



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

Magill School Out of School Hours Care Vacation Care Program October 2019

Monday, 30th of September – Friday 11th of October 2019

Monday to Friday: 7:30am – 6:00pm

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

Please book in by 10am, 9th of September.

Bookings:

Bookings can be made by heading to My Family Lounge App, selecting Vacation Care and following the prompts. *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 My Family Lounge App. Term time bookings do not roll over into Vacation Care.



**Cancer
Council**
SA

Fundraiser these holidays!

Lets get fundraising!

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, OSHC will waive the cancellation fees on presentation of a medical certificate. It is highly recommended that you book early to avoid disappoint. 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.

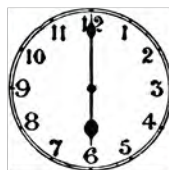
If you do not utilise care in an 8 week period and your enrolment with MyGov and the service is ceased, you will need to notify the service via email. This is only necessary if you plan on reutilising the service within 8 weeks. Then you will need to re-confirm your child's enrolment in MyGov or you will be liable for 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 during October Vacation Care.

We Are Food Allergy Aware!

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



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 you can obtain a copy from the online enrolment. 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 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 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. Our service follows a Healthy Eating Policy and we encourage families to provide lunch and snacks accordingly.

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 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.

Please note: The service will soon be changing their procedure of payment to Direct Debit only. More information may come on School Stream which may require you to provide further details.

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 30th Sept

Tuesday 1st Oct

Wednesday 2nd Oct

Thursday 3rd Oct

Friday 4th Oct

Incursion

60 children expected

Rock Climbing

Who can reach the top before they stop?

Come along and see if you can climb the wall and reach the top!



Excursion

64 children expected

Uniform top required

Join us at the Piccadilly

Cinema to see...

Ugly Dolls



Depart: 9.00am

Return: 12.30pm

Incursion

60 children expected

Footsteps

Lock it, pop it, lets never stop it!

Join the footsteps workshop and see if you can bust a move!

Starts at: 10.00am

Excursion

56 children expected

Uniform top required



Adelaide Oval Tour

Come together as footballers and join us as we tour the Adelaide Oval.

Departing: 9.15am

Return: 1.15pm

Incursion

60 children expected

Help us bring crazy hair back to Magill OSHC!



Dress up, join the beauty salon and win a competition!

- Gold coin donation for cancer council

Anything goes with crazy hair!

Remember!!!



Avoid foods with nuts and eggs!



Monday 7th Oct

Public Holiday



Enjoy Celebrating the economic and social achievements as workers!

Tuesday 8th Oct

Excursion

56 children expected

Uniform top required

Join Magill OSHC as we go sniff the roses and roll on the grass at the

Botanical Gardens



Depart: 9.30am

Return: 12.30pm

Wednesday 9th Oct

Incursion

60 children expected



Old Magill OSHC has a travelling farm joining us today!

You'll want to quickly Baah-book into this one for a moo of a time!

Is that a farm animal or farmer children we can see? DRESS UP!

Thursday 10th Oct

Excursion

56 children expected

Uniform top required

MARS

Harden Sporting Complex

Basketball, Futsal, Athletics, Dodgeball.....sounds like an awesome day to be active! Don't miss it!

Departing: 9.15am

Return: 12.45pm

Friday 11th Oct

Incursion

60 children expected

Cultural Day

Help us raise awareness of different cultures from the Magill community!



Bring something special from home or dress up to raise awareness of your culture!



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.

MOBILE PHONES, IPODS AND COMPUTER GAMING SYSTEMS ARE NOT PERMITTED AT VACATION CARE. All personal belongings are your own risk.



Slip



Slop



Slap



Seek



Slide



Protect yourself in five ways from skin cancer

Uniform top is required on excursions.

Every day you attend bring:



Bucket Hat



Drink Bottle



Lunch and Snacks!

* Dress sun smart



Office Use Only:
 Date Received: _____
 Staff Name: _____

October 2019 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 30/9/2019	Incursion: Rock Climbing	
	Tuesday 1/10/2019	Excursion: Piccadilly Cinema to see UglyDolls (PG) Travelling by Adelaide Star Buses to 181 O'Connell St, North Adelaide SA 5006	
	Wednesday 2/10/2019	Incursion: Footsteps	
	Thursday 3/10/2019	Excursion: Adelaide Oval Travelling by Adelaide Star Buses to War Memorial Dr, North Adelaide SA 5006	
	Friday 4/10/2019	Incursion: Crazy hair day—Gold coin donation for Cancer Council	
	Monday 7/10/2019	Public Holiday – Labour Day	
	Tuesday 8/10/2019	Excursion: Botanical Gardens Travelling by Adelaide Star Buses to North Terrace, Adelaide SA 5000	
	Wednesday 9/10/2019	Incursion: Old Macdonald Travelling Farm	
	Thursday 10/10/2019	Excursion: Mars Sporting Complex Travelling by Adelaide Star Buses to 43-63 Lower Portrush Rd, Marden	
	Friday 11/10/2019	Incursion: Cultural Day —Raise awareness!	

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.
- ◆ **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.**

Parent / Guardian signature: _____

Date: ____/____/____

Contact Number: _____

Email: _____

What is your family culture?

Parent/Child Feedback: _____

Office Use Waitlist dates:
