






Craigburn Primary Vacation Care Program

July 2016

Week 1	Monday 11 th July	Tuesday 12 th July	Wednesday 13 th July	Thursday 14 th July	Friday 15 th July
Children must have RED Hats on Excursion Days- No RED Hat? We will allocate them one and your account will be charged.					
7:00am – 8:45am Breakfast Available	Fitness Expo Come along as we find the fun in fitness We have Niki from "Motivate Yourself" running Kids CardioBox sessions- for year 3 & above due to equipment sizing  Zumba Athletics Fun games Staff/child ratio: 1/15	Movies at Mt Barker Today we are off to see Ice Age or TMNT at Wallis Cinemas Mt barker  Lunch at Keith Stephenson Park- weather permitting \$2 Popcorn & Fruit box available for pre-order Bus departs: 9:00am Returns: 3:30pm EX-Staff/child ratio: 1/10	Pyjamas & Onesie Party A day of Pyjama fun  Pillow fights Movies Pyjama & Onesie parade Make a dream catcher If you wish, bring along a bean bag or comfy cushion to watch a movie on the big screen Staff/child ratio: 1/15	Gazillion Bubbles Show Join us as we head to Festival Theatre to watch The Gazillion Bubble Show A magical interactive world of Bubbles, lasers and lighting  Bus departs: 11:30am Returns: 4:00pm EX-Staff/child ratio: 1/10	Movies at Marion Today we are off to see Finding Dory at Event Cinemas Marion  \$2 Popcorn & Fruit box available for pre-order Bus departs: 9:00am Returns: 3:00pm EX-Staff/child ratio: 1/10
Children need to bring:	Recess & Lunch	Recess & Lunch Red Hat	Recess & Lunch	Recess & Lunch Red Hat	Recess & Lunch Red Hat
Afternoon Snack provided daily 3:30-4:00 pm					
All the free play equipment, computers, Wii & construction material will be available for the children to use throughout the day as well as planned activities. We will also endeavour to let the children play outside throughout the day weather permitting.					
On Excursion days please have your children at OSHC no later than 8:30am. Failure to do so may mean your children miss the excursion					

Craigburn Primary Vacation Care Program

July 2016

Week 2	Monday 18 th July	Tuesday 19 th July	Wednesday 20 th July	Thursday 21 st July	Friday 22 nd July
Children must have RED Hats on Excursion Days- No RED Hat? We will allocate them one and your account will be charged.					
7:00am – 8:45am Breakfast Available	The Beach House Join us as we head to The Beach House at Glenelg for 2hrs of FUN  No water activities Followed by lunch at Wigley Reserve-weather permitting Bus departs: 9:00am Returns: 3:00pm EX-Staff/child ratio: 1/10 Spending money is allowed	Hands On Roll up your sleeves, warm up your hands & stretch those fingers. Today is all about what we can make, build, design & create with our hands  Build a bird feeder Wooden construction Macramé Create a piece of art using handprints Staff/child ratio: 1/15	Sing Along We are off to The Governor Hindmarsh for a mini concert Sing & dance along to Disney classics and current chart songs  After we will have lunch and a play at Bonython Park-weather permitting Bus departs: 9:00am Returns: 3:00pm EX-Staff/child ratio: 1/10 Spending money is allowed	Latitude Today we are heading to Latitude for some climbing, jumping and flying fun  After Latitude we'll be having lunch at Bonython Park-weather permitting Bus departs: 9:30am Returns: 4:00pm EX-Staff/child ratio: 1/8 Spending money is allowed	Jumping Castle If you still have energy in your legs from Latitude join us as we jump away the last day of Vac Care  Staff/child ratio: 1/15
Children need to bring:	Recess & Lunch Red Hat	Recess & Lunch	Recess & Lunch Red Hat	Recess & Lunch Red Hat	Recess & Lunch
Afternoon Snack provided daily 3:30-4:00 pm					
All the free play equipment, computers, Wii & construction material will be available for the children to use throughout the day as well as planned activities. We will also endeavour to let the children play outside throughout the day weather permitting.					
On Excursion days please have your children at OSHC no later than 8:30am. Failure to do so may mean your children miss the excursion					

CRAIGBURN PRIMARY VACATION CARE

PARENT INFORMATION

For more detailed information, please ask a staff member for a parent handbook. The information provided below is in addition to the handbook provided during the initial enrolment process.

Director: Kylie Preece

Phone Numbers: 8270 1620 or 0427 271 768

Email: cps.oshc820@schools.sa.edu.au

Opening Hours: 7.00am – 6:15pm

Late collection will incur a surcharge. If you are going to be late, please call and let us know. If a child is not collected 30 minutes after closing time and we have not made contact with parents, Crisis Care will be contacted.

