

VACATION CARE PROGRAM

April 2020

Sacred Heart OSHC and Vacation care, Pymble

Hours: 7.30am – 6.00pm

P: 0427 013 778

E: oshc.pymble@catholiccaredbb.org.au



BOOKINGS & GENERAL INFORMATION

Our vacation care service operates between 7.30am - 6.00pm for children up to 12 years old who are currently enrolled in primary school.

We are licensed to enrol 100 children per day and are required as per regulations to maintain the approved staff to child ratio at all times.

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.

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. Bookings close Friday 27th of March. Closing date: All bookings must be submitted by the 27th March midnight or your booking may attract a \$25.00 late administration fee (per family).

What are the fees and charges?

There is a standard base fee of \$55.00 per child per day + the cost for activities/excursions which vary based on the cost of the 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 1:4 for water based experiences.

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.

Meals

Families are to provide food for their children enrolled in the vacation care program unless otherwise specified on the permission form/program. Vacation care is a much longer day so we ask that families ensure adequate food is supplied including morning tea, lunch and afternoon tea. It is advised that food supplied is suitable for your child's day as food requiring heating will not be possible on excursions.

Due to the severity of some children's allergies **we are strictly nut free**. If your child has allergy or dietary restrictions, please make an appointment to discuss with staff prior to vacation care.

Finally, we do have access to bubblers while on premises but please ensure children have a **drink bottle** with them each day just in case.

What should my child wear?

It is important to ensure that your child is dressed appropriately for the weather and the daily activities. With this in mind we ask the following:

- No singlets or sleeveless tops
- Closed in shoes must be worn
- Clearly label all items of clothing

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 re-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?

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@catholicaredbb.org.au.

WHAT TO BRING:

- * Drink in a screw top container suitable for refiling with water
 - * Children are requested not to bring electronic games, valuable items, money and toys.
- Catholic Care is not responsible for lost or damaged items.
- * A spare change of clothes in case of accidents, including spare underpants
 - * Children are encouraged to wear appropriate sun-safe clothing at all times throughout the year – an appropriate hat (6cm broad brim or flip hat), clothing that covers shoulders and backs, collars and sleeves and closed-in shoes. If thongs/ non enclosed shoes are worn we ask a pair of enclosed shoes be provided for outdoor activities.

ENROLMENTS:

HOW DO I BOOK?

1. View the daily program and select the days and activities you would like your child/ren to attend.
2. Complete the July 2019 vacation care booking form. **All details must be completed or the booking form will not be accepted, including permission slips.**

TO LODGE YOUR BOOKING, DO ONE OF THE FOLLOWING:

NOTE: Late bookings (past the closure date) may incur a \$25.00 admin fee.

- ❖ Drop into Pymble Sacred Heart OSHC between 7-9AM or 2:30-6PM Monday – Friday
- ❖ Post to: 4 Richard Porter Way Pymble and Attention to: SACRED HEART OSHC
- ❖ Email to: oshc.pymble@catholicaredbb.org.au OR phoebe.arthur@catholicaredbb.org.au

HOW WILL I KNOW IF MY BOOKING IS CONFIRMED?

All bookings will be confirmed in writing within 14 days in the form of an invoice generated by hubworks. If you have not received confirmation within this timeframe, contact us. However, if your booking form is late, please be patient.

Places are limited, excursions and workshops fill quickly, so book early to avoid disappointment!

PYMBLE OSHC VACATION CARE

Terms and 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 6pm 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.

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.**

Excursions and centre workshops

- Places are limited as we have higher staff-to-child ratios on excursions. All excursions and workshops on the day are compulsory unless stated otherwise.
- Children must be at the centre by 8.30am on excursion days.
- We have the following staff-to-child ratios in place:
1:8 for non-water, 1:4 for swimming
- Risk Assessments are completed for all excursions and are available in the centres or upon request.
- 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.

Allergies and 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.

Monday 13 th April	CLOSED - PUBLIC HOLIDAY
Tuesday 14 th April	Sustainability & Sushi
	<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. This educational show is sure to impress. Finish off the day with indulging in some home-made sushi!</p> <p>Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional)</p> <p>Ratio: 1:15, expected 60:4</p> <p>Total Day Cost: \$67.00</p>
Wednesday 15 th April	Movies
	<p>Come and join us for an exciting new movie release at Macquarie Event Cinemas! We will have an option of a G and PG movie.</p> <p><i>The movie will be announced closer to the date.</i></p> <p>Bring: Morning tea, lunch, afternoon tea, closed in shoes, drinks and Money (optional).</p> <p>Bus: Depart 9:30am and Return 3pm</p> <p>Ratio: 1:15, expected 60:4</p> <p>Total Day Cost: \$78.00</p>
Thursday 16 th April	Cartoon Workshop
	<p>Design and draw fun characters and learn how to sketch cartoons in this intensive workshop that harnesses the artist in the smallest Picasso. Extend your skills and learn some new ones with a professional cartoonist.</p> <p>Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional)</p> <p>Ratio: 1:15, expected 60:4</p> <p>Total Day Cost: \$69.00</p>
Friday 17 th April	Ninja 101
	<p>Back due to popular demand... Come and show us your inner Ninja Warrior as we try the ropes, climb the walls and take on all ninja warrior obstacles down at Ninja 101 – Prospect.</p> <p>Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional)</p> <p>Bus: Departs 9am returns 3pm</p> <p>Ratio: 1:15, expected 60:4</p> <p>Total Day Cost: \$93.00</p>

