

# **WILLUNGA VACATION CARE PROGRAM Dec 2020/Jan 2021**

Contact details: [dl.0744.oshcwillunga@schools.sa.edu.au](mailto:dl.0744.oshcwillunga@schools.sa.edu.au)

**Phone : 0438 761 656**

## **PLEASE READ ALL THE INFORMATION PROVIDED**

**WEEK 1: Monday 14<sup>th</sup> –Friday 18<sup>th</sup> Dec 2020.**

**WEEK 2: Monday 21<sup>st</sup> –Wednesday 23<sup>rd</sup> Dec 2020**

**RE-OPEN WEEK 3: Thursday 7<sup>th</sup> & Friday 8<sup>th</sup> January 2021**

**WEEK 4: Monday 11<sup>th</sup>- Friday 15<sup>th</sup> January 2021**

**WEEK 5: Monday 18<sup>th</sup> –Friday 22<sup>nd</sup> January 2021**

**WEEK 6: Monday 25<sup>th</sup> January 2021.**

**Venue:**

**Willunga Primary  
OSHC Building.**



## **FOOD, DRINK & WHAT TO BRING:**



**PLEASE BRING RECESS, LUNCH and AFTERNOON SNACKS, a  
DRINK BOTTLE OF WATER and a SUN SAFE HAT EVERY DAY.**

Please provide enough food for your child for these breaks – (Breakfast is NOT provided during Vacation Care.)

Please provide a lunch that does **not require heating.** - **NO SPENDING MONEY PLEASE**

Please keep 'junk food' to a minimum as we need to keep within our Nutritional Guidelines.

**Lollies and chocolates to be kept at home please.**

Children diagnosed with Anaphylaxis allergies attend our service and we support an allergy aware environment. **NUT FREE ZONE**

**Hours: 7.30am – 6.30pm**

**COST: \$60.00**

**Bookings received by Wednesday, 9<sup>th</sup> Dec 2020  
will be reduced to \$55.00 per session.**

*Excursions incur a fee of \$15.00 added to accounts.*

*Excursion days everyone goes and numbers are capped.*

## **PLEASE NOTE CANCELLATION POLICY**

### **Cancellation Charges and Casual Surcharge**

Your account will be charged for any cancellations or absences **MADE WITHIN** the Vacation Care period. If it is the last days of your bookings that your child is absent or cancelled, a flat fee of \$15.00 per child/per day will be charged in place of absent days due to Government changes to CCS.

*Fees can be waived if a Medical Certificate is presented by the end of that week.*

**For cancellations, please call 0438 761 656 (OSHC Service).**

Casual bookings can be accepted with notice (if there is enough space)

“Swapping” of days is NOT accepted due to our obligations to staffing requirements.

**FULL PAYMENT IS REQUIRED WITHIN 7 DAYS OF INVOICE.**

Late payment will result in restriction of access to future Vacation Care Programs

## CLOTHING AND SUN SAFE

- T-shirt with sleeves to cover shoulders.
- Broadbrim, Bucket or Legionnaires Hat.
- Sun screen is available at the service for children to apply.
- Jumper for those cooler days
- Bring a bag to keep belongings safe.
- Covered in shoes, NO THONGS

## PLEASE LEAVE ALL ELECTRONIC DEVICES AT HOME

Phones, Ipads etc.

## FOR YOUR INFORMATION

**FOOD STORAGE:** We do not have facilities to refrigerate children's lunches. Please ensure that food is packed with a cooler block to avoid perishing on warm days. Please do not send energy drinks or soft drinks.

**SCOOTERS**, etc: We permit children to bring skateboards, scooters and roller skates on **non-excursion days**. Children **MUST** bring their own helmets, **NO BIKES PLEASE** (unless programmed activity)

### THE PROGRAM:

Children are encouraged free choice in play. Some children do not wish to participate in the day's programmed activity, so we have a variety of other activities for them to do. Some of the popular ones are:-



- Hama Beads, Friendship bracelets and "tomboys".
- A variety of art and craft materials accessible for children.
- A variety of indoor and outdoor games and equipment.
- Dress ups and props for dramatic play.
- Sports and equipment.
- Access to sandpit and playgrounds.
- Movies and Music/Dance.
- Ipads and Xbox (limited times)
- Our buggies and skateboards.
- Children's Spontaneous play ideas and suggestions.

**Changes to program:** We reserve the right to change, cancel or reschedule the programmed activities without prior notice. We will inform you on the day by placing a notice at the sign-in desk.

