Staff and program
As with our OSHC service through the term, you’ll see our regular team of Hazel Duffield (Director) and Emma Duffield in Vacation Care along with various casual staff. We will be working together to provide you with a quality Vacation Care service with a safe, fun and stimulating program for the children to enjoy. Along with running the activities on the attached program, we will also provide other activities such as construction, drawing and colouring in, creative experiences, card games, board games, home corner, movies, Play Station 2, Wii, sports and playground to name a few things. We invite your input and ideas with our program, so please chat with us about this or write us a note in the Parent Communication Book or Suggestion Box.

Arrival/Departure
You must initial the daily roll in the arrive column and show the time of arrival when leaving your child/ren with us. When collecting your child/ren you must sign the daily role in the depart column and show the time you collected your child/ren. Only those listed on your enrolment form may collect your children and photo ID may be necessary.

A late fee of $1 per minute per child will apply for any late collection after closing time of 6:30pm. Please call 0490113631 if you may be late.

Bookings & cancellations
To make bookings, fill out the bookings form attached. To make more bookings later, be sure to contact staff beforehand on 0490113631. Please do NOT arrive at the session without making a booking first. Cancellations must be made 5 full business days prior to the booked session otherwise fees will be charged. These days enable us to rearrange staff rostering if necessary or contact other families who may be on the waiting list for that day. To cancel a booked session talk to a staff member at Vacation Care and write it in the parent communication book or call Hazel. Please do NOT contact the School Office, as they will be closed for much of the school holidays.

Fees/Accounts
Your accounts for a particular week/fortnight will be emailed (if you’ve given us your email address) or printed and mailed to you. You will need to pay these accounts at the School Office when open or arrange an alternative such as electronic funds transfer being sure to stipulate the money is for OSHC/VAC fees, not school fees.

Excursion Days
Your child must be at the centre by the time stipulated on the program sheet on excursion days. If you arrive after this time, there will not be any staff remaining at the centre, so care cannot be provided. Fifteen minutes before departure, staff direct children to go to the toilet and then have a group discussion about expectations while on the excursion. Programs will be flexible and can be cancelled, modified or shortened if it is in the children’s best interests and at the Directors discretion. Families will be informed as soon as practicable.

Food issues
We provide a nutritious breakfast, lunch and afternoon tea. Lunch and afternoon tea are a set menu as stipulated on the program sheet. If your child would prefer something other than the menu, please provide it for them. You will need to provide your children with a PACKED RECESS and WATER BOTTLE as you would for school. Children need to store their food in their bags and will not be able to store it in our fridge. We also follow HOPE Christian College’s nut free policy so please don’t supply the likes of peanut butter or nutella or anything that may contain nuts. Also, please do not send lollies/confectionary of any type with your child as we do not encourage these items to be consumed at OSHC/Vac Care.

Clothing & Sun Safety
Please dress your children in clothes appropriate to doing (messy at times) creative activities. Sneakers or enclosed shoes work best, NO THONGS please as this is a safety issue when playing outside, running and climbing. If thongs are worn children may not be able to take part in outdoor or gym activities. Children need to bring a broad-brimmed hat (not caps). We do not have spare/loan hats therefore NO HAT NO PLAY policy applies for outside activities. Please send children in clothing that covers shoulders for protection from UV rays, in line with our Sun Safety Policy. Please label clothes and bags, etc to prevent loss of property.

Mobile phones & cameras
Please DO NOT send your children with mobile phones or cameras. Children are not allowed mobile phones in Vacation Care. For safety and privacy, children are not allowed to take photos or record other children in care on their own equipment nor show them photos on digital cameras. Mobile phones at Vacation Care will be stored in our office until the child is collected. Staff will take photos during Vacation Care, so children can ask for pictures to be taken as they like and they will be displayed in OSHC.

If you need to contact your children, please call the OSHC phone. We look forward to sharing these holidays with you and your children. If you have any questions, please contact Hazel Duffield (Director) on 0490113631.

Yours in His Service,
The OSHC team
Please remember to bring your hat

A water bottle

And wear enclosed shoes

(suitable for playing on play equipment and in the gym)

Thank you