

# VACATION CARE PROGRAM

Summer 2022

Holy Family Catholic Primary school, Lindfield

Hours: 7.30am – 6.00pm

P: 0481 601 904

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## 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 45 children per day and are required as per regulations to maintain the approved staff to child ratio at all times.

We are excited to share with you our Spring vacation care program. We have planned our vacation care program to offer children the time to relax and have fun with their friends, especially since they may have spent some time separated from them.

Considering the current COVID-19 situation, we wanted to note that Lindfield OSHC is focused on the safety and wellbeing of the children, families and staff and we will be taking precautions at this time.

As the safety, health and wellbeing of our students and staff is paramount, we will continue to monitor and respond to the advice from relevant government and health authorities. Staff will be vigilant regarding cleaning and hygiene, also supporting children to do the same. Risk assessments have been completed for both your service and our vacation care program and we welcome families to request these from your service supervisor for your review.

The vacation care program has been planned thoughtfully, with fun in mind, and with consideration of the current recommendations from government and health authorities. Following advice from the Catholic Diocese of Broken Bay, excursions and incursions will be limited and will occur within our local communities.

## STAFFING

Educators are employed because of their experience and knowledge in childcare and all educators are involved in ongoing training. At the parent sign in area you will find the details of which educator is in charge between the hours of 7.30am - 6.00pm.

We cannot accept children attending on the day without a prior booking confirmation as we have mandated ratios to adhere to and staffing is arranged in advance.

## AM I ELIGIBLE TO RECEIVE THE CHILD CARE SUBSIDY (CCS) DURING VACATION CARE?

The Centre is approved for the Child Care Subsidy. If eligible, you must have a formalised account with the centre to receive your fee reduction. You'll need to complete a Centrelink Child Care Subsidy assessment request 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. Once approved

by both Centrelink and yourself, any discounts will be paid directly to services and reflected on your invoice.

### **HOW DO I MAKE A BOOKING?**

If booking for the first time, you'll need to also complete an enrolment form. We also require a copy of birth certificate and immunisation certificate. There is a one off \$25 enrolment fee. Once accepted, you will then be given your login details to hubhello where you can confirm your booking via Book Me. Instructions for this will be sent to you via email. 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.

### **WHAT ARE THE FEES AND CHARGES?**

Fees are broken up into three categories. \$64.00 per child for an in-centre day, \$70 per child for an excursion activity and finally \$90 per child for an excursion.

Late fees are in effect should you collect after 6pm determined by our digital sign in/out system. Staff are not able to waive late fee charges, but you can speak with the OSHC manager if you have any concerns. This is in conjunction with our OSHC Fee policy available to all staff and families for reference.

### **CANCELLATIONS OR BOOKING CHANGES:**

Additional bookings can be made up to the day before an activity is scheduled to take place however this may vary depending on the program, as ticketed/number-based activities or excursions may be unable to accommodate additional children.

Changes to your booking can be made up to two weeks prior to your scheduled day of attendance without penalty. Changes made after this point may result in you being charged the full fee.

If your child is unwell and cannot attend, please let us know as soon as possible. If your child does not attend and we do not hear from you then you will be charged for the day as scheduled.

### **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. Further information pertaining to excursions will be provided on the program along with any required permission forms.

Parents/carers are welcomed and encouraged to ask questions and read the supervision plan and risk assessments completed by the service coordinator prior to enrolling children for experiences.

## **MEALS**

Families are to provide food for their children enrolled in the vacation care program unless otherwise specified on the program or on a permission form relevant to the day.

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/cooling will not be possible on excursions. Examples of suitable food options may include raw foods such vegie sticks, hummus, whole fruits/segmented fruits cut and stored in a container, vegemite/jam/honey sandwiches, savoury muffins, packet snacks, dried fruits or cereals, nut free muesli bars or popcorn to list a few.

**Please do NOT pack nuts, nut products, sesame, products containing raw egg or shellfish.**

Due to the severity of some children's allergies **we are strictly nut free**. If your child has allergies 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.

## **PROGRAMMING & EVALUATION**

During each school holiday period children are asked to provide ideas and comments for the current and next school holiday program. Evaluations can be found in our daily evaluation and day book located on the sign on desk.

## **ARRIVAL & DEPARTURES**

Parents/guardians are expected to bring children to the service in a timely manner. We cannot guarantee an activity can be halted until you arrive.

Only authorised personnel may collect a child as specified on their enrolment form. If you wish for a different person to collect your child, then written permission must be given via email or text along with the persons' full name and phone number. They must bring in current photo ID to verify identity to staff. This is in conjunction with the CatholicCare arrival and departure policy available to all staff and families for reference.

## WHAT SHOULD MY CHILD WEAR & SUN SAFETY INFORMATION

Holy Family OSHC endorses the Cancer Council's 'Sun Safe OOSH' Policy. Under this policy, a daily UV check is conducted, and at times where the UV level is above 3, SPF 50 sunscreen is applied every 2-3 hours.

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 – Long sleeve rash shirts are encouraged during water activities
- Closed in shoes must be worn – water shoes or thongs accepted as spare shoes where appropriate
- Clearly label all items of clothing
- A sun safe hat

Children must have a broad brim hat to wear each day as per our sun safe policy. If their hat does not meet with sun safe policy, we will provide a spare CatholicCare hat for the day.

Please ensure that sunscreen is applied before your child attends vacation care. Educators will ensure that sunscreen is re-applied throughout the day but if you prefer that your child use a different sunscreen to the one provided by CatholicCare please ensure they have it labelled in their bag and educators will remind them to apply it.

## MEDICAL CONDITIONS:

For Medical conditions **(such as asthma, anaphylaxis, diabetes, allergies and intolerance)**

1. We will require a copy of your child's Current Medical Plan that is signed by your GP with a valid date
2. We will require Medication that is on the Child's Medical Plan only
3. We will require a signed Risk Minimisation and Medical Communication Plan
4. We will require your child bring their medication to every attendance
5. If your child requires any other medication, it must be prescribed by a GP

Without the proper documentation and medication, we will not be able to accept care of your child.

### **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 child's name, prescribed dosage information and use-by date. Medication that does not meet these criteria will not be administered to your child. Non-prescription medication cannot be administered by educators, as per CatholicCare policy.

If a child becomes unwell during the day, parents will be called to pick-up their child. Children who are unwell will be monitored and isolated in a safe environment until parent arrives.

For further information, please see the Centre Coordinator.

### **PAYMENTS**

The preferred method of payment is direct debit. If you are not able to commit to a direct debit you will have the option to pay via Bpay, however payment must be on time and in full. If extenuating circumstances prevent this, please speak with your centre's director.

If applicable, please supply us with a completed direct debit form upon enrolment. You will receive an invoice 2 weeks prior as payment will be conducted in advance.

Should you have any questions please feel free to contact us on **0481 601 904** or by email: [oshc.lindfield@catholicaredbb.org.au](mailto:oshc.lindfield@catholicaredbb.org.au).

Many thanks,

**Bianca Zammit**

Children's Services Coordinator of Lindfield OSHC/Vacation Care