There will be competitions and prizes to be won for the best Gingerbread house created ready for Christmas! Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional) Staff to child ratio: 1:15 Total Day Cost: \$59.00</p>
Closed	
	<p>Close down dates: 21st December – 6th January</p>

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<p style="text-align: center;">Monday 6th January</p>	<p style="text-align: center;">Bop Til' you Drop</p>
	<p>Sarah and Mia from Year 2 (soon to be Year 3 in 2020) suggested we request the skills of Bop Til' You Drop as they love to dance. So, come on down and "Shake it off". Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional) Staff to child ratio: 1:15 Total Day Cost: \$64.00 Program code: C.S. (M.H & S.K – 16/10/2019)</p>
<p style="text-align: center;">Tuesday 7th January</p>	<p style="text-align: center;">Hornsby Pool</p>
	<p>What better way to cool down in the middle of summer than to head down to Hornsby pool, slip down the slide and stay in the pool all day. Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional) Bus: Departs 9am returns 3pm Staff to child ratio: 1:5 Total Day Cost: \$93.00 Program code: S. S (H.H 24.10.2019)</p>
<p style="text-align: center;">Wednesday 8th January</p>	<p style="text-align: center;">Super Soaker Summer Circus Circuit</p>
	<p>Super fun circus circuit water themed activities. Clown around with slapsticks, make giant sized bubbles and try your hand at water balloon juggling. Prepare to get wet and have loads of fun in the process. Finish the day learning about the drought and how we can conserve water as we are mindful of those doing it tough. Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional) Staff to child ratio: 1:15 Total Day Cost: \$67.00</p>
<p style="text-align: center;">Thursday 9th January</p>	<p style="text-align: center;">Sydney Aquarium & Wild Life Park</p>
	<p>Today we are catching the bus into the heart of the city to Sydney Aquarium and we will check out Sydney Wild Life Park next door. We will explore Sea life, native animals, learn about conservation and caring for the animals. We will have lunch by Darling harbour to wind down the day before catching the bus home. Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money Bus: Departs 9am returns 4pm Staff to child ratio: 1:8 Total Day Cost: \$96.00</p>
<p style="text-align: center;">Friday 10th January</p>	<p style="text-align: center;">Inflatable Obstacle Course</p>
	<p>Building on the popular obstacle course from after school care, run by our very own Personal Trainer, Matt, we have decided to get an inflatable obstacle course to test these skills on air! Spend the afternoon relaxing with some indoor activities. Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional) Staff to child ratio: 1:15 Total Day Cost: \$64.00 Program code: J (14/10/2019)</p>

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<p>Monday 13th January</p>	<p>Ice Skating</p>
	<p>Join us for a beautiful day of Ice Skating at Macquarie Ice-skating arena! Make sure you wear warm clothes and bring out your best moves as we slide on down! Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional) Bus: Depart 9:30am and Return 3:30pm Staff to child ratio: 1:8 Total Day Cost: \$88.00</p>
<p>Tuesday 14th January</p>	<p>Fun Sports – Splash n Slide</p>
	<p>We know January means it is pool weather so what more of a perfect way then to turn the school into our own water park? Today we will have our very own inflatable slide filled with water take over the oval! We will have a water fight and more all within the grounds of the school. Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, swimmers, hat, change of clothes, sun safe hat, own sunscreen if required, towel Staff to child ratio: 1:15 Total Day Cost: \$67.00</p>
<p>Wednesday 15th January</p>	<p>Rock Climbing – Peak Pursuits</p>
	<p>Join us today as we travel to Peak Pursuits in Castle Hill where we will do some challenging and fun climbing activities. With an auto belay system, we will complete a ropes course, vertical activities, fun walls and much more! Finish off the day with some rest and relaxation. Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional) Bus: Departs 10:00am returns 4:00pm Staff to child ratio: 1:8 Total Day Cost: \$96.00 Program code: E & J (30.09.2019)</p>
<p>Thursday 16th January</p>	<p>Boxing - UltraFit</p>
	<p>After the boxing-team being unable to make it back in 2019, we decided to “kick” 2020 off with a bang by getting the Ultra-Fit gang out to teach children self-defence and when to and when to not use these skills. Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, sun safe hat, own sunscreen if required. Staff to child ratio: 1:15 Total Day Cost: \$67.00 Program code: C.S (S.T 16.10.2019)</p>
<p>Friday 17th January</p>	<p>Osaka Teppanyaki</p>
	<p>After we spoke about the Nozawa Fire Festival, we decided to celebrate with some Teppanyaki in Crows Nest. Come down and join us as we hire out the restaurant to ourselves and see some live action! (Allergies can be accommodated) Bring: Morning tea, lunch, afternoon tea, water bottle, close-in shoes, sun safe hat, sunscreen if allergies Bus: Depart 9:30am and Return 3:00pm Staff to child ratio: 1:8 Total Day Cost: \$93.00 Program Code: W (15.01.2020)</p>

