



MAGILL
SCHOOL

Magill School Out of School Hours Care Vacation Care Program Dec 2019—Jan 2020



Monday, 16th of December 2019 – Friday 24th of January 2020

Monday to Friday: 7:30am – 6:00pm

Fee: \$50.00 per session – Child Care Subsidy may apply

Please book in by 10am, 2nd of December.

Fundraiser these holidays!



Lets get fundraising!

Bookings:

Bookings can be made by heading to My Family Lounge App, selecting Vacation Care and following the prompts as of **18/11/2019 around 10am**. *By booking online, you agree to all terms and conditions of the Vacation Care Program, Magill OSHC policies & procedures.*

Alternatively, please fill in the relevant booking form.

Please note: Families booking through the My Family Lounge App will be able to book in faster and see spaces available. Manual booking forms may have to wait for staff to check for available spaces which may not be available right away due to supervision.

Secured bookings once entered onto the system will show as a purple booking on the My Family Lounge App. Term time bookings do not roll over into Vacation Care.

Booking priority will be given to Magill School Families

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



Limited Spaces Available - Ensure bookings are made ASAP!

Email: OSHC@magillschool.net (Preferred Method)

Contact: 08 8332 5762 (Outside 8:15 – 9:00am & 2:45—3:45pm)

During Vacation Care we ask you to email throughout the day if you have any questions.



Vac Care Enrolment:

Families using our service for the first time will need to complete and submit 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 head to School Stream: <https://magillschool.myschoolstream.net/?style=embed> or, your My Family Lounge website account: www.qkenhanced.com.au

Vacation Care Cancellations & Waiting List Procedure:

Once Vacation Care booking 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, then OSHC will waive the cancellation fees on presentation of a medical certificate (be mindful of dates on sick certificates). It is highly recommended that you book early to avoid disappointment. If a day is full the service will have a waiting list to determine if they can get an additional educator in, however in the meantime any parents that mark their child as absent and an additional space becomes available, it is the parents responsibility to book in through the My Family Lounge App and notify the service they have secured a space if on a waiting list. *First in, best dressed applies for absent booking spaces.*

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 utilise care in an 8 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 reutilising the service within 8 weeks. Then you will need to re-confirm your child's enrolment in MyGov or you will be liable to pay the full fee.

If you do not utilise the service for an 8 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.

Note: Mobile phones, iPods and computer gaming systems are not permitted unless authorised on a programmed day.

We Are Food Allergy Aware!

Please note we have children attending the program with severe allergies (nuts, eggs and dairy products etc) so we ask that you be mindful when bringing foods and support us educating children on allergies. Our service follows a Healthy Eating Policy and we encourage families to provide lunch and snacks accordingly.

Remember!!!

We Are Food Allergy Aware!



Slip

Slop

Slap

Seek

Slide



Protect yourself in five ways from skin cancer

Important information for Vacation Care 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 obtain a copy from the online enrolment process. Please check your details are correct on the enrolment for yourself and 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 understand I must sign my child/children in **10 minutes prior to excursion leaving times.**
- ⇒ I understand that my child must wear a **Magill School Uniform top and/or jumper on excursions.**
- ⇒ 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. We do not supply breakfast during Vacation Care.**
- ⇒ I understand **it is required that children wear sleeves (covering shoulders) and enclosed shoes for all outdoor activities and excursions.**
- ⇒ I understand I cannot send food for my child **that will requires re-heating.**
- ⇒ I understand that once I give this booking form or make a booking to OSHC, full fees will apply to any cancellation of booked care without the provision of a medical certificate. Please notify us ASAP if your child is not going to attend.

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 that 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 know 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 that are 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 the collection person is 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. 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.

Staffing Ratios at OSHC Vacation Care:

- ◆ On site - one staff member per 15 children.
- ◆ On excursion - one staff member per 8 children.
- ◆ Water excursion – one staff member to 5 children.
- ◆ At all times there will be a minimum of one staff member with an approved qualification per 30 children.

