

The Heights OSHC October Vacation Care

1st of October - 16th of October 2022



Bookings open from Week 5, Monday the 22nd of August 2022.

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

\$57 per day for home days/incursions, per child. \$65 per day for excursions, 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 22nd of August 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, Monday the 5th of September 2022**. Bookings are requested to be in by Friday, the 9th of September 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 discretion and agreement of the OSHC Director.**

Vacation Care Cancellations & Waiting List Procedure:

Once a Vacation Care booking is made, families can cancel up to ten business days (two full weeks) prior, by 7am via email to avoid relevant charges.

When notice is not provided within the above timeframe, or failure to notify the service of non-attendance, the session will be marked as absent and will be charged full fee (less CCS if applicable).

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** (if more than 48 hours' notice is provided) or **via phone** call (if less than 48 hours' notice is provided) 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 required time frame of absences. Families will be liable for the gap fee.

If you do not utilise the service for a 13-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(ren).

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. If you are unable to physically come in to drop off/collect your child(ren), please reach out to the staff so alternative arrangements can be made at the discretion of the director.

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 LinkSA Charter Services and Adelaide Coachlines 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.

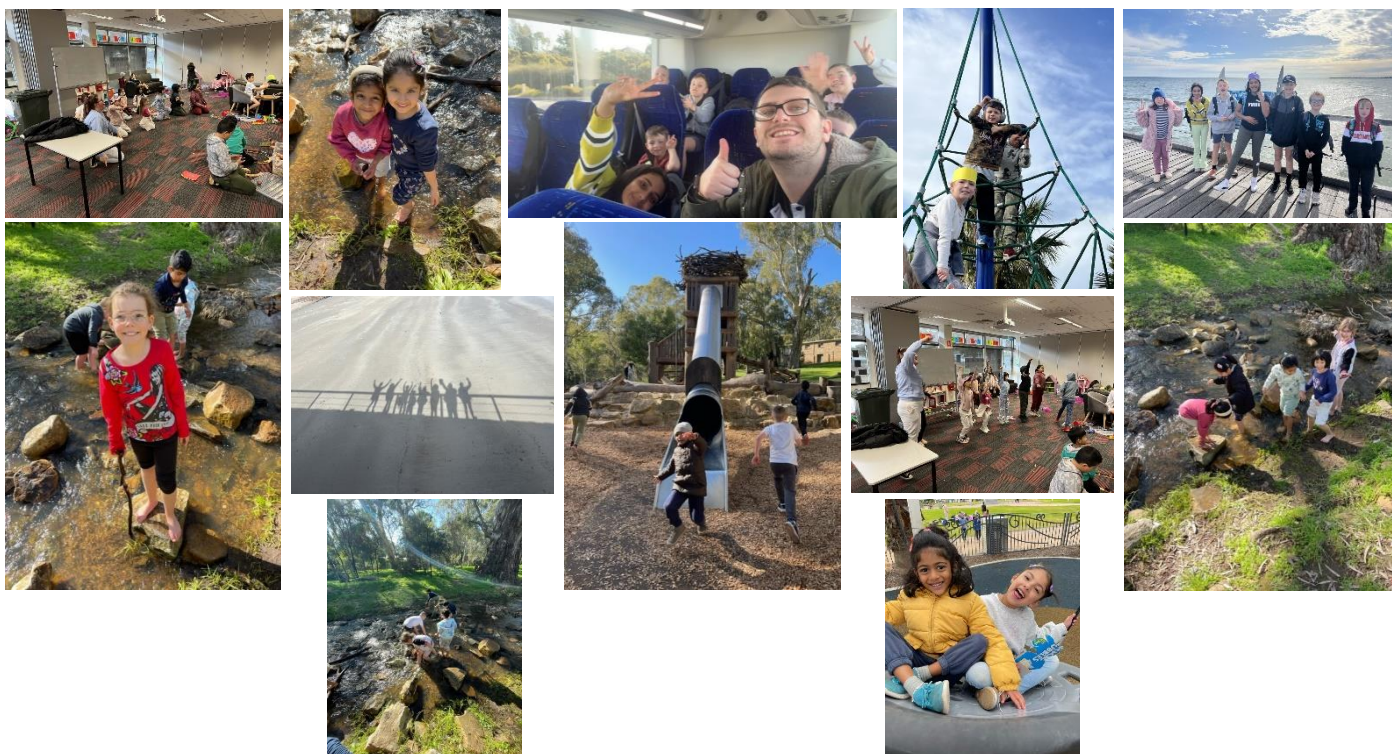
See staff for a copy of the OSHC excursion and risk assessment policy and copies of risk assessments.