<p style="text-align: center;">Monday 20th January</p> 	<p style="text-align: center;">My Games Room</p> <p>We only had these guys out in July, but ever since both parents and children have been asking us when they will make a return. We aim to please, the team will be back for some old arcade games. We will also have some outdoor activities and indoor activities to join in. Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, sun safe hat, own sunscreen if required, Staff to child ratio: 1:15 Total Day Cost: \$67.00</p>
<p style="text-align: center;">Tuesday 21st January</p> 	<p style="text-align: center;">VIRTUAL REALITY ROOMS!</p> <p>Today we will head to the virtual reality rooms to test your cognitive and problem-solving thinking skills. It is the latest technology to make you feel like you are somewhere else entirely! See, hear and interact with one another in a whole new world. Work together as a team to find clues and solve puzzles. Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, sun safe hat, own sunscreen if required Staff to child ratio: 1:8 Total Day Cost: 96.00</p>
<p style="text-align: center;">Wednesday 22nd January</p> 	<p style="text-align: center;">STRIKE BOWLING AND LASER TAG</p> <p>STRIKE and a ZAP! That's right! We are going to be visiting bowling and laser tag in Macquarie! Come with your best skills! because today will be a fun day full of friendly competition! Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat Bus: Depart 9:30am and Return 3:00pm Total Day Cost: \$83.00 Program code: J (17/10/2019)</p>
<p style="text-align: center;">Thursday 23rd January</p> 	<p style="text-align: center;">Manly Surf n' Slide</p> <p>Today we will head down to the beautiful northern beaches and hit the slides! After some fun slipping and sliding, we will chill out on the water, have some lunch and have a quick dip before heading back to the centre. We will finish off the day with an ice block! Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, , sun safe hat, own sunscreen if required. Bus: Depart 9:00am and Return 5:30pm Staff to child ratio: 1:5 Total Day Cost: \$109.00 Program code: E (24.01.2019)</p>
<p style="text-align: center;">Friday 24th January</p> 	<p style="text-align: center;">KIDDIE KARTZ</p> <p>After a big discussion about what we should do in the holidays, we all decided Go Karts would be fun. Providing it difficult to get a track, we have secured the team from Kiddie Kartz to join us at the grounds of Sacred Heart. Perhaps next holidays, we will try the real thing! Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat Staff to child ratio: 1:15 Total Day Cost: \$68.00 Program code: G (15.10.2019)</p>