**BEHAVIOUR:** The OSHC staff are highly skilled and experienced in assisting children to manage their behaviour. We give them clear guidelines, regular reminders of our expectations and logical consequences for inappropriate behaviour. We expect a normal standard of respect, courtesy, care for self and others and care for property and facilities. Children are required to follow instructions promptly and without argument.

If a child's behaviour is unacceptable, dangerous or disrespectful, is impacting on the staff or children and they are not responding satisfactorily to the measures implemented by the OSHC staff, a parent/guardian may be contacted and required to collect them from the service. The OSHC committee reserves the right to suspend a child's access to the Vacation Care program or to particular activities or excursions if their behaviour is a concern to us. We ask for your full support in this. Please see our "Behaviour Guideline" Policy

**How can I be involved?** We welcome family input into our program, so please let us know if you have suggestions or feedback to help improve our service. We are always looking for games and craft activities to use at the service. If you have a special skill or talent and are able to provide us with any assistance, please let us know!

Day	Activity	Further Information
<b>Monday, 14<sup>th</sup> Dec.</b> 	<b>Native Christmas Wreaths</b>	BRING A <b>SUNSAFE HAT</b> EVERY DAY <i>Also Bring</i> - Own recess, lunch & afternoon snack with water to drink. <i>Appropriate footwear and clothing</i> (No thongs, no caps and shoulders covered please) <b>EVERYDAY!</b>
<b>Tuesday 15<sup>th</sup> Dec.</b> 	<b>Local Walk</b> Linear Track & Hans Christian Story Seat	An environmental walk, what will we see?  Please wear comfortable/safe walking shoes
<b>Wednesday 16<sup>th</sup> Dec</b> <b>EXCURSION</b>	Adelaide Youth Theatre <b>ALADDIN Kids</b>	<ul style="list-style-type: none"> <li>• Be at OSHC by 8.45am</li> <li>• No Spending Money</li> <li>• No Service back on site during excursion</li> <li>• Back on site approx. 3.00pm</li> </ul>
<b>Thursday, 17<sup>th</sup> Dec</b>	Create your own <b>Gift Cards and Wrapping Paper</b>	
<b>Friday 18<sup>th</sup> Dec</b>	<b>Bracelets and Friendship Bands</b> with Polymer Clay <b>&amp; Xmas Crafts</b>	
<b>Monday, 21<sup>st</sup> Dec</b> 	<b>MEGA COMBO Bouncy Castle &amp; Christmas Crafts</b>	
<b>Tuesday, 22<sup>nd</sup> Dec</b>	Plaster Mould Painting & Framed Marble Art	
<b>Wednesday, 23<sup>rd</sup> Dec</b>	<b>Dress Up in Your Xmas Clothes, Sausage sizzle lunch</b>	
<b>Thursday 24<sup>th</sup> &amp; Friday 25<sup>th</sup> Dec</b>	<b>CLOSED</b>	
Monday 28 <sup>th</sup> Dec - Friday 1 <sup>st</sup> January	<b>CLOSED</b>	
<b>Monday 4<sup>th</sup> – Wed 6<sup>th</sup> January 2021</b>	<b>CLOSED</b>	
<b>Thursday, 7<sup>th</sup> January 2021</b>	<b>WHEELS DAY</b> Bring Your Bike, Scooter, Skateboard or Skates <b>AND YOUR HELMET TOO!</b>	
<b>Friday, 8<sup>th</sup> January</b>	<b>Hessian Art Wall Hangings, Plaster Mould Paintings and Group Games</b>	