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 (less CCS where applicable) and the session will be marked as absent.

Please note that our cancellation policy has been created to support the OSHC service in completing rosters and purchasing of relevant resources for the themed days. We roster based on the number of children booked per day alongside venue bookings including deposits and transportation which are required to be booked and rostered for in advance.

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: Must be made via email.

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 will only have to pay for the gap for any absences unless you have used all absent days.



October 2022 Vacation Care Program

Remember!

Everyday you attend you must bring:

No Hat No Play



SunSmart hats









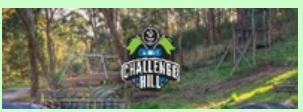

Drink bottle



Lunch box & healthy snacks

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

Dress 
SunSmart!

Monday, 3rd of October 2022	Public Holiday Labour Day	OSHC will be closed today for Labour Day. We hope all families enjoy their long weekend and look forward to an exciting vacation care!	
Tuesday, 4th of October 2022	Wheels Day 	Ready to kick off the holidays with a fun-filled day of everything wheels related. Bring in your bike, scooter, skateboard, or rollerblades and race around all day. We will set up a traffic system and be able to role play police, along with having craft activities available in the OSHC room. Remember to bring along a helmet and safety pads.	Children expected: 71 Educators: 5 Preschool Ratio: 1:11 School-aged Ratio: 1:15 Cost: \$57 per child minus CCS
Wednesday, 5th of October 2022 Depart: 9:45am Return: 2:05pm 	Excursion: Maritime Museum 	Excursion to Maritime Museum via Private Bus Address: 126 Lipson Street, Port Adelaide SA, 5015 Come along with us today as we embark on a self-guided tour through the Maritime Museum. We will be exploring the exhibitions available. This will include going on board a replica ship and below deck, exploring replica bunks, viewing the Explorer's and artwork exhibitions.	Children expected: 60 Educators: 7 Preschool Ratio: 1: 8 School-aged Ratio: 1:10 Cost: \$65 per child minus CCS
Thursday, 6th of October 2022 Depart: 9:10am Return: 3:00pm 	Excursion: Woodhouse Activity Centre 	Excursion to Woodhouse Activity Centre via Private Bus Address: 37 Spring Gully Road, Piccadilly SA, 5151 Who's ready for a challenge? We hope you are! Today we are going to head off to Woodhouse Activity Centre and explore Challenge Hill and weave our way through The Labyrinth. You will have the opportunity to explore some other famous Woodhouse Centre activities too. Remember to ensure you are wearing clothes that can get dirty and sneakers as we challenge ourselves and one another.	Children expected: 60 Educators: 7 Preschool Ratio: 1:8 School-aged Ratio: 1:10 Cost: \$65 per child minus CCS
Friday, 7th of October 2022	Retro Movie Day 	Join us today for a home movie day. We'll get crafting as we create our own imagination land, candles and an 'oh the places you'll go' display. We will also put on our own performance showing our best acting and directing skills. We will have access to a separate area for movies to play as we chillax in our pyjamas, Oodles and Ugg boots. Remember to pack appropriate shoes for outdoor activities as well.	Children expected: 71 Educators: 5 Preschool Ratio: 1:11 School-aged Ratio: 1:15 Cost: \$57 per child minus CCS



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

BYO Devices: ARE NOT PERMITTED UNLESS ON PROGRAMMED DAYS. All personal belongings brought to OSHC are at your own risk—OSHC and school takes no responsibility. Mobile phones not permitted.



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





October 2022 Vacation Care Program



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!