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<p style="text-align: center;">Monday 27th January</p> 	<p style="text-align: center;">Public Holiday</p> 
<p style="text-align: center;">Tuesday 28th January</p> 	<p style="text-align: center;">Movies (Staff development day)</p> <p>Come and join us for an exciting new movie release at Macquarie Event Cinemas! <i>The movie will be announced closer to the date.</i> Bring: Morning tea, lunch, afternoon tea, drinks and Money (optional) Bus: Depart 9:30am and Return 3pm Staff to child ratio: 1:8 Total Day Cost: \$72.00</p>
<p style="text-align: center;">Wednesday 29th January</p> 	<p style="text-align: center;">Jay Scott Berry Magical Music (MAI testing)</p> <p>Today we will be joined by the one and only Jay Scott Berry. Jay will teach us about magical and music at the same time. Be amazed as we hear sounds we never thought possible.</p> <p>Bring: Morning tea, lunch, drinks, snacks, closed-in shoes and hat. Staff to child ratio: 1:15 Total day cost: \$61.00</p>
<p style="text-align: center;">Thursday 30th January</p> 	<p style="text-align: center;">The King and Queen of Green Theatre (MAI testing)</p> <p>Today we will be joined by the King and Queen of the Green as they put on a live theatre show you won't forget. We will learn about sustainability and conservation in a novel and exciting way.</p> <p>Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money Staff to child ratio: 1:15 Total Day Cost: \$65.00</p>
<p style="text-align: center;">Friday 31st January</p> 	<p style="text-align: center;">BACK TO SCHOOL!</p> <p>School resumes for the children of Sacred Heart!</p> <p>We wish you a great Term 1 and thank you for joining us over summer.</p> <p>We look forward to seeing you back in the Easter break.</p> <p>The team at Pymble S.H OSHC.</p>

Vacation Care Booking Form

THIS FORM MUST BE RETURNED NO LATER THAN THE 13TH DECEMBER 2019

Week One	Dates: 16/12/2019 – 20/12/2019				
Children's Names	Mon	Tues	Wed	Thurs \$72.00	Fri \$59.00

Week Two	Dates 06/01/2020 – 10/01/2020				
Children's Names	Mon \$64.00	Tues \$93.00	Wed \$67.00	Thurs \$96.00	Fri \$64.00

Week Three	Dates: 13/01/2020 – 17/01/2020				
Children's Names	Mon \$88.00	Tues \$67.00	Wed \$96.00	Thurs \$67.00	Fri \$93.00

Week Four	Dates: 20/01/2020 – 24/01/2020				
Children's Names	Mon \$67.00	Tues \$96.00	Wed \$83.00	Thurs \$109.00	Fri \$68.00

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Week Five	Dates: 27/01/2020 – 31/01/2020				
Children's Names	Mon P/H	Tues \$72.00	Wed \$61.00	Thurs \$65.00	Fri School

Fees:

Fees must be paid before the booking can be finalised (see Fee Policy and Procedures)
Closing date: All bookings must be submitted by the 13th December 2019, midnight or your booking may attract a \$25.00 late administration fee (per family).

Payment Method

I will be paying by:

Automatic Bank Transfer Mastercard Visa

It is important that you enter the correct billing code and reference number, as stated on your invoice if you are B-paying.

If you wish to pay by credit card. Please contact: oshc.pymble@catholiccaredbb.org.au for a credit card authorisation form, if you have not already filled one out.

Parent Details

Parent Name:	Parent Email:	Parent Phone:
Parent Signature:		Parent Mobile:

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Sacred Heart OSHC Vacation Care

PERMISSION NOTES December 2019 / January 2020

FAMILY NAME: _____

CHILD 1: _____ CHILD 2: _____

CHILD 3: _____ CHILD 4: _____

CHILD 1	CHILD 2	CHILD 3	CHILD 4	EXCURSION DETAILS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>MOVIES: I give permission for my child/ren to attend the excursion to Macquarie Events Cinema on 19/12/2019 to see a movie. I understand there will be an option between a G and PG movie on the day and I will nominate which movie my child/ren will see. I understand my child/ren will be transported via private bus and will be away from approximately: 10:00– 2:30PM. The staff to child ratio for the excursion is 1:8.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>HORNSBY POOL: I give permission for my child/ren to attend the excursion to Hornsby Aquatic Centre in Hornsby on the 6/01/2020. I understand the activities my child/ren will participate in, including swimming and the associated risks with swimming. I understand my child/ren will be transported via private bus and will be away from approximately 8:45AM – 3:30PM. The staff to child ratio for the excursion is: 1:5</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>AQUARIUM AND SYDNEY WILDLIFE: I give permission for my child/ren to attend the excursion to the aquarium and wildlife on the 09/01/2020. I understand the activities my child/ren will participate in and risks involved. I understand my child/ren will be transported via private bus and will be away from approximately 8:30AM – 3:30PM. The staff to child ratio for the excursion is 1:8.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ICE SKATING: I give permission for my child/ren to attend the excursion to Macquarie Ice Rink to ice skate on the 13/01/2020. I understand the risks involved with this activity. I understand my child/ren will be transported via private bus and will be away from approximately: 9:15AM – 3:00PM. The staff to child ratio for the excursion is 1:8.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ROCK CLIMBING PEAK PURSUITS: I give permission for my child/ren to attend the excursion to Rock Climbing in Castle Hill on 15/01/2020. I understand my child/ren will be transported via private bus and will be away from approximately 10:30AM – 4:30PM. I understand the risks involved and that my child/ren will be belayed. The staff to child ratio for the excursion is 1:8.</p>