Fees and Payment:

Early bird bookings (made & paid for before end of week 9):

School Based Day: \$48

Excursion Day: \$58

Casual bookings (during week 10 & holidays)

School Based Day: \$50

Excursion Day: \$60

Bookings:

Our Vacation Care program is licensed for 90 children per day. However, some of our excursions have limited availability because of the venue or our staffing capacity. We operate on a first in, first served basis, so book early to avoid disappointment.

Bookings can be made by completing the current booking form and returning via email or hard copy. Payment for Vacation care is required in advance.

Please note that we are now running different software which allows us to invoice Vacation care and OSHC independently. It also allows us to invoice fee estimates.

If you receive Child Care Benefit or/ and CCR your fees will be estimated using your most recent CCB percentage and invoiced. Bookings will be confirmed once payment has been received or a payment arrangement has been made at the discretion of the director. Please be aware that it is only an estimate and once attendances have been processed through CCMS they are subject to change. If we are fully booked, we will add your name to a reserve list. If there is a cancellation, we will contact reserves in the order requests are returned to us.

EXCURSIONS: In accordance with the Education and Care Services National Regulations 2011, we are required to notify parents of the staff/child ratios for excursions. This has been detailed on the program information. These have been calculated following a risk assessment for each excursion, which is available for parents to read. Please ask Kylie if you would like to see the risk assessment.

Cancellations: (Please read carefully)

Cancellations **in writing** for confirmed places will be accepted prior to **Monday 4th July**. Vacation care fees that have already been paid will be credited to your account for future vacation care or oshc invoices. **Cancellations after this date and during vacation care will be charged in full or you have the option to swap for another available day.**

In the case of illness, a medical certificate will be required for a refund of fees paid. Otherwise, the cancellation will be charged as an allowable absence and each child is entitled to 42 allowable absences each year, which receive CCB and CCR entitlements (if applicable).

Food & Nutrition:

Craigburn OSHC aims to provide a healthy and nutritious afternoon tea. A snack for morning tea & lunch is required on most days, unless otherwise stated in the program. On excursion days, unless otherwise stated, there will be no opportunity for children to buy lunch. If children bring money for lunch on these days, the OSHC staff will prepare a sandwich and fruit lunch at a charge. Please notify staff of any allergies or special dietary needs, and they will be catered for.

Please be aware that some children who attend Vacation Care have a serious nut allergy, so please do not send your child with any form of nuts or nut spread in sandwiches.

Illness and Medication:

Children who are ill will not be able to attend the program, to prevent illness from spreading, and to ensure your child's enjoyment in the program. If your child becomes ill during the day, you will be notified, and the child will be removed from activities until they can be picked up.

Please ensure that medications are given to children outside of their attendance at vacation care. A medication authority form, signed by the doctor will be required for medication in the prescribed bottle, with the child's name and dosage clearly stated. Non-prescribed medication will not be given to children during vacation care.

If you have previously notified us of medication use via the OSHC enrolment form and Action plan, we will collect that medication from the school for the duration of Vacation care. The medication will then be returned to the school at the beginning of the term.

Additional Needs:

Children with additional needs will be catered for at Craigburn Vacation Care. Please give the staff as much information as possible to ensure that we have all the information necessary to ensure that all children remain safe and have an enjoyable time. Please discuss any additional special needs with the director.

Clothing:

Remember your child will be playing all day. It is important that they are suitably dressed i.e. closed in shoes, clothes that are easy to move around in, shirts that cover shoulders, clothes that can take some paint etc.

A **RED OSHC Sun Smart** hat must be provided from September to June and is available for purchase from the school.

No Red Hat No Play. If children have no Red hat on excursion days, they will be allocated a hat and your account will be charged.

Behaviour Management Policy:

The Craigburn OSHC behaviour guidelines are clearly displayed on the notice board by the sign in/out desk. Our expectations are regularly discussed with the children and it is a condition of entry that all children abide with these expectations. Failure to do so may result in removal from the program, if the behavioural problems persist.

Bushfire Policy:

Under DECD's policy Craigburn Primary School will be **CLOSED** on days when **Catastrophic (Code RED)** bushfire weather conditions are forecast in the **Mount Lofty Ranges Fire Ban District**. This closure also applies to the OSHC & Vacation Care Services.

During Vacation Care, once staff have been informed by DECD that the school will be closed due to a catastrophic forecast for the Mount Lofty Ranges, staff will phone all parents whose children are booked in for that day. Parents will need to make alternative arrangements for their children. Any fees paid in advance will be reimbursed or credited to the account.

If the alert is issued over a weekend for a Monday, it will be the responsibility of parents to listen to warnings and the fire category for the Mount Lofty Ranges District. If it is declared Catastrophic (Code red) for this district on the Monday, the service will be closed.

If the bushfire starts on a day that the service is open, the school's bushfire invacuation procedure will be followed. If a fire starts in the region whilst Vacation Care is on an excursion and it is unsafe to return to school, the staff will choose a safe place to take the children and parents will be phoned. Parents must ensure that they provide current contact numbers each Vacation Care, including emergency contacts for when parents cannot be contacted.