Day	Activity	Further Information
<b>Monday, 11<sup>th</sup> Jan.</b> 	<b>Clay Creations</b> (Theme to be advised) <b>To be Fired in a Kiln</b>	BRING A <b>SUNSAFE HAT</b> EVERY DAY <i>Also Bring</i> - Own recess, lunch & afternoon snack with water to drink. <i>Appropriate footwear and clothing</i> (No thongs, no caps and shoulders covered please) <b>EVERYDAY!</b>
<b>Tuesday 12<sup>th</sup> Jan.</b> <b>Excursion</b> 	<b>Noarlunga Swimming Centre</b> Please bring a towel, name belongings, enclosed shoes for other outdoor activities and play back at OSHC. <i>Thongs are ok <b>only</b> during excursion.</i>	<ul style="list-style-type: none"> <li>Be at OSHC by 8.45am</li> <li>No Spending Money</li> <li>No Service back on site during excursion Back on site approx. 3.00pm</li> </ul>
<b>Wednesday 13<sup>th</sup> Jan</b> 	<b>Super Hero Day!</b> <b>With Fruit Smoothies</b> 	Dress up as a super hero- What is your super power? Make your own Super Mask.
<b>Thursday, 14<sup>th</sup> Jan</b>	<b>Gladiator Duel Bouncy Castle and Board Games!</b>	
<b>Friday 15<sup>th</sup> Jan</b>	<b>Fly, Float or Glide</b>	Make your own Plane, Bird or Parachute and give them a test flight!
<b>Monday, 18<sup>th</sup> Jan</b>  Dress up!	<b>Hawain Day</b> <b>With Volley Ball and Totem Tennis Games.</b>	- Design your own surfboard, skateboard or Guitar and have it laminated!
<b>Tuesday, 19<sup>th</sup> Jan</b>	<b>Cooking</b> <b>Muffins</b> Mmmm...Yum!	
<b>Wednesday, 20<sup>th</sup> Jan</b> 	<b>WATER SLIDE</b> Bouncy Castle	<ul style="list-style-type: none"> <li>Rashies or T-shirts to be worn</li> <li>Bring a towel</li> <li>Please name belongings</li> <li><b>Must</b> bring safe shoes for other outdoor activities and play. Thongs are ok <b>only</b> during water play.</li> </ul>
<b>Thursday, 21<sup>st</sup> Jan</b> <b>Excursion</b>	Adelaide Youth Theatre <b>Moana Jr</b>	<ul style="list-style-type: none"> <li>Be at OSHC by 8.45am</li> <li>No Spending Money</li> <li>No Service back on site during excursion Back on site approx. 3.00pm</li> </ul>
<b>Friday, 22<sup>nd</sup> Jan</b>	<b>P.J. &amp; Popcorn Day!</b> OSHC Movies and Crafts	Wear your P.J.'s Bring a Teddy, cushion or pillow
<b>Monday, 25<sup>th</sup> Jan</b> 	<b>Back Yard Cricket</b> <b>with Mini Sports and Games</b>	Join in with a team sport or challenge your skills on your own!
Tuesday 26 <sup>th</sup> January	<b>PUBLIC HOLIDAY</b>	
Wednesday 27 <sup>th</sup> January	<b>SCHOOL IS BACK</b>	

## **Behaviour Guidelines:**

At OSHC and Vacation Care everyone has the right to feel safe and secure and to have fun. It is everyone's responsibility to ensure that this happens.

Within the service environment, staff and children work collaboratively to define consequences for the actions of children who do not respect or consider the safety of others.

The service has clear steps for unacceptable behaviour, which are compatible with the school policies and procedures.

We believe that to effectively guide children's behaviour we need to ensure children are continually guided positively and encouraged towards acceptable and inclusive behaviour in order to maintain their self-esteem, dignity and personal integrity.

The behavioural expectations are as follows:

- We respect and care for ourselves, other children, educators and property.
- We work and play safely and cooperatively.
- We follow directions of educators/staff members.
- We stay inside the supervised boundaries.

**Staff are to act upon any inappropriate behaviours and/or actions quickly and discreetly.**

The following steps are introduced when the rules are not being followed:

1. The child is reminded of the rule or expectation.
2. A short time away from the area of play or redirected to another area of play.
3. If the child continues the behaviour, there will be a temporary loss of some privileges i.e. Ipad and console use.
4. If child's behaviour is continually defiant and not following steps 1-3, families will be notified.
5. If a child is being unsafe to self and/or others, families will be contacted to collect their child immediately.
6. Repeated inappropriate behaviour will result in consultation with families. At this time, the child, parent/guardian and director may negotiate and formulate a behavioural plan.
7. If all of the above steps prove unsuccessful, the child may be asked to leave the program and further bookings cancelled. Future return to the service may be negotiated.

***Please discuss these steps with your child so they are aware of the consequences.***

We respect and care about your child and work very hard to ensure their wellbeing, and for our service to be a safe and happy environment for all who attend. The children are reminded regularly that they are to cooperate with OSHC educators and follow instructions and requests promptly and without argument.

**Please help us by reinforcing our expectations to your child.**

## BOOKING FORM

PLEASE RETURN COMPLETED FORMS EITHER DIRECT TO THE SERVICE OR VIA  
EMAIL [dl.0744.oshcwillunga@schools.sa.edu.au](mailto:dl.0744.oshcwillunga@schools.sa.edu.au)

CHILD'S SURNAME: \_\_\_\_\_ CHILD'S SCHOOL: \_\_\_\_\_

Child/ren's First names: \_\_\_\_\_

ENROLLING PARENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL ADDRESS (to receive your invoices) \_\_\_\_\_

**EMERGENCY CONTACT** (Other than enrolling parent) Name \_\_\_\_\_

Please nominate your preferred payment option:

**Mobile** \_\_\_\_\_

☐ OPTION 1 (bank transfer or pay in person **7 DAYS AFTER INVOICE**)

☐ OPTION 2 (credit card deduction . . . see below)

**The following information is only required if you HAVEN'T previously received CHILDCARE SUBSIDY (CCS)  
at WILLUNGA VACATION CARE:**

\*PARENT'S Date of birth: \_\_\_\_\_ PARENT'S CRN: \_\_\_\_\_

Child #1: \_\_\_\_\_ \*Date of birth: \_\_\_\_\_ \*CRN: \_\_\_\_\_

Child #2: \_\_\_\_\_ \*Date of birth: \_\_\_\_\_ \*CRN: \_\_\_\_\_

Child #3: \_\_\_\_\_ \*Date of birth: \_\_\_\_\_ \*CRN: \_\_\_\_\_

\*TOTAL NUMBER OF CHILDREN that you have in care (including here & at other child centres): \_\_\_\_\_

**Terms of Payment are strictly seven (7) days. Payment Options are:**

Cash or Credit Card/Debit Card at the Service

EFT Direct Debit: Willunga Primary School OSHC BSB: 105-108 ACC: 025412940

By Credit Card through the QKR App.



I \_\_\_\_\_ agree to the Terms and Conditions relating to  
accessing the Willunga OSHC Service and have read the Behaviour Guideline Policy.

**SIGNED:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Write your child/ren's First name in the boxes below for each day that you want to book**

Monday, 14/12/20	Tuesday 15/12/20	Wednesday 16/12/20	Thursday, 17/12/20	Friday 18/12/20
Monday, 21/12/20	Tuesday 22/12/20	Wednesday 23/12/20	Thursday, 24/12/20	Friday 25/12/20
			Closed	Christmas Day Closed
Monday 28/12/20	Tuesday 29/12/20	Wednesday 30/12/20	Thursday 31/12/20	Friday 1/1/21
Closed	Closed	Closed	Closed	Closed NYD
Monday 4/1/21	Tuesday 5/1/21	Wednesday 6/1/21	Thursday 7/1/21	Friday 8/1/21
Closed	Closed	Closed		
Monday 11/1/21	Tuesday 12/1/21	Wednesday 13/1/21	Thursday 14/1/21	Friday 15/1/21
Monday 18/1/21	Tuesday 19/1/21	Wednesday 20/1/21	Thursday 21/1/21	Friday 22/1/21
Monday 25/1/21	Tuesday 26/1/21	Wednesday 27/1/21	Thursday 28/1/21	Friday 29/1/21
	Public Holiday	<b>SCHOOL IS BACK</b>	<b>SCHOOL IS BACK</b>	<b>SCHOOL IS BACK</b>



Is your child/ren      Aboriginal: Yes / No,      TS Island: Yes / No

Are there any current Court-sanctioned orders relating to this child/ren: Yes / No

**\*\*If yes, please attach a copy of the order for the OSHC service records.**

### Medical Information:

Does your child/ren have a diagnosed medical condition which might need first aid?      Yes      No

**\*\* If yes, please attach a Health Care Plan from the treating doctor/health professional**

Details:

Does the child/ren have any special dietary needs or additional needs?      Yes      No

Details:

Has the child/ren received all immunisations appropriate for her/his age?      Yes      No

Medical Practitioner: ..... Phone: .....

Medical Benefits Cover Provider: ..... Medicare No .....

Ambulance Cover:      Yes      No

**Please note: NO medications (including paracetamol or antibiotics) can be administered without a signed Health Care Plan signed by a Health Professional. Medications are required to be in original containers with child's name clearly marked. Please complete a Medication Authority Form.**

### Consents:

I consent for my child to take part in supervised walking excursions within the local area as part of the Centre's program.

Signed: \_\_\_\_\_

I consent to my child watching selected G and PG movies at OSHC.

Signed: \_\_\_\_\_

I consent to my child's image being recorded for evaluation / display purposes

Signed: \_\_\_\_\_

### Agreements:

I agree to pay the required fees for my child's booked childcare hours and accept the policies and rules of the Service.

I am familiar with the Account Terms and Conditions and understand that accounts must be paid within seven (7) days from the date of invoice.

I agree that the staff of the Service may administer simple first aid to my child if the need arises.

I understand that if at any time the staff of the Service consider my child requires emergency medical assistance, they will have the ambulance attend my child. I acknowledge that I will be liable for any expenses incurred in the treatment of my child.

I certify that the information entered upon this form is true to the best of my knowledge and I undertake to inform the Service if any of these details change.

Parent/Guardian signature: .....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_