CRAIGBURN PRIMARY VACATION CARE
PARENT INFORMATION

PLEASE READ CAREFULLY AS THERE ARE IMPORTANT CHANGES

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: Jo Long
Assistant Director: Kylie Preece

Telephone Numbers: 8270 1620 or 0427 271 768

Opening Hours: 7.30am – 6pm

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: $38  Excursion Day: $48

Casual bookings (during week 10 & holidays)
School Based Day: $40  Excursion Day: $50

Payment for Vacation Care must be paid for in advance.

If you receive Child Care Benefit, please see Jo (Director) or Kylie (Assistant Director) and we will calculate your fees with your most recent CCB percentage.

If there is a gap when the amount is calculated by CCMS, you will either be sent an invoice including the amount or showing a credit in the first week of the school term. Payment plans are available. Please see Jo personally, if you would like to discuss this option.

Bookings:

Our Vacation Care program is licenced for 45 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.

Once payment has been received, your booking will be confirmed. 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 Jo if you would like to see the risk assessment.
Cancellations: (Please read carefully)

Cancellations in writing for confirmed places will be accepted until Tuesday 2nd April with regard to bookings for Vacation Care and full fees paid will be credited to your account or refunded by cheque. Cancellations after this date and during vacation care will be charged in full.

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 your child is likely to require medication that is kept at school, then please collect the medication from the front office on the last day of term and hand it into the service, so this is readily available during the holidays. The medication will then be returned to the school at the beginning of the school 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 etc. A Sun Smart hat must be provided from September to June. A red OSHC hat is available for purchase from the school.
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 when parents cannot be contacted.