

# VACATION CARE PROGRAM

SEPTEMBER - OCTOBER 2021

Sacred Heart Catholic School, Pymble

Hours: 7.30am – 6.00pm

P: 0427 013 778

E: [oshc.pymble@catholiccaredbb.org.au](mailto:oshc.pymble@catholiccaredbb.org.au)

## BOOKINGS & GENERAL INFORMATION

Our vacation care service operates between 7:30am – 6:00pm for children 5 years to 12 years old who are currently enrolled in primary school. 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.

### ENROLMENTS

All enrolments need to be complete with; birth certificate, immunisation records, emergency contacts, direct debit forms, action plans (for children with diagnosed medical conditions), all areas of the enrolment form are to be completed.

- Existing Enrolments: All of this information may already be in your child's file, the service Coordinator will let you know if any updates are required before confirming your booking. All items must be submitted before you receive a booking confirmation and before your child can attend the service.
- New Enrolments: Once you have submitted your enrolment form along with required documents, the service Coordinator will advise if there are any items missing. All items must be submitted before you receive a booking confirmation and before your child can attend the service.

### BOOKINGS

Our only booking method is through the BOOKME portal on hubhello. If parents require a login for Hubhello (once an enrolment has been completed), please email us.

### FEES & CHARGES

Fees will be shown alongside each day.

- In centre activities - \$65
- Incursion activities - \$85
- Excursion activities - \$110

Cancellation Policy: If you cannot attend a booked session please notify our service as soon as you become aware. Any vacation care booking cancellation requires two weeks' notice. If the two weeks' notice is not given and your child does not attend reason, we regret that the fee cannot be refunded and the full amount will still be charged.

## **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 Catholic Care 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.

Information pertaining to excursions will be provided on the permission forms and parents/carers are welcomed and encouraged to read the supervision and risk assessments completed by the service.

## **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

## **WHAT TO BRING**

- Please bring plenty of morning tea/lunch/afternoon tea.
- Bring a refillable water bottle.
- Bring a sun safe hat – a bucket style or legionnaire hat is required. Baseball caps are not accepted under the Catholic Care Sun Protection Policy. Bucket hats will be provided for any children who require them.

We are a NUT FREE centre. Some common items that may include nuts are; Nutella, muesli bars, granola, snack mix, some chocolate bars and baked goods.

If your child has any allergies or dietary restrictions, please discuss with staff prior to attending Vacation Care.

Children's personal electronic devices are not accepted within the service in line with our *Use of Media and Technology with Children policy*. We appreciate your cooperation in ensuring these devices are not brought in.

## **STAYING SAFE FROM COVID-19**

1. We ask that any children who are feeling unwell do not attend the program.
2. Any staff who are feeling unwell will stay at home.
3. Hand Sanitiser will be provided for parents and guardians.
4. Hand washing practiced throughout the day by all children and staff
5. The dishwasher is used to wash all dishware, toys and resources.
6. Hard surfaces are disinfected regularly.
7. Gloves are worn during food preparation.

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.

## **CHILD CARE SUBSIDY (CCS)**

The Centre is approved for the Child Care Subsidy. You must have a formalised account with the centre to receive your fee reduction.

The new package helps parents with children aged 0 – 13 work, train, study and volunteer. It includes a new Child Care Subsidy, which replaces the current Child Care Benefit and Child Care Rebate. It will be paid directly to services.

You'll need to complete a Centrelink Child Care Subsidy 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.

## **CLOTHING**

Please make sure to clearly label all items of clothing. It is important to ensure that your child is dressed appropriately for the weather and the daily activities.

- No singlets or sleeveless tops
- Closed in shoes must be worn (no thongs)
- Bucket/legionnaire hats required – no baseball caps.

Please ensure that sunscreen is applied before your child attends vacation care. Educators will ensure that sunscreen is applied throughout the day. Sunscreen will not be applied between June -July if the UV radiation levels are lower than 3.

If you prefer that your child, use a different sunscreen to the one provided by CatholicCare please ensure they have it in their bag and educators will remind them to apply it.

## **MEDICATION**

Prescription medication can only be administered by educators with written permission from the parent/guardian. This is actioned by completing a medication form available at the OSHC service.

Medication must be handed to an educator in its original packaging with the prescribed dosage information and use-by date. Non-prescription medication cannot be administered by educators, as per CatholicCare policy.

For further information, please see the Centre Coordinator.

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

- We will require a copy of your child's Current Medical Plan that is signed by your GP with a valid date
- We will require Medication that is on the Child's Medical Plan only
- We will require a signed Risk Minimisation and Medical Communication Plan
- We will require your child bring their medication to every attendance
- 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.

Please ensure you bring morning tea, lunch, afternoon tea, a bucket/legionnaire hat, closed shoes and a jumper!

We hope to see you these holidays!

If you have any questions, please feel free to send an email, a text or give as a call.

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*CatholicCare*  
Diocese of Broken Bay

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## ESCAPE ROOM

Today we'll be working together in teams to see who can crack the code and free themselves from our escape room!

**\$ INCENTRE**  
\$65.00



## INDIGENOUS CULTURAL EXPERIENCE

Today we'll be learning the oldest drawing and weaving techniques on earth in an authentic and educational experience with First Nation educators!

**\$ INCURSION**  
\$85.00



## KINDI FARM

Today we'll enjoy a visit by a mobile animal farm, where we'll be meeting and learning about lots of sweet baby animals! Who doesn't love that!

**\$ INCURSION**  
\$85.00



## S.T.E.M. DAY

Today we'll be putting our scientific minds to the test by performing a variety of experiments throughout the day!

**\$ INCENTRE**  
\$65.00



## SACRED HEART'S GOT TALENT

Today we'll be putting our skills on display in our very own Sacred Heart's Got Talent! Whether you're a singer, dancer or future comedian, we want to see you shine!

**\$ INCENTRE**  
\$65.00



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**MONDAY**  
**27 SEPT**

## **BIKES & SCOOTER DAY**

Bring your bikes and scooters today for a fun day of riding! Our hard surface isn't suitable for tricks and jumps, but there'll be lots to do! Remember no helmet = no riding!

**\$ INCENTRE**  
**\$65.00**



**TUESDAY**  
**28 SEPT**

## **SPECIAL FX FILMMAKING**

In today's incursion, your children will become Hollywood's next big directors as they learn how to use green screens in order to create their very own thrilling films!

**\$ INCURSION**  
**\$85.00**



**WEDNESDAY**  
**29 SEPT**

## **TIE DYE DAY**

Today your children will become fashion icons as we turn a plain white Tshirt into a one-of-a-kind piece with tie dye!

**\$ INCENTRE**  
**\$65.00**



**THURSDAY**  
**30 SEPT**

## **SLIME ROCKET MASTERCLASS**

In today's incursion, your children will become masters of the sky and the lab as they build their own rockets and design their own custom slime!

**\$ INCURSION**  
**\$85.00**



**FRIDAY**  
**1 OCT**

## **JUST DANCE & KARAOKE**

Today we'll be ending vacation care with a big party! Show off your dance moves and wow us with your amazing voices as we do some Just Dance and karaoke!

**\$ INCENTRE**  
**\$65.00**