

Vacation Care Information

Welcome to our program

Below you will find some useful information about our vacation care program. Should you have any further questions please feel free to contact the staff at the service who will be happy to assist you with your enquiry.

Service Hours

The service will be open from 7.00 am to 6.00 pm and arrangements should be made for children to be collected on time. Children are welcomed to be dropped off and picked up any time between these hours but on excursion days we ask that they arrive at the service by 9.00 am.

Please advise the service staff if your child/children are unable to attend as early as possible, especially on excursion days.

Daily Fees

There are 3 different fees for vacation care days, depending on what is on offer on the program. If it is a theme day held at the school there is a charge of \$75.00, if we are holding an incursion or have ordered particular items in for the children to use and take home there is a charge of \$80 and if we are going out on an excursion there is a charge of \$90 per child per day.

If you are receiving the Child Care Subsidy from Centrelink your fees will be reduced. Please inform the service, if you have not already, that you are entitled to the Subsidy and they will ask you to follow the next steps to ensure that this comes through.

St. Columba's OSHC seeks only to cover operational costs, such as salaries, administration costs and children's travel expenses or incursion/excursion costs.

Fees also cover the cost of morning and afternoon teas.

Bookings

The vacation care program is released 4 weeks before the start of the vacation care period. At this point you can book your child's place in our program by logging on to the Xplor Home app and selecting the days that you would like your child to attend through the bookings section. (You are unable to make direct bookings through the Xplor website.) Please read through the Vacation Care document for more information.

Cancellations and Absences

Any cancellations made during the 3 weeks before vacation care or during the actual vacation care period will be charged at full fees. If your child is unable to attend due to illness or any other reason on any booked day you will be required to contact the service to inform educators, providing as much notice as possible so that families on the wait list can be contacted.

What to Bring

Please bring a bag for your child each day containing:

A hat

Sunscreen if your child requires a special brand

A packed lunch (no nuts please as we are an allergy aware service). We cannot heat up lunches or store them in the fridge so please pack accordingly.

A water bottle

Please leave all other toys & precious possessions at home (unless part of the days program) as no responsibility can be taken for lost or damaged items.

Appropriate clothing for the weather

PLEASE NAME ALL ITEMS CLEARLY

Sun Safety

We have a NO HAT, PLAY IN THE SHADE policy at our OSHC program. If your child forgets to bring their hat, we will ask them to wear a spare hat for the day or to only play in the shade. Sun cream is provided to your child at morning tea, lunch and afternoon tea but we ask that they are wearing sunscreen when they arrive at the service and are dressed in sun safe clothing during the summer vacation care period, eg shoulders and backs covered.

Transport & Excursions

While travelling to and from the outings offered in our service program, your child will be transported using an approved bus, fitted with seat belts and OSHC educators will ensure all children are wearing them before the journey begins. An OSHC Supervisor will be last off the bus each time to ensure all children have disembarked.

While on excursions staff complete regular head counts and checks from the roll and these are recorded. Children are pre-organised into groups with a staff leader, provided with identifying tags and a buddy from their group if at a park. A detailed excursion plan and risk assessment is also completed and is available for parents to view. Staff are first aid trained and a first aid kit is taken on the excursion along with any medication for individual children and sunscreen.

The Nominated Supervisor from the OSHC service will always be in attendance to supervise during trips and to ensure that the children and educators are following the excursion plan and risk assessment.

If you have any other questions about excursions please see our service staff.

Behaviour Management

Respectful & responsible behaviour is expected from your child at all times.

Please ensure that your child understands our service rules and expectations.

1. No violence or rough play
2. Stay within the play area and boundaries
3. Listen to and respect the adults and other children at the service
4. Walk inside
5. Use your quiet voice inside and on the bus

6. Treat the equipment and resources with care and pack away your area before moving on to somewhere else

For minor instances of unacceptable behaviour, your child will be reminded of the expectations of the service in positive terms and may be redirected to another activity.

For extreme cases of unacceptable behaviour, violence or bullying, a report will be completed by educators & the school principle and parents will be contacted to discuss the situation. This may result in your bookings being cancelled.

We look forward to seeing you at our
vacation care programs 😊