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>OSAKA TEPPANYAKI: I give permission for my child/ren to attend the excursion by private bus to Osaka Teppanyaki in Crows Nest on 17/01/2020. I understand the risks involved and that I must inform staff on the day of any known allergies and supply relevant medication (e.g. epi pen) The children will be away from approximately 8:30AM and returning at approximately 3:00PM. The staff to child ratio for the day is 1:8.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>STRIKE BOWLING AND LASER TAG: I give permission for my child/ren to attend the excursion to Strike Bowling and Laser Tag in Chatswood in 22/01/2020. I understand the activities my child/ren will participate in, including bowling and laser tag. I understand my child/ren will be transported via private bus and will be away from approximately 8:30AM – 3:30PM. The staff to child ratio for the excursion is 1:8.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>MANLY SURF N SLIDE: I give permission for my child/ren to attend the excursion to Manly surf and slide on 23/01/2020. I understand the activities my child/ren will participate in include swimming, being at the beach and use of water slides. I understand my child/ren will be away from approximately 9:30AM – 5:30PM and will be transported via private bus. The staff to child ratio for the day is 1:5</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>VIRTUAL REALITY GAMES: I give permission for my child/ren to attend the excursion to Virtual reality games world on the 21/10/2020. I understand the activities my child/ren will participate in and associated risks. I understand my child/ren will be away from approximately 9:30AM – 5:30PM and will be transported via private bus. Staff to child ratio: 1:5.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>MOVIES: I give permission for my child/ren to attend the excursion to Macquarie Events Cinema on 28/01/2020 to see a movie. I understand there will be an option between a G and PG movie on the day and I will nominate which movie my child/ren will see. I understand my child/ren will be transported via private bus and will be away from approximately: 9:15AM – 2:00PM. The staff to child ratio for the excursion is 1:8.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>JACK AND CO: I give permission for my child/ren to walk up to Jack & Co for the duration of the December/ January school holidays.</p>

I give permission for my child/ren to participate in the above selected activities under the supervision of the staff at Sacred Heart Pymble OSHC and:

- I understand that my child must be at the centre no later than 8:30AM on excursion days, unless specified above. If I am late I understand the bus may need to leave.
- I understand that transport will be by private bus unless otherwise stated.
- I am aware that risk assessments have been prepared for each excursion and that these are available upon request, at the centre.

Parent name _____ Signature _____

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Date ____ / ____ / ____

PLEASE ASSIST STAFF BY

- Completing the online Booking Form and permission note and returning by the due date
 - Signing children IN and OUT each day
- Notifying staff if your child will not be attending on the booked day in advanced
 - Dressing your child in play clothes, clearly labelled
 - Ensuring your child has a hat each day
- Ensuring your child wears sensible secure shoes – no thongs
 - Ensuring your child has a helmet on riding days
- Keeping sick children at home and informing staff of any infectious diseases
- Leaving all precious, expensive or electronic games at home including mobile phones and iPods, Nintendo DS unless specified in the program, or understand we cannot be held liable if it goes missing.
- Completing a medication form if your child is to take medication at the Centre and a risk minimisation form and communication plan
 - Not giving your child money to spend on excursions unless specified in the program
 - Ensuring your child has their own bag on excursions
- Notifying staff if you will be late collecting your child and be aware of the late fees
- If you have any questions regarding the program or how to complete the form please contact the Centre