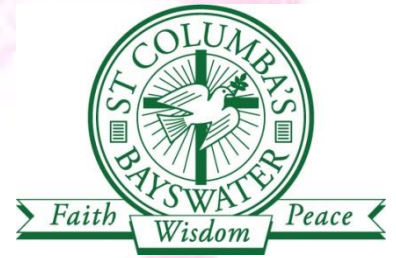


# St Columba's School Out of School Hours Care



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## 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.

### Fees

A fee of \$65.00 per day applies per child per day.

An additional fee for excursion or incursion days may apply. This amount will be advised on the program and booking forms and will be added to your account.

If you are registered with Centrelink for child care benefit or the tax rebate your fees may be reduced.

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 cover the cost of morning and afternoon teas.

## Bookings

To book your place in our program during the vacation care period you need to have returned a completed enrolment form and vacation care booking form.

## Cancellations and Absences

We regret that we are unable to cancel or transfer bookings once they have been booked. 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.

## 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)

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.

## 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.

## 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.

Staff from the OSHC program will always be in attendance to supervise during trips and will ensure that the children are following the bus safety rules.

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

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 you 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, an incident report will be completed by educators & parents will be contacted to discuss the situation. This may result in your booking being cancelled.

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