Medication

Please remember 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 documentation updated annually.**

Excursions

Excursions book out quickly. To avoid disappointment get your booking 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

To ensure high visibility and safety of children attending excursions children are required to wear Magill School Uniform tops and jumpers when away from the centre. Uniform tops may be replaced with casual wear once we return back to OSHC. Remember to label all items to avoid them being lost. Children may wear their choice of bottoms and enclosed shoes.

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.

Payment of fees

During Vacation Care invoices/statements and reconciliation of payments may be delayed due to Finance Team being on holidays. We ask that you keep track of relevant payments and pay the outstanding based on what you have previously paid. Invoices/Statements may also be delayed due to the Director being on the floor. Every effort will be made to keep the schedule as per normal. Payment is still required to be made within 14 days.

Snapshot Book!

*I liked driving the aeroplane—
Jason (Uni S.A 9/7/2019)*

*I liked the big slide! - Josie
(Imagination Kids Play Café
17/7/2019)*

*I liked decorating the pot plant
because it felt arty—Eli (Active
Education 15/7/2019)*

*I liked going through the tunnel—Ava
(TriSkills 16/7/2019)*

*Woody and little bo peep were my
favourites—Monica (Toy Story 4
11/7/2019)*

*It's really fun because he
taught us how to draw different
styles —Valerie (17/7/2019 Pauls
Cartooning Workshop)*

*I like the bouncy castle—
Himangee (TriSkills, 9/1/19)*

*We got plants & got to eat skit-
tles—Kevin (Uni S.A 9/7/2019)*

*I liked the idea of knowing more
about autism—Emily (Autism
Fundraiser 12/7/2019)*



Monday 16th Dec

Tuesday 17th Dec

Wednesday 18th Dec

Thursday 19th Dec

Friday 20th Dec

Incursion
60 children expected

Aboriginal Art session



Learn more about Aboriginal art with (Uncle Moogy) Ngarrindjeri Elder
Starts 10.30am

Incursion
64 children expected

Uniform top & hats required
Let it go to Regal Cinema to see...

Frozen II

Rated PG



Depart: 9.30am
Return: 12.30pm

Incursion
60 children expected

Reach for the stars.....with Astronomy Education Starts at 10am



Incursion
56 children expected

Uniform top & hats required
Beach Volleyball

Magill OSHC has teamed up with Volleyball S.A and we're hitting the venue for some Volleyball action!



Depart: 9:15am
Return: 1:15pm

Incursion
60 children expected

Before we close we would like have a Christmas party with our Christmas friends!



Christmas cooking, arts and craft, what a jolly! Party snacks throughout the day!

Remember!!!



Avoid foods with nuts and eggs!



Monday 6th Jan 2020

Incursion
45 children expected

We hear you kids!

Back by popular demand, join Magill OSHC as we have an electronic and Sensory Day to start off the OSHC year!



Come have a slime of a time!
Electronic devices can be brought however it is the child's responsibility. Mobile phones not permitted.

Tuesday 7th Jan

Incursion
56 children expected

Uniform top, hat & socks required
Kollin', Eollin' Eollin' into Maeill OSHC



We are going Roller Skating!

Depart: 8.45am
Return: 1.15pm

Wednesday 8h Jan

Incursion
60 children expected

Circus
Bring along all your circus tricks and show us what you can do!

Circus costumes welcomed!



Starts at: 10:30am



Thursday 9th Jan

Incursion
56 children expected

Uniform top & hats required
Join us at Piccadilly Cinema to see:

Spies in Disguise



Rated PG
Depart: 9:15am
Return: 12:30pm

Friday 10th Jan

Incursion
60 children expected

SLIP & SLIDE
Slide into Magill OSHC as we begin, slop & slapping down a water slide!



Did I hear water fight? Bring bathers, hats and a change of clothes!



Avoid foods with nuts and eggs!



Uniform top is required on excursions.