<p style="text-align: center;">Monday 20th April</p>	<p style="text-align: center;">Canoelands Orchards</p>
	<p>Is there any better feeling than heading out of the bright city into an oasis of nature and the bush? Join us for a day on the farm where we will pick fresh fruit, ride on a tractor and have an educational experience learning about how a farm works at Canoelands Orchards.</p> <p>Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional)</p> <p>Bus: Departs 8:30am returns 4:30pm</p> <p>Ratio: 1:15, expected 60:4</p> <p>Total Day Cost: \$96.00</p>
<p style="text-align: center;">Tuesday 21st April</p>	<p style="text-align: center;">Treetops Adventure</p>
	<p>SWING, into a fun-filled day full of adventure at Treetops Adventure Park in the nearby Hills district. Climb, swing, slide and most importantly challenge yourself both physically and mentally overcome any fears. After an adventurous day, we will exchange stories back at the centre.</p> <p>Bring: Morning tea, lunch, afternoon tea, drinks, grip socks, closed in shoes, socks, hat and money (optional)</p> <p>Bus: Departs 9am returns 3pm</p> <p>Ratio: 1:8, expected 60:8</p> <p>Total Day Cost: \$99.00</p>
<p style="text-align: center;">Wednesday 22nd April</p>	<p style="text-align: center;">Dinosaur Discovery</p>
	<p>Calling all palaeontologists wanna-be's as we discover the history of our ancient friends. Today's workshop will be educational, interactive and informative as we learn and discover our little lost friends. Finish off the day baking some dinosaur cookies.</p> <p>Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional)</p> <p>Ratio: 1:15, expected 60:4</p> <p>Total Day Cost: \$64.00</p>
<p style="text-align: center;">Thursday 23rd April</p>	<p style="text-align: center;">Reptile Park</p>
	<p>Get ready to take a walk on the wild side, as we travel to the Reptile Park in Gosford. We'll see different animals and their homes and get up close to ambassador animals during the animal shows and talks. We will learn about conservation and the environment.</p> <p>Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional)</p> <p>Bus: Departs 8:30am returns 4:30pm</p> <p>Ratio: 1:8, expected 60:8</p> <p>Total Day Cost: \$98.00</p>
<p style="text-align: center;">Friday 24th April</p>	<p style="text-align: center;">Ice Rink at Sacred Heart</p>
	<p>Yes, you read that correctly. An ice rink inside the grounds of Sacred Heart. Watch our oval turn into a winter wonderland. Finish off the afternoon with some leisurely time inside the centre with a movie.</p> <p>Bring: Morning tea, lunch, afternoon tea, drinks, closed in shoes, hat and money (optional), warm clothes</p> <p>Ratio: 1:15, expected 60:4</p> <p>Total Day Cost: \$71.00</p>

Vacation Care Booking Form

THIS FORM MUST BE RETURNED NO LATER THAN THE 27th March 2020

Week One	Dates: 13/04/2020 – 17/04/2020				
Children's Names	Mon	Tues	Wed	Thurs	Fri
	CLOSED	\$67.00	\$78.00	\$69.00	\$93.00

Week Two	Dates 20/04/2020 – 24/04/2020				
Children's Names	Mon	Tues	Wed	Thurs	Fri
	\$96.00	\$99.00	\$64.00	\$98.00	\$71.00

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 27th March 2020, 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@catholiccareddb.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:

Sacred Heart OSHC Vacation Care

PERMISSION NOTES

APRIL 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 15/04/2020 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: 9:30AM – 2:30PM. The staff to child ratio for the excursion is 1:8. Expected ratio 60:8.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>NINJA 101, PROSPECT: I give permission for my child/ren to attend the excursion to Ninja 101 in Prospect on 17th April 2020 to participate in the activities, including tumbling, climbing and participating in physical activities that involve a level of associated risk. I understand my child/ren may sustain serious injuries as a result from these activities I understand the activities that my child/ren will participate today. I understand my child/ren will be transported via private bus and will be away from approximately: 9:00AM – 3:00PM. The staff to child ratio for the excursion is 1:8. A waiver MAY be required and signed on the day for this activity. Expected Ratio: 60:8.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Canoelands Orchards I give permission for my child/ren to attend the excursion to Canoelands Orchards on 20/04/2020 to participate in farming activities such as picking fruit, sampling fruit and local produce and riding on a tractor. I understand my child/ren will be transported via private bus and will be away from approximately: 9:30AM – 2:30PM. The staff to child ratio for the excursion is 1:8. Expected ratio 60:8</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>TREE TOPS ADVENTURE PARK – PENNANT HILLS I give permission for my child/ren to attend the excursion to Tree Tops Adventure Park in Pennant Hills on Tuesday 21st April 2020 to participate in the activities, including climbing trees, being harnessed and making their way through the trees up high and off the ground, and understand the risks involved. I understand my child/ren may sustain serious injuries as a result from these activities I understand the activities that my child/ren will participate</p>

				today. I understand my child/ren will be transported via private bus and will be away from approximately: 9:00AM – 3:00PM. The staff to child ratio for the excursion is 1:8 and 1:4 if on the more difficult course. A waiver will be signed on behalf of your child for the excursion by OSHC staff. Expected Ratio: 60:8.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reptile Park I give permission for my child/ren to attend the excursion to Gosford Reptile Park on Thursday 23/04/2020 to view the reptiles, touch reptiles and other wildlife as appropriate and watch shows. I understand my children will be around reptiles and other animals at the park. I am aware if my child has a known allergy to an animal I will inform staff on the day. I understand my child/ren will be transported via private bus and will be away from approximately: 9:30AM – 2:30PM. The staff to child ratio for the excursion is 1:8. Expected ratio 60:8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JACK AND CO: I give permission for my child/ren to walk up to Jack & Co for the duration of the April 2019 school holidays.

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 _____

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