Hope Christian College Vacation Care Information

Welcome to the Hope Christian College Vacation care program. We look forward to sharing these holidays with you and your children!

Hours of Operation: We are open from 6:30am-6:30pm.

We recommend returning your booking form as soon as possible. In order for children to be booked in, all children must be enrolled in HCC OSHC. Bookings for vacation care will only be accepted upon completion of the signed booking forms in the vacation care package and bookings will not be accepted via text, phone or email. (Completed, signed booking sheets may be sent via email if we have a current enrolment for your child)

PLEASE DO NOT ARRIVE AT THE SESSION WITHOUT MAKING A BOOKING.

To make bookings, fill out the bookings form attached. Bookings must be received by the end of Week 8 of the school term to allow time to finalise staff rosters and excursion/incursion bookings. Any bookings after this date will be considered late and may be accepted only if there are vacancies and staff available to keep within staff:child ratios and will be at the discretion of the Director.

A no cancellation policy applies after close of business Friday week 8 of the school term.

Only those people listed on your enrolment form may collect your children and photo ID will be necessary.

A late fee of $1 per minute per child will apply for any late collection after closing time of 6:30pm.

Therefore, please take extra care and consideration when lodging your booking form.

Important Reminders

- Breakfast is from 7:30am -7:50am
- We are a **NUT FREE** service. Also, please do not send lollies/confectionary of any type with your child as we discourage these items to be consumed at OSHC/Vac Care.
- **Your child will need a sun safe hat, a packed recess and a water bottle every day.**
- We have a strict no hat no play policy.
- **Enclosed shoes (no thongs or heels) must be worn to ensure safety. Sneakers are best.** If thongs are worn, parents will be asked to take their child home and change their shoes.
- We supply Coles homebrand sun crème UV50, however if your child requires a different brand, please supply it.
- We provide lunch stipulated on the program. If your child does not like the menu set for the day, please provide an alternative. (no noodles or hot food)
- On excursion days your child must be here by the stipulated time. We stick to a schedule and have procedures to follow before boarding the bus. If you arrive after this time, your child may not go on the excursion and there will not be any staff remaining at the centre, so care cannot be provided.

Hope Christian College OSHC/Vacation Care is an ***Electronics free*** service. Hand held and all electronic devices are not permitted at the Centre. If a child brings an electronic toy or mobile device, staff will keep this in a safe place until they are collected..

Therefore, please **DO NOT** provide your children with mobile phones or cameras. For safety and privacy, children are not allowed to take photos of or record other children in care on their own equipment nor show them photos on digital cameras.

We will be working together to provide a quality Vacation Care service with a safe, fun and stimulating program for the children to enjoy. We invite your input and ideas, so please chat with us, email, text or write us a note in the Parent Communication Book or Suggestion Box. Annually we send out a feedback form and encourage children and families to provide feedback to us.

Yours in Christ's Service,

The HCC OSHC Team