Every day you attend bring:



Bucket Hat



Drink Bottle



Lunch and Snacks!
* Dress sun smart



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 case.
IPODS AND COMPUTER GAMING SYSTEMS ARE NOT PERMITTED UNLESS ON PROGRAMMED DAYS. All personal belongings are your own risk. Mobile phones not permitted.



Please always pack a hat including during term time!



Protect yourself in five ways from skin cancer



Monday 13th Jan

Incursion

60 children expected

Science workshop

Bring your creative experimenting selves today and let's get experimenting!



The largest muscle in your body is the one you're sitting on!

Starts at 10am

Tuesday 14th Jan

Excursion

56 children expected

Uniform top & hats required

WIZBANG



Laser Tag, MiniGolf, Disco & Playgym!

Depart: 9:15am

Return: 1:00pm

Wednesday 15th Jan

Incursion

60 children expected

DELICIOUS & MINI BEASTS

Join "The Wild Man" for a hands-on activity with spiders, insects, even scorpions

Are they living or are they not?



Starts at: 10am

Thursday 16th Jan

Excursion

64 children expected

Uniform top, hat and socks required

Megacourts



There will be Inflatables and action packed court activities!

Departing: 11:45am

Return: 3pm

Friday 17th Jan

Incursion

45 children expected



Starts at: 10am

Fun and engaging yoga helps balance, concentration, flexibility and co-ordination!

Are you more flexible than the educators?

Show us your moves!

Monday 20th Jan

Excursion

56 children expected

Adelaide Gaol

Get the opportunity to explore the Gaol yards and cells, touch artefacts such as handcuffs and escape ropes, and contemplate South Australia's history.



Depart: 9:45am

Return: 2:15pm

Tuesday 21st Jan

Incursion

60 children expected

Uniform top & hats required

Fitness Bootcamp



A fun filled team day filled with workout circuits that assist team building!

Starts at: 10am

Bet you won't have much energy after this!

Wednesday 22nd Jan

Incursion

60 children expected

Recycling Day

By bringing in your recycled plastic bottles & a gold coin you'll help OSHC donate to Backpack 4 kids!



Join us for a sustainable day!

Starts at: 10am

Thursday 23rd Jan

Excursion

56 children expected

Uniform top & hats required

Seussical Jr



It's time for a very lively musical, based on the much loved Dr. Seuss stories performed by the Adelaide Youth Theatre

Depart: 9am

Return: 12pm

Friday 24th Jan

Incursion

60 children expected



We are calling all children to help us celebrate

Australia!

Sausage Sizzle Lunch!

Friday 24th Jan

Excursion

60 children expected

Australia Day

We are calling all children to help us celebrate



Depart: 9am

Return: 12pm

Friday 24th Jan

Excursion

60 children expected

Uniform top & hats required

Recycling Day



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Incursion

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Uniform top & hats required

Australia Day



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Depart: 9am

Return: 12pm

Friday 24th Jan

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Return: 12pm

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Return: 12pm

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Australia Day



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Depart: 9am

Return: 12pm

Friday 24th Jan

Incursion

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Return: 12pm

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Starts at: 10am

Friday 24th Jan

Incursion

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Uniform top & hats required

Australia Day



We are calling all children to help us celebrate

Depart: 9am

Return: 12pm

Friday 24th Jan

Incursion

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Sausage Sizzle Lunch!

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Depart: 9am

Return: 12pm

Friday 24th Jan

Incursion

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Uniform top & hats required

Recycling Day



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Starts at: 10am

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Join us for a sustainable day!

