

## Vacation Care Program

**Sun safety:** Children are required to wear sun safe clothing during Vacation Care. Sunscreen will be applied at regular intervals during the day. We use Cancer Council Australia 50+, if your child requires a different brand; please provide it in a clearly labelled container. Children must also wear sensible shoes for walking and playing. ie: enclosed shoes or joggers and bring a wide brimmed hat and drink bottle each day. Baseball caps, Thongs and slip on style shoes are not permitted and children will not be permitted to attend if incorrect footwear is worn., an alternative Centre hat will be supplied.

**Electronic Devices:** Children are not permitted to use mobile phones, hand held gaming devices. ROSHC is not responsible for any breakages or lost property.

**Hours of operation:** Vacation care is open from **8am until 6pm**. Bookings are essential, as places are limited. All bookings need to be booked by Thursday 29<sup>th</sup> March.

**Supervision:** We are approved for a maximum of 35 children per day, however limitations may be placed on maximum numbers of enrolments due to staffing or transport requirements. Staff to child ratios are 1:11 are maintained during OSHC days, with increased supervision on excursions. A risk assessment is conducted prior to each excursion and is available for parents to view upon request. A Responsible Person holding their First Aid, Child Protection, Asthma & Anaphylaxis certificate will be rostered on at all times throughout the day.

**Bookings:** VERBAL BOOKINGS will **not** be accepted. Booking forms may be submitted via Email, post or in person.

**Payment:** The cost per day is \$60 per child before any rebates have been applied. Please contact FAO on 136150 to be CCB assessed if you have not already done so.

**Cancellations:** Absences without notification will be charged at full fee. If possible the day before notification will be accepted. On the day will require a medical certificate or at the discretion of the Leading Educator for no charge to be applied.

**Vacation Care Program:** We are aware that sometimes programmed activities will not appeal to all children. Be assured that where ever possible we try to provide alternative activities such as craft, games or movies. There are also opportunities for children to assist with activities even if they do not wish to take part in the actual activity. The program is also subject to change without notice if it is deemed in the best interests of the children. Wet weather days.

**Medication:** If your child requires medication an Administration of Medication form must be completed on each day that the medication is to be administered. Medication must be provided in the original packaging with the child's name & will be administered as per dosage instructions. Please direct all medication to either Sue or Jo.

**Food:** please pack a nutritious morning tea, lunch and some snacks for your children on all days. Children get hungry when they are being active. Please supply a drink bottle. We will refill drink bottles with water at all breaks.

**Breakfast:** As our program starts at 8am no child should require breakfast, if breakfast is required then this will cost \$5 per child and the options will be limited.

**Nut policy:** we endeavour to be a nut free centre as per our policy for the safety of all children. Please do not send any nuts or food products containing nuts.

**Vacation Care - APRIL 2018 – WEEK 1**

**Monday 2<sup>nd</sup> April – Friday 6<sup>th</sup> April**

<b>Date</b>	<b>Activity</b>	<b>Please bring</b>
<b>Mon 2<sup>nd</sup> April</b>	<b>Public holiday closed</b>	
<b>Tues 3<sup>rd</sup> April</b>	Join us for a day of exploring nature, leaf art, pine cones, take home your own pet that you made,	<b>Snacks Lunch Drink bottle Hat</b>
<b>Wed 4<sup>th</sup> April</b>	<b>Excursion day leaving at 9am returning at 4:45pm</b>	<b>Snacks Lunch Drink bottle Hat Jacket if wet NO UMBRELLAS please</b>
<b>Thurs 5<sup>th</sup> April</b>	<b>Cartoon world is visiting us again at the children's request as we all had so much fun last time.</b>	<b>Snacks Lunch Drink bottle Hat</b>
<b>Fri 6<sup>th</sup> April</b>	<b>Join us for an exciting day of games and activities. A trip to Apex Park for lunch.</b>	<b>Snacks Lunch Drink bottle Hat</b>

**Vacation Care - APRIL 2018 – WEEK 2**

**Monday 9<sup>th</sup> April – Friday 13<sup>th</sup> April**

<b>DATE</b>	<b>ACTIVITY</b>	<b>PLEASE BRING</b>
<b>Mon 9<sup>th</sup> April</b>	<b>Bottle cap art The start of our display</b>	<b>Snacks Lunch Drink bottle Hat</b>
<b>Tues 10<sup>th</sup> April</b>	<b>Plaster fun, sand art Minute to win it activities.</b>	<b>Snacks Lunch Drink bottle Hat</b>
<b>Wed 11<sup>th</sup> April</b>	<b>Movies in Albury Excursion day leaving at 9am returning at 4:45pm</b>	<b>Snacks Lunch Drink bottle Hat Jacket if wet NO UMBRELLAS please</b>
<b>Thurs 12<sup>th</sup> April</b>	<b>“Science” Let’s discover what happens when we mix items together</b>	<b>Snacks Lunch Drink bottle Hat</b>
<b>Fri 13<sup>th</sup> April</b>	<b>Walk around Rutherglen Lunch at the Lake</b>	<b>Snacks Lunch Drink bottle Hat</b>

## Rutherglen OSHC – Vacation Care Booking Form – April 2018

Parent's name:

Contact number:

Child 1 name:

Child 2 name:

Child 3 name:

Child 4 name:

### **My child/ren will be attending on the following days:**

(please tick **all** days you require care and sign for incursion and excursion permissions )

C1	C2	C3	C4	DATE	ACTIVITY
				TUES 3 <sup>RD</sup> APRIL	NATURE DAY
				WED 4 <sup>TH</sup> APRIL	EXCURSION DAY TO MULWALA
				THURS 5 <sup>TH</sup> APRIL	CARTOON WORLD
				FRI 6 <sup>TH</sup> APRIL	Apex Park and games
				Mon 9 <sup>th</sup> April	Bottle cap art
				Tues 10 <sup>th</sup> April	Plaster fun, sand art games
				Wed 11 <sup>th</sup> April	Movie day
				Thur 12 <sup>th</sup> April	Science day
				Fri 13 <sup>th</sup> April	Walk around Rutherglen

Please provide consent for the following:

I give permission for my child/ren to attend/ take part in the above activities and excursions.

I have read the Vacation Care information as per this guide and am aware of the Cancellation Policy.

I have read & understood that ROSHC holds no responsibility for any personal property that is lost or broken during Vacation Care.

**PARENT'S SIGNATURE:**

**DATE:**