Monday, 10th of October 2022 Starts at: 11:00am	Incursion: Old MacDonald's Travelling Farm 	Today we will be visited by Old MacDonald's Travelling Farm and have a chance to engage with a variety of different animals. You may be given the chance to feed some animals, give them a hug, pat them and observe what these animals do in their daily lives. Remember to come in clothes that you don't mind getting messy.	Children expected: 71 Educators: 5 Preschool Ratio: 1:11 School-aged Ratio: 1:15 Cost: \$57 per child minus CCS
Tuesday, 11th of October 2022 Depart: 9:25am Return: 12:35pm 	Excursion: Inflatable World 	Excursion to Inflatable World via Private Bus 10 Clayson Road, Salisbury East SA, 5109 Are you ready to be worn out as we spend the morning at Inflatable World? I know we are! Join us as we run around, climb on and jump on all things inflatable. We are ready for one exhausting day! Remember to come wearing a pair of socks to join in.	Children expected: 60 Educators: 7 Preschool Ratio: 1:8 School-aged Ratio: 1:10 Cost: \$65 per child minus CCS
Wednesday, 12th of October Starts at: 10:00am	Incursion: Well-Being Day 	Let's get ready to focus on some breathing and mindfulness exercises and we look at our well-being. We will have a Henna tattooist join us for the day and offer a Henna tattoo or glitter tattoo to anyone who would like one. We also have a Yoga and Fitness Instructor coming out to share with us some breathing and stretching techniques.	Children expected: 71 Educators: 5 Preschool Ratio: 1:11 School-aged Ratio: 1:15 Cost: \$57 per child minus CCS
Thursday, 13th of October Starts at: 10:30am	Incursion: Tri Skills 	Following on from many of the interests displayed at OSHC, we will be joined today by some instructors from Tri Skills. They will be bringing along a gymnastics circuit for us to have a go at and an air gym for you to try a variety of different gymnastics-style springs. Get ready to try to balance your way across the beam and show off some different hand stands and cartwheels along with other skills.	Children expected: 71 Educators: 5 Preschool Ratio: 1:11 School-aged Ratio: 1:15 Cost: \$57 per child minus CCS
Friday, 14th of October Depart: 9:05am Return: 1:55pm 	Excursion: The Arts Theatre and Playground 	Excursion to The Arts Theatre Private Bus The Arts Theatre Address: 53 Angas Street, Adelaide SA, 5000 Klemzig Recreation Reserve Playground Address: OG Road & North East Road, Klemzig SA, 5087 Come with us today to watch the talent from the Adelaide Youth Theatre as they perform Madagascar The Musical for us. We will then head to a playground for lunch and a play.	Children expected: 58 Educators: 6 Preschool Ratio: 1:8 School-aged Ratio: 1:10 Cost: \$65 per child minus CCS



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

BYO Devices: ARE NOT PERMITTED UNLESS ON PROGRAMMED DAYS. All personal belongings brought to OSHC are at your own risk—OSHC and school takes no responsibility. Mobile phones not permitted.



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



October 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 03.10.2022	Pupil Holiday – We are closed	
	Tuesday 04.10.2022	Wheels Day (\$57)	
	Wednesday 05.10.2022	Excursion – Maritime Museum (\$65) Travelling to Maritime Museum (126 Lipson Street, Port Adelaide SA, 5015) via private bus	
	Thursday 06.10.2022	Excursion – Woodhouse Activity Centre (\$65) Travelling to Woodhouse Activity Centre (37 Spring Gully Road, Piccadilly SA, 5151) via private bus	
	Friday 07.10.2022	Retro Movie Day (\$57)	
	Monday 10.10.2022	Incursion – Old MacDonald's Travelling Farm (\$57)	
	Tuesday 11.10.2022	Excursion – Inflatable World (\$65) Travelling to Inflatable World (10 Clayson Road, Salisbury East SA, 5109) via private bus	
	Wednesday 12.10.2022	Incursion – Well-Being Day (\$57) My child can/cannot receive a Henna/glitter tattoo today	
	Thursday 13.10.2022	Incursion – Tri Skills (\$57)	
	Friday 14.10.2022	Excursion – The Arts Theatre and Klemzig Recreation Reserve (\$65) Travelling to The Arts Theatre (53 Angas Street, Adelaide SA, 5000) via private bus and then to Klemzig Recreation Reserve Playground (OG Road & North East Road, Klemzig SA, 5087) via private bus.	

We/I, as the parent/guardian, agree to abide by the information given in regards to the parent information, inclusive of fees and cancellations as outlined on The Heights OSHC Vacation Care program. I give permission for my child(ren) 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(ren) 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 outlined 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: _____