Starts at: 10am

Friday 24th Jan

Incursion

60 children expected

Uniform top & hats required



Dec 2019—Jan 2020 OSHC VACATION CARE BOOKING SHEET

Child / Children's surname: _____

Child / Children's name: 1. _____

2. _____

3. _____

Child/ren initials	Date	Program activity	Parent initial
	Monday 16/12/2019	Incursion: Aboriginal Art Session	
	Tuesday 17/12/2019	Excursion: Regal Cinema to see FROZEN 2 (PG) Travelling by Adelaide Star Buses to 275 Kensington Rd, Kensington Park SA 5068	
	Wednesday 18/12/2019	Incursion: Astronomy Education	
	Thursday 19/12/2019	Excursion: Beach Volleyball with Volleyball South Australia Travelling by Adelaide Star Buses to Pirie St & Frome Street, Adelaide SA 5000	
	Friday 20/12/2019	Incursion: Christmas Party	

Christmas Closure from the 21st of Dec 2019—5th of Jan 2020

	Monday 6/1/2020	Incursion: Sensory & Electronic day	
	Tuesday 7/1/2020	Excursion: Roller Skating at Ingle Farm Rec Centre Travelling by Adelaide Star Buses to 3/58 Beovich Rd, Ingle Farm SA 5098	
	Wednesday 8/1/2020	Incursion: Circus workshop	
	Thursday 9/1/2020	Excursion: Piccadilly Cinema to see Spies in Disguise (PG) Travelling by Adelaide Star Buses to 181 O'Connell St, North Adelaide SA 5006	
	Friday 10/1/2020	Incursion: Slip & Slide— <i>Bring bathers, hats and a change of clothes</i>	

	Monday 13/1/2020	Incursion: Science workshop	
	Tuesday 14/1/2020	Excursion: Wizbang Travelling by Adelaide Star Buses to 2/108-112 Tolley Rd, St Agnes SA 5097	
	Wednesday 15/1/2020	Incursion: The Wild Man	
	Thursday 16/1/2020	Excursion: Megacourts Travelling by Adelaide Star Buses to 10-18 Albert Street, Windsor Gardens, Adelaide SA 5087	
	Friday 17/1/2020	Incursion: Yoga	

	Monday 20/1/2020	Excursion: Adelaide Gaol Travelling by Adelaide Star Buses to 18 Gaol Rd, Thebarton SA 5031	
	Tuesday 21/1/2020	Incursion: Fitness Bootcamp	
	Wednesday 22/1/2020	Incursion: Recycling Fundraiser— <i>Gold coin donation/recycled bottle for Backpack4SAkids</i>	
	Thursday 23/1/2020	Excursion: Adelaide Youth Theatre to see 'Seusical JR' Travelling by Adelaide Star Buses to Arts Theatre, Angas Street, Adelaide S.A 5006	
	Friday 24/1/2020	Incursion: Australia Day Celebration!	

Please turn over 



Dec 2019—Jan 2020 OSHC VACATION CARE BOOKING SHEET

I, as the parent / guardian, agree to abide by the information given in regard to the parent information, as outlined on the Magill School OSHC Vacation Care program. I give permission for my child/children to attend incursions and excursions as I have nominated by booking.

- ◆ I understand I must sign my child/children in **10 minutes prior to excursion leaving times on the program.**
- ◆ I understand that my child must wear a **Magill School Uniform top and/or jumper on excursions.**
- ◆ 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 (no heating of food) and drink bottle every day they attend. We do not supply breakfast during Vacation Care.**
- ◆ I understand it is **required that children wear sleeves (covering shoulders) and enclosed shoes for all outdoor activities and excursions.**
- ◆ I understand the information as set out for the **child care subsidy and waiting list procedure on page 2.**
- ◆ I understand that once I give this booking form or make a booking to OSHC, full fees will apply to any cancellation of booked care without the provision of a medical certificate. Please notify us ASAP if your child is not going to attend. Please see our parent handbook and fees policy for further information.

Parent / Guardian signature: _____

Date: ____/____/____

Contact Number: _____

Email: _____

Parent/Child Feedback:



Slip Slop Slap Seek Slide



Protect yourself in five ways from skin cancer

Office Use Only:

Date Received: _____

Staff Name: _____

Office Use Waitlist dates: