



M A G I L L
S C H O O L



Phone: 8332 5762
mposch@chariot.net.au
www.magillschool.sa.edu.au
OSHC is located in the schools
activity hall (next to gym)

OSHC Vacation Care Program

Acting Director: Monica Velea
Acting Assistant Director: Kimberly Bohmer

Monday 10th July 2017 – Friday 21st July 2017

Monday to Friday: 7.30am – 6.00pm

Fee: \$50.00 per session – Child care benefit may apply

All Vacation care bookings close on **Tuesday 27th June 2017**

No Exceptions

Booking priority will be given to Magill School families

(any remaining available spaces will be allocated based on priority of access guidelines)

Endeavours will be made to accommodate all children who wish to attend, but this may not always be possible.

Limited Spaces Available - Ensure booking forms are returned ASAP!

Vac Care Enrolment:

Families using our service for the first time will need to complete and return to the centre an enrolment form outlining emergency and medical details **before** care can be given. If you are requiring an enrolment form **or** need to **update your details** please contact the centre on 8332 5762 or download an enrolment form from the Magill School website.


Fee Procedure for Vacation Care Cancellations:

Once Vacation Care booking sheets are received full fees will apply to any cancellations of booked care. Full session fees will apply if you cancel a booking unless the cancellation is a result of illness, OSHC will waive the cancellation fees on presentation of a medical certificate. It is highly recommended that you book early to avoid disappoint. Once the centre has reached its licenced number of bookings no other children will be accepted.

Child Care Benefit:

The cost of care in Out of School Hours Care and Vacation Care varies according to each family's Child Care Benefit (CCB) percentage, which is based on income. Families can also claim back some of their out of pocket expenses through the Child Care Rebate (CCR) scheme. Contact the Department of Human Services (DHS) on 13 61 50 for further information.

Note: Mobile phones, iPods and computer gaming systems are not permitted at Vacation Care.

 <p>Nut-Free Zone</p> <p>Please do not bring any products containing nuts (peanuts or tree nuts) into area.</p> <p>Thank you for helping to keep our children safe.</p> <p><small>Magill School</small></p>	<p>Please note we have children attending the program with severe nut allergies so we ask that you avoid bringing foods containing nuts. Our service follows a Healthy Eating Policy and we encourage families to provide lunch and snacks accordingly.</p>
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REMEMBER HAT, DRINK BOTTLE, LUNCH AND SNACKS EVERY DAY YOU ATTEND. DRESS SUNSMART!

Important information for Vacation families

Please read carefully as information is updated regularly

If you are using the OSHC service for the first time, or have not recently read the "Magill OSHC Parent Information", Please obtain a copy from the Magill School website: www.magillschool.sa.edu.au or you can obtain a copy from OSHC staff. Please check your child's details are correct on the enrolment for your child/children. If you have not updated your details recently, please complete or check your current details **prior** to the commencement of Vacation Care.

Check list

- ✓ I have read and understand the Magill OSHC Behaviour Guidance Policy.
- ✓ I understand I must sign my child/Children in 10 minutes prior to excursion leaving times.
- ✓ I understand I must provide my child with **a sun safe hat every day they attend – no caps.**
- ✓ I understand I must provide my child with **a morning snack, lunch, afternoon snack and drink bottle every day they attend.**
- ✓ I understand **it is preferable that children wear long sleeves and collars for all outdoor activities and enclosed shoes for safety.**
- ✓ I understand I cannot send food for my child that will require re-heating.
- ✓ I understand full fees will apply to any cancellation of booked care without the provision of medical certificate.
- ✓ I understand that once I give this booking form to OSHC, full fees will apply to any cancellation of booked care without the provision of a medical certificate.

Sun Protection

SPF 30+ broad spectrum water-resistant sunscreen will be provided for all children (should your child require a specific type of sunscreen we ask the family provide this). 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 recommended.** 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)

Attendance Records

All children must be signed IN and OUT of the program with exact times of dropping off and collection. Please advise staff when you arrive and when you collect your child/children.

Please inform OSHC immediately when you realize your child will not be attending on a “booked” day.

