

The Heights OSHC July

Vacation Care

11th of July – 24th of July



Bookings open from Week 5, Monday the 30th of May 2022.

Please read the below information and book in fast to avoid disappointment!

\$57 per day, per child.

Childcare Subsidy provides
a reduced fee!

Important information for Vacation Care families

Please ensure you read the below information as it may have changed.

Enrolment:

Families using our service for the first time will need to complete an OSHC Enrolment Form before care can be given or bookings accepted. Enrolment forms are available via email or at the service.

Returning families are required to ensure that they have updated any information that may have changed. This may include addresses, emergency contact details and authorised pickups.

Bookings are available from **Week 5, Monday the 30th of May 2022** for families whose child is enrolled and attending The Heights School. Spaces available for Vacation Care bookings are subject to staffing, venue availability and may become fully booked prior to the closing date.

For the remaining community, any left-over spaces will be available to book from **Week 7, Tuesday the 14th of June 2022**. Bookings are requested to be in by Friday, the 17th of June 2022 to support staffing arrangements and allow the service to order resources, materials and assess the waiting list if there is one.

Bookings are available by filling in the OSHC Vacation Care Booking form and returning to OSHC directly or via email. Term time bookings do not roll over into Vacation Care.

**All bookings are subject to families accounts not being overdue.
Payment Plans are available at the agreement of the OSHC Director.**

Vacation Care Cancellations & Waiting List Procedure:

Once a Vacation Care booking is made, families can cancel up to two weeks prior, by 7am via email and not incur a charge.

Any cancellations after 7am, two weeks prior or failure to notify the service of non-attendance will be charged full fee and the session will be marked as absent.

In the event of a session being full, families will be placed on a waiting list managed by the service. The waiting list will be based on a first come first serve basis. The service will contact families **via email** and the family will have a required timeframe to accept the booking if it becomes available, or the space will go to the next person on the waiting list.

Child Care Subsidy:

The cost of care in Out of School Hours Care and Vacation Care varies according to each families Child Care Subsidy (CCS), which is based on their activity test. Contact the Department of Human Services (DHS) on 13 61 50 for further information.

Families eligible for Childcare Subsidy can receive up to 42 subsidised absent days per financial year. These absences are provided by the government to assist families and services in the event that children are unwell or the family do not notify the service within the require time frame. Families will be liable for the gap fee.

If you do not utilise the service for a 14-week period and if your child's last booked session(s) were marked as absent, you will be liable for paying full-fee on all absent sessions. Even though CCS may have been applied initially, Centrelink will revoke this and your account will go into debit and our standard debt collection process will occur.

COVID:

The Heights OSHC with support of the cleaners will continue following our safety and hygiene practices around the service. In the event of a COVID-19 situation, the service will follow SA health advice and inform families as soon as reasonably possible, if applicable.

Please be aware waiving of relevant fees will be subject to our standard cancellation policy unless the Government provide alternative support measures for families and services to remain viable.

Sun Protection:

A standardised approved sunscreen will be provided for all children each day your child attends. Children that may have sensitive skin or allergies to sunscreen are asked to please provide an approved sunscreen for their use.

It is preferable that children wear sleeved shirts for all outdoor activities and enclosed shoes for safety. Please do not send your child in singlet type shirts or dresses.

Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors).

Please note: **Baseball caps or visors** do not provide enough sun protection and therefore are not allowed. Children are required to wear sun safe hats that protect their face, neck and ears.

A sun safe hat is:

- Legionnaire hat
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm)
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm)

We encourage all families to ensure **each day** their child has packed recommended SunSmart outfits prior to arriving to OSHC. Children of whom do not come with relevant SunSmart outfits may be unable to participate in excursions or outdoor activities and families will be required to deliver relevant sun safety or be required to collect their child/ren. OSHC does not have access to the classrooms for their school hats.

Attendance Records:

All children must be signed IN and OUT of the program with exact times of dropping off and collection by an approved authorised person listed on their OSHC enrolment forms.

Not signing your child in/out each day will require families to reconfirm their child's attendance data and may affect the families CCS entitlements for the day resulting in full fees being charged. The service may not be able to amend the bookings after the day so we encourage families to please make sure you are signing your children IN and OUT. Please advise staff when you arrive and when you collect your child/children.

In the event of absence, please inform OSHC immediately when you know your child will not be attending on a "booked" day.

Collection of Children:

For safety and security, children will only be released to authorised adults that are named on the enrolment forms. Children must be signed in/out by their parent, or other authorised person, before they leave the OSHC grounds. Children must be collected by 6.00pm.

If the collection person is late because of an emergency situation, please notify OSHC as soon as possible on **8263 6244** so that appropriate arrangements can be made.

Late fees apply after 6.00pm (please refer to Fees policy for Late Collection fees).

Food:

Please note we have children attending the OSHC Vacation Care Program with severe allergies so we ask that you be mindful when packing your child's food for the day.

A packed recess, lunch, and afternoon snack must be brought every day.

It is requested that you do not send meals that staff need to cook or heat, including noodles.

Should your child have any specific dietary requirements please inform OSHC.

Our service follows a Healthy Eating Policy and we encourage families to provide lunch and snacks accordingly. Ice blocks might be provided to your child/ren on hot days.

In the event your child does not attend with lunch staff may prepare a snack with an additional fee added onto your account.

Staffing Ratios:

On site - one staff member per 15 school aged children & one staff member per 11 preschool children.

On excursion – excursion ratios are based on a risk assessment. Please refer to the program for specific ratios on any given day.

At all times there will be a minimum of one staff member with an approved qualification per 30 children and an educator with an approved Education and Care First Aid Certificate.

Medication:

Children who are not well should not attend the OSHC Program.

Should you require Vacation Care staff to administer your child with any medications please inform us beforehand so that appropriate paperwork can be completed.

Medications must be correctly labelled with your child's name in original packaging and given to staff. Medication is not to be kept in children's bags. No medication will be administered without the correct updated documentation for the OSHC service which may vary from the school plans.

In the event your child requires any form of medication for allergies or health, please ensure OSHC has up to date medication and information accessible at the OSHC service itself.

Children will not be allowed to attend the OSHC service in the event of medical supplies and information specific to your child is not provided to the service. Please note, the OSHC service will not have access to school supplies.

No nuts allowed.

Excursions:

To avoid disappointment, get your bookings in early as excursions book out quickly. Pack your child a light bag for excursions as we may need to carry bags with us, depending on the venue and its facilities. Children are not to bring spending money on excursions unless stated on the program.

For these holidays we will be utilising private Kanga Bus Services and LinkSA Charter Services.

Excursions might be cancelled if the forecast temperature exceeds 35 degrees, if it is raining heavily or COVID due to restrictions (alternative activities will be provided).

Children must arrive for excursions at least 15 minutes prior to the departure time stated on the program – we will not wait or contact any late arrivals and assume they will be absent or attending after the excursion.

This allows staff time to talk to the whole group about:

- Safety issues
- Behaviour expectations
- Organise recess / lunches / drink bottles
- Toileting
- Sunscreen application
- Groups of children and staff for excursions

On excursions, our best contact number is: 0427 449 273.

Activities:

The Heights OSHC will release an activity program relating to the programmed days closer to the date. This program will be displayed in the OSHC room for families to view.

Activities might be cancelled if the forecast temperature exceeds 35 degrees, if it is raining heavily or due to COVID restrictions during which, alternative activities will be provided on the day.

Risk Assessments:

Staff will complete a risk management assessment for potential risks of activities and equipment. Risk Assessments will be completed for all excursions. A risk assessment must identify and assess risks that the activity/excursion may pose to the safety, health or wellbeing of any child participating in the activity/excursion and specify how the identified risks will be managed and minimised. These also determine our ratios.

See staff for a copy of the OSHC excursion and risk assessment policy and copies of risk assessments.

Payment of fees:

The Heights School OSHC bills a week in arrears, therefore your bill will be received by a Thursday, for the Monday to Sunday prior. Therefore, any payments made after that period will appear on your next statement. Please be aware that transactions have processing days and sometimes do not appear on the day you process it.

During Vacation Care invoices/statements and reconciliation of payments may be delayed due to finance team being on leave. We ask that you keep track of relevant payments and pay the outstanding based on what you have previously paid. Invoices/ Statements may also be delayed due to the Director being on the floor. Every effort will be made to keep the schedule as per normal.

Payment is still required to be made within 7 days or reminders and debt collection processes will occur.



Cancellation of bookings for Vacation Care:

Once a Vacation Care booking is made, families can cancel up to two weeks prior, by 7am via email and not incur a charge.

Any cancellations after 7am, two weeks prior or failure to notify the service of non-attendance will be charged full fee and the session will be marked as absent.

Cancellation notice required to avoid full fee:

Day:	To avoid absent fee:
Monday	By Monday, 7am – two weeks prior
Tuesday	By Tuesday, 7am – two weeks prior
Wednesday	By Wednesday, 7am – two weeks prior
Thursday	By Thursday, 7am – two weeks prior
Friday	By Friday, 7am – two weeks prior

Avoid absent fee: *The required notice or more to avoid the absent gap (CCS) or full fee (non-CCS) being charged.*

Prior: *Meaning the relevant previous days or more.*

Cancellations: Can be made via email or in person.

Email: theheights.oshc167@schools.sa.edu.au

Ph: 08 8263 6244 – **on Excursion:** 0427 449 273

Additional fees: Non-refundable

Through CCS (Childcare Subsidy) families are provided with up to 42 absent days per child, per financial year to support families, meaning if you are receiving CCS you only have for the gap for any absences unless you have used all absent days.



July 2022 Vacation Care Program

Remember!

Everyday you attend you must bring:

No Hat No Play



SunSmart hats




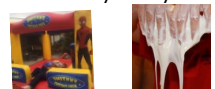


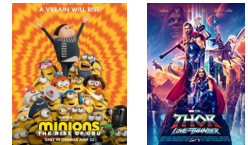
Drink bottle



Lunch box & healthy snacks

**Please always pack a spare hat (required for all outside activities)

Dress SunSmart! 

<p>Monday, 11th of July 2022 Start at: 9:30am</p>	<p>Incursion: Fun Time Day</p> 	<p>Join us today for what is sure to be a fantastic day with loads of equipment hired from FunTime Kids Parties. We will have access to this equipment for 2 days. Some of the fantastic activities include sumo suits, jumping castle, giant boardgames, archery target shooting and MEGA Lego blocks.</p>	<p>Children expected: 71 Educators: 5 Preschool Ratio: 1:11 School-aged Ratio: 1:15 Cost: \$57 per child minus CCS</p>
<p>Tuesday, 12th of July 2022</p>	<p>Incursion: Fun Time Day Pt 2 & Messy Day</p> 	<p>Continuing on from yesterday, we will continue exploring the fantastic party activities supplied by FunTime Kids Parties. We will also delve deep into the world of sensory play and create a messy day! There will be slime making, shaving cream art, oobleck and so much more!</p>	<p>Children expected: 86 Educators: 6 Preschool Ratio: 1:11 School-aged Ratio: 1:15 Cost: \$57 per child minus CCS</p>
<p>Wednesday, 13th of July 2022 Depart: 9:15am Return: 1:00pm</p>	<p>Excursion Mega Courts</p> 	<p>Excursion to Mega Courts via Private Bus Address: 10-18 Albert Street, Windsor Gardens SA, 5087 This excursion is all about being active while having incredible fun. We will be explore a variety of sports and have activities ready for us. There will also be inflatable activities on offer. These games will support our</p>	<p>Children expected: 78 Educators: 8 Preschool Ratio: 1:8 School-aged Ratio: 1:10 Cost: \$57 per child minus CCS</p>
<p>Thursday, 14th of July 2022</p>	<p>Around the World</p> 	<p>Today we will be exploring the different nationalities represented at OSHC and would love your support! If there is something unique to your culture or nationality that you would like to see in OSHC, let us know and we will add it to the agenda for today. As children travel through these stations, they will fill up their passports while exploring diversity.</p>	<p>Children expected: 71 Educators: 5 Preschool Ratio: 1:11 School-aged Ratio: 1:15 Cost: \$57 per child minus CCS</p>
<p>Friday, 15th of July 2022 Depart: 9:00am Return: 2:30pm</p>	<p>Excursion: Semaphore Cinema & Playground</p> 	<p>Excursion to Odeon Star Cinema via Private Bus Address: 65 Semaphore Road & Semaphore Rd, Semaphore SA, 5019 We are off on a road trip to the Odeon Star Cinema. Children in year 3 or below will be seeing Minions: The Rise of Gru (PG) and children in year 4 or above will choose to see either Minions: Rise of Gru (PG) or Thor: Love and Thunder (CTC). We will then be taking a short walk to Semaphore Foreshore Playground for lunch and a play.</p>	<p>Children expected: 80 Educators: 8 Preschool Ratio: 1:10 School-aged Ratio: 1:10 Cost: \$57 per child minus CCS</p>



Extreme weather: Please note that in the event of extreme weather conditions / Covid, incursions or excursions may change or be cancelled. Other activities will be provided in this instance.

BYO Devices: All personal belongings brought to OSHC are at your own risk—OSHC and school takes no responsibility for lost or broken items. Devices will only be allowed to be accessed when delegated by educators.—Mobile phones not permitted



A list of activities and meals will be available closer to the date





July 2022 Vacation Care Program

Remember!

Everyday you attend you must bring:

No Hat No Play



SunSmart hats



Drink bottle



Lunch box & healthy snacks

**Please always pack a spare hat (required for all outside activities)

Dress SunSmart!

<p>Monday, 18th of July 2022</p>	<p>Mini Masterchef Day</p> 	<p>Who's ready for a cook off? Grab your apron as we bake different snacks throughout the day. There will be crafts including chef hats and flags to represent foods from different countries. We hope you don't go home covered in flour, salt and sugar! *Please pack food like a normal day!</p>	<p>Children expected: 56 Educators: 4 Preschool Ratio: 1:11 School-aged Ratio: 1:15 Cost: \$57 per child minus CCS</p>
<p>Tuesday, 19th of July 2022 Depart: 9:00am Return: 2:00pm</p>	<p>Excursion: MARS Sporting Complex</p> 	<p>Excursion to MARS Sporting Complex via Private Bus Address: 63 Portrush Road, Marden SA, 5070 Join us for a sporting adventure where we get to split into groups and teams and learn about the art of basketball and soccer while being competitive. We will also be taking part in some multisport games such as poison ball and dodgeball.</p>	<p>Children expected: 78 Educators: 8 Preschool Ratio: 1:8 School-aged Ratio: 1:10 Cost: \$57 per child minus CCS</p>
<p>Wednesday, 20th of July 2022</p>	<p>Children vs Educators Day</p> 	<p>You think you are competitive? Try again—have you met the staff team? Today, we are going to play a bunch of games, both outdoors and indoors, but it won't be children against children, it will be children against educators! We will split into teams and show great sportsmanship and support through cheering and posters.</p>	<p>Children expected: 71 Educators: 5 Preschool Ratio: 1:11 School-aged Ratio: 1:15 Cost: \$57 per child minus CCS</p>
<p>Thursday, 21st of July 2022 Depart: 9:30am Return: 2:00pm</p>	<p>Excursion: Morialta Playground & Fasta Pasta Lunch</p> 	<p>Excursion to Morialta Playground and Fasta Pasta via Private Bus Address: Woodforde S.A 5072 & 511 North East Road, Gilles Plains SA, 5086 Be sure to bring along some gum boots and a rain jacket as we have an adventure filled nature play day at Morialta Playground. Even if the forecast suggests light to medium rain, we will go jump in the muddy puddles and explore the area. We will then head to Fasta Pasta for lunch with children's orders sent in for preparation before arrival.</p>	<p>Children expected: 78 Educators: 8 Preschool Ratio: 1:8 School-aged Ratio: 1:10 Cost: \$57 per child minus CCS</p>
<p>Friday, 22nd of July 2022 Start at: 10:00am</p>	<p>Incursion: Junk & Nature Playground</p> 	<p>Are you ready to get building with some natural resources? Today, we will be joined by Glenn who will show us how to build Tee-Pee's amongst other things with nothing but natural resources and teamwork. Even if the forecast suggests light to medium rain, we will proceed with this incursion as planned.</p>	<p>Children expected: 56 Educators: 4 Preschool Ratio: 1:11 School-aged Ratio: 1:15 Cost: \$57 per child minus CCS</p>



Extreme weather: Please note that in the event of extreme weather conditions / Covid, incursions or excursions may change or be cancelled. Other activities will be provided in this instance.

