

Craigburn Primary Vacation Care Program

December 2016 & January 2017

Week 1	Monday 19 th December	Tuesday 20 th December	Wednesday 21 st December	Thursday 22 nd December	Friday 23 rd December
Children must have RED Hats on Excursion Days- No RED Hat? We will allocate them one and your account will be charged. On home days No Red Hat No Play					
7:00am – 8:45am Breakfast Available	<p>Water Day</p> <p>Join us for a day of Water Fun</p>  <p>-Inflatable water slide -Water balloon fights -Water games -Slushies with a choice of 2 flavours</p>	<p>Christmas Gift Making</p> <p>5 Sleeps to Christmas...</p> <p>Come along and join us as we make gifts for the special people in our lives.</p>   <p>Bake Reindeer biscuits And Christmas decorations</p>	<p>Movies at Odeon Star Semaphore</p> <p>Today we are off to see Trolls at Odeon Star Cinema Semaphore</p>  <p>Lunch at Semaphore Foreshore- weather permitting</p> <p>Cinema snack combo's available - \$5 each</p> <ul style="list-style-type: none"> • Small Drink & Popcorn • Small Drink & Pack Chips • Small Drink & Chocolate Bar <p>Bus departs: 9:00am Returns: 4:00pm EX-Staff/child ratio: 1/10</p>	<p>Christmas Party</p> <p>Wear your Christmas clothes as we celebrate and make all things Christmas</p>  <p>- Make decorations -Christmas gifts -Christmas Movies on the big screen</p> 	<p>Christmas Beach Picnic</p> <p>We are off for a day of fun and adventure at Kingston beach and playground</p> <p>Sausage sizzle lunch provided</p> <p>Children will be allowed to explore the rock pools and walk in water.</p> <p>-Build sandcastles -Beach cricket</p> <p>Bus departs: 9:00am Returns: 3:30pm Staff/child ratio: 1/6</p> 
Children need to bring:	Recess & Lunch Red Hat Bathers, towel, rashie & change of clothes	Recess & Lunch Red Hat	Recess & Lunch Red Hat	Recess & Lunch Red Hat	Recess Red Hat Bathers, towel, rashie & change of clothes



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

December 2016 & January 2017

Week 2	Monday 9 th January	Tuesday 10 th January	Wednesday 11 th January	Thursday 12 th January	Friday 13 th January
Children must have RED Hats on Excursion Days- No RED Hat? We will allocate them one and your account will be charged. On home days No Red Hat No Play					
7:00am – 8:45am Breakfast Available	<p>Photo Day</p> <p>It's all about photos today</p>  <ul style="list-style-type: none"> -Photo booth -Make props for the photo booth -Bring in a baby photo, for guess who <p>Photo frame craft- bring in a usb with 6 photos you'd like to display</p> <p>*OSHC iPads are available or you can bring your own</p> <p>Staff/child ratio: 1/15</p>	<p>Adelaide Zoo</p> <p>Today we're off to explore the Adelaide zoo</p>  <p>We will have lunch at the Zoo's Nature Playground</p>  <p>Spending money is allowed</p> <p>Bus departs: 9:15am Returns: 4:00pm Staff/child ratio: 1/8</p>	<p>Games Day</p> <p>Join us for a GIANT day of fun and games</p>  <ul style="list-style-type: none"> Bubble Soccer Giant Jenga Giant Naughts & Crosses Giant Snakes & Ladders Giant Dominoes And Mega 4 in a line Table tennis 	<p>Marion Outdoor Pool</p>  <p>Join us for a day of fun in the sun as we swim and slide our way through the day.</p> <p>Please remember that it's a whole day in the sun, swimming. Bathers with as much coverage as possible are preferred. eg. rashie, t-shirt</p> <p>Spending money is allowed</p> <p>Bus departs: 9:15am Returns: 3:30pm Staff/child ratio: 1/6</p>	<p>Master Chef Day</p> <p>Let's see what we can whip up in the Kitchen today</p>  <ul style="list-style-type: none"> -Mystery box challenge -make your own pizza for snack -Design your own apron and decorate your chef's hat
Children need to bring:	Recess & Lunch Red Hat	Recess & Lunch Red Hat	Recess & Lunch Red Hat	Recess & Lunch Red Hat Bathers, towel, rashie & change of clothes	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