Collection of Children

For safety and security, children will only be released to authorised adults as named on the enrolment forms. Children must be signed 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 you are late because of an emergency situation, please notify OSHC as soon as possible on 8332 5762 so that appropriate arrangements can be made. Late fees apply after 6.00pm (**refer to Fee for Late Collection Policy**).

Food

Please note we have children attending the OSHC Vacation Care Program with severe nut allergies so we ask that you avoid bringing foods containing nuts. A packed recess, lunch, and afternoon snack must be brought every day. Please note: we **do not** provide breakfast. 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 Vacation Care. Our service follows a Healthy Eating Policy and we encourage families to provide lunch and snacks accordingly. We do not provide breakfast during vacation care periods.

Staffing Ratios at OSHC Vacation Care Program:

- On site - we are licensed to care for 60 children.
 - One staff member with an approved qualification per 30 children.
 - On site - one staff member per 15 children.
- On excursion - one staff member per 8 children.

Medication

Please remember children who are not well should not attend the OSHC Vacation Care 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 and given to staff and are not to be kept in children's bags. No medication will be administered without the correct documentation.**

Excursions

Excursions book out quickly. To avoid disappointment get your booking sheet in early. Pack your child a light bag for excursions as we may need to carry our bags with us, depending on the venue and its facilities. **Children are not to bring spending money on excursions.** We travel by Adelaide Star Buses. Excursions may be cancelled if the forecast temperature exceeds 35 degrees or if it is raining heavily (alternative activities will be provided). **Children must arrive for excursions 10 minutes prior to the departure time stated on the program, (we will not wait for late arrivals).** This allows staff time to talk to the whole group about:

- Safety issues
- Behaviour expectations
- Organise recess / lunches / drink bottles
- Toileting
- Apply sunscreen
- Arrange child groupings
- Allow time to answer any questions children may have about the excursion or venue

Risk Assessments

Excursions will be organised in compliance with Departmental OSHC Standards and the National Quality Framework. Staff will complete a risk management assessment for all excursions and this will be available to parents at OSHC Vacation Care Program. A risk assessment for an excursion must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child participating in the excursion and specify how the identified risks will be managed and minimised. See staff for a copy of OSHC Vacation Care Program excursion and risk assessment policy.



OSHC VACATION CARE BOOKING SHEET

Child / Children's surname: _____

Child / Children's name: 1. _____

2. _____

3. _____

Number of Children	Date	Program activity	Parent initial
	Monday 10/07/17	Excursion: Wizbang Travelling by Adelaide Star Buses to 112/108 Tolley Rd, St Agnes SA 5097	
	Tuesday 11/07/17	Incursion: Little Ninjas	
	Wednesday 12/07/17	Incursion: St John's First Aid	
	Thursday 13/07/17	Excursion: South Australian Museum Travelling by Adelaide Star Buses to North Terrace, Adelaide SA 5000	
	Friday 14/07/17	Bouncy Castle at OSHC	
	Monday 17/07/17	Incursion: Animals Anonymous	
	Tuesday 18/07/17	Excursion: Movies to see Despicable Me 3 Travelling by Adelaide Star Buses to 275 Kensington Rd, Kensington Park SA 5068	
	Wednesday 19/07/17	Incursion: Sports Workshop	
	Thursday 20/07/17	Excursion: Laygo Travelling by Adelaide Star Buses to 1243 South Rd, St Marys SA 5042	
	Friday 21/07/17	Pajama and Movie Day at OSHC	

I as the parent / guardian, agree to abide by the instructions given in regard to the parent information, as outlined on the vacation care program. I give permission for my child/children to attend incursions and excursions as I have nominated on this booking sheet.

- ✓ I have read and understand the Magill OSHC Behaviour Guidance Policy.
- ✓ I understand I must sign my child/children in 10 minutes prior to excursion leaving times.
- ✓ I understand I must provide my child/children with a **sun safe hat every day they attend – no caps.**
- ✓ I understand I must provide my child/children with a **morning snack, lunch, afternoon snack and drink bottle everyday they attend.**
- ✓ I understand I cannot send food for my child that will require re-heating.
- ✓ I understand that once I give this booking form to OSHC, full fees will apply to any cancellation of booked care without the provision of a medical certificate.

Parent / Guardian signature: _____

Date: _____ Contact no: _____