BYO Devices: All personal belongings brought to OSHC are at your own risk—OSHC and school takes no responsibility for lost or broken items. Devices will only be allowed to be accessed when delegated by educators.—Mobile phones not permitted



A list of activities and meals will be available closer to the date





July 2022 OSHC Vacation Care Booking Sheet

Child's Full Name	Health (H), Allergy (A), Food Related (F)	Year Level/Age

Child(ren) Initials:	Date:	Programmed Activity:	Parent Initials:
	Monday 11/07/2022	Incursion – Fun Time Day (\$57)	
	Tuesday 12/07/2022	Incursion – Fun Time Day pt 2 and Messy Day (\$57)	
	Wednesday 13/07/2022	Excursion – Mega Courts (\$57) Travelling to and from Mega Courts (10-18 Albert Street, Windsor Gardens SA, 5087) via private bus	
	Thursday 14/07/2022	Around the World (\$57)	
Year 3 and below	Friday 15/07/2022	Excursion – Semaphore Cinema and Playground (\$57) Travelling to Odeon Star Cinema (65 Semaphore Road, Semaphore SA, 5019) via private bus, then walking to Semaphore Foreshore Playground (Semaphore SA, 5019) and returning via private bus	
Year 4 and above		Year 4 and above choices are listed below (please circle). Minions: The Rise of Gru (PG)- (this will be default movie) Thor: Love and Thunder (CTC)	
	Monday 18/07/2022	Mini Masterchef Day (\$57)	
	Tuesday 19/07/2022	Excursion – MARS Sporting Complex (\$57) Travelling to and from MARS Sporting Complex (63 Portrush road, Marden SA, 5070) via private bus	
	Wednesday 20/07/2022	Children vs Educators Day (\$57)	
	Thursday 21/07/2022	Excursion – Morialta Playground and Fasta Pasta Lunch (\$57) Travelling to and from Morialta Playground and Fasta Pasta (Woodforde SA, 5072 and 511 North East Road, Gilles Plains SA, 5086) via private bus	
NOTE Please list your child(ren)'s meal and drink selection for lunch			
	Friday 22/07/2022	Incursion – Junk and Nature Playground (\$57)	

We/I, as the parent/guardian, agree to abide by the information given in regard to the parent information, inclusive of fees and cancellations as outlined on The Heights OSHC Vacation Care program. I give permission for my child/children to attend, participate in activities, incursions and excursions inclusive of method of transport as I have nominated by booking.

- ◆ I understand I must sign my child/children in 15 minutes prior to excursion departing times on the program or I may miss out on the excursion. Communication will be through email of any changes.
- ◆ I understand that my child **must be in sun protective clothes, hats and enclosed shoes each day my child attends** the service. *If your child does not bring an appropriate sun protective outfit you may be asked to come and collect your child or provide appropriate clothing (no singlets & no caps please).*
- ◆ I understand I must provide my child with a healthy morning snack, recess, lunch (no heating of food) and drink bottle every day they attend.
- ◆ I will supply relevant medical information and medication to the OSHC service prior to my child attending the service.
- ◆ As outline in The Heights fees policy, I understand and agree to pay for the relevant fees and cancellations in the event relevant notice is not provided
- ◆ I agree to abide by and support my family to follow The Heights School OSHC Policies, Procedures and Vacation Care information inclusive of all the information set out in the program.

Parent/Guardian Name: _____ **Signature:** _____

Date: / / _____ **Contact Number:** _____ **Email:** _____

Children/Family interests/input:

Number: _____
Date/Time: _____
Sign: _____
Placed: _____