December 2016 & January 2017

Week 3	Monday 16 th January	Tuesday 17 th January	Wednesday 18 th January	Thursday 19 th January	Friday 20 th January
Children must have RED Hats on Excursion Days- No RED Hat? We will allocate them one and your account will be charged. On home days No Red Hat No Play					
7:00am – 8:45am Breakfast Available	Semaphore Waterslide Complex Today has something for everyone  Waterslides Ferris wheel Sideshows Mini golf Flying bee ride Jumping castle We will lunch at the Semaphore foreshore Spending money is allowed Bus departs: 8:45am Returns: 3:30pm	Reptiles Day Nadia from Radicool Reptiles is bringing along her scaly friends to join us today  Decorate reptile cupcakes to take home	Amazing Race at Victor Harbour We are heading to Victor Harbour for our very own amazing race. Where we will take in the sights and sounds of the Victor Harbour and explore all that it has to offer.....  Bus departs: 9:00am Returns: 4:30pm Staff/child ratio: 1/8	Make it Day Roll up your sleeves, warm up your hands & stretch those fingers.  Today is all about what we can make, build & design	Detective Day Put thinking caps on, grab your magnifying glass and help us solve the mysteries of OSHC... whose fingerprints will we find at the scene of the crime... 
Children need to bring:	Recess & Lunch Red Hat Bathers, towel, rashie & change of clothes	Recess & Lunch Red Hat	Recess & Lunch Red Hat	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

December 2016 & January 2017

Week 4	Monday 23 rd January	Tuesday 24 th January	Wednesday 25 th January	Thursday 26 th January	Friday 27 th January
Children must have RED Hats on Excursion Days- No RED Hat? We will allocate them one and your account will be charged. On home days No Red Hat No Play					
7:00am – 8:45am Breakfast Available	<p>Water World</p> <p>Today we are spoilt for choice, 3 Slides, 2 pools & an interactive water play zone</p>  <p>Please remember that it's a whole day in the sun, swimming. Bathers with as much coverage as possible are preferred. eg. rashie, t-shirt Spending money is allowed</p> <p>Bus departs: 9:00am Returns: 4:00pm Staff/child ratio: 1/6</p>	<p>Jumping Castle</p> <p>Today we have the massive Tiki jumping castle to jump our day away</p>  <p>We'll also have cooking and craft activities for when you need a break</p>	<p>Movies at Odeon Star Semaphore & Pokémon Hunt</p> <p>Today we are off to see Middle School at Odeon Star Cinema Semaphore</p>  <p>Lunch & Pokémon Hunt at Semaphore Foreshore- weather permitting</p> <p>Cinema snack combo's available - \$5 each</p> <ul style="list-style-type: none"> • Small Drink & Popcorn • Small Drink & Pack Chips • Small Drink & Chocolate Bar <p>Bus departs: 9:00am Returns: 4:00pm EX-Staff/child ratio: 1/10</p>	<p>Australia Day</p>  <p>No Vacation Care</p>	<p>Taking expressions of interest for this day</p> <p>we will notify families by Friday 23rd of December if we will open for this day.</p>
Children need to bring:	Recess & Lunch Red Hat Bathers, towel, rashie & change of clothes	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					

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 8):

School Based Day: \$48

Excursion Day: \$58

Casual bookings (during week 9 & 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 for week 1 (December) of vacation care will be accepted prior to **Monday 12th December**. For weeks 2, 3 and 4 (January) Cancellations **in writing** will be accepted prior to **Monday 19th December**. 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 evacuation 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.