



Hope Christian College

Vacation Care

Information Sheet



We are open from 6:30am-6:30pm. Please sign your children in and out between these times.

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. Please call **0490113631** if you think you may be late.

BOOKINGS

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

To make bookings, fill out the bookings form attached. The vacation care program will be available from week 6 of the school term. 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 cause disappointment if booked out and therefore cannot be accommodated.

A no cancellation policy applies after close of business Friday week 8 of the school term i.e. if a booking is made and then no longer required, you will be charged an absence day. (Less CCB if the absence is within the 42 days allowable absences for the year). Late bookings may be accepted but only if there are vacancies and staff available to keep within staff:child ratios and will be at the discretion of the Director.

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

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, your child may not go on the excursion and there will not be any staff remaining at the centre, so care will not be provided. This is to ensure the safety and well-being of your child at all times.

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

Please provide your child with a packed recess, hat and water bottle as you would for school.

We provide a nutritious breakfast, lunch and afternoon tea. Children need to store their food in their bags and will not be able to store it in our fridge. **We follow HOPE Christian College's nut free policy.** 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.

CLOTHING & SUN SAFETY

- Please dress your children in clothes appropriate to doing (messy at times) creative activities.
- Sneakers work best, **NO THONGS** please as this is a safety issue when playing outside, running and climbing. If thongs are worn, parents will be asked to take their child home and change their shoes.
- Children need to bring a broad-brimmed hat (not caps).
- Please send children in clothing that covers shoulders, preferably to their elbows, for protection from UV rays, in line with our Sun Safety Policy.
- We supply Coles homebrand sun crème UV50, however if your child requires a different brand, you will need to supply it.

ELECTRONICS/ HAND HELD DEVICES/ MOBILE PHONES/ CAMERAS

Hope Christian College OSHC/Vacation Care is an **Electronics free** service. Hand held and all electronic devices including some watches, 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 families/ carers arrive to collect children at the end of the day.

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.

We look forward to sharing these holidays with you and your children.

Yours in Christ's Service,

The HCC OSHC Team

Remember to bring your wide-brimmed hat and a water bottle and recess. Please check the daily lunch menu and provide lunch for your child if they cannot eat it.



Don't forget our sun smart policy and wear clothing that covers your shoulders; no tank tops please!

And remember to wear enclosed shoes suitable for running, playing on play equipment and in the gym.

Sneakers are best.



In the interest of safe play, please do not wear high heels, thongs, open sandals, sneakers with wheels or boots with high heels. If ballet flats are worn they must be firm fitting and not given to falling off the feet and with a non-slip sole.

Thank you