



Little Graces Out of School Hours Care

Vacation Care Program 2024

TUESDAY 2nd - Friday 12th APRIL

Dear Parents and Families,

Our Vacation Care program is available to school aged children from 4-12 years of age. It has been developed to ensure that children in early to middle childhood have access to age-appropriate recreational experiences that promote social interactions as well as opportunities to engage with the community around them.

The program will follow the EYLF and My Time, Our Place Curriculums and will comply with the National Quality Framework as well as the Education and Care National Regulations and Act. Programs are developed in consultation with the children and families attending the service and will be based on the children's interests. Please consider the centre policies by which we operate when attending the service.

ENROLMENTS & BOOKINGS

- To secure a booking, your child must have a complete and up-to-date enrolment
- During the Vacation Care period, our operational hours are 8:00AM-5:30PM
- Bookings will NOT be accepted through the My Family Lounge App. Bookings will only be accepted by completing and returning the **BOOKING DOCUMENT**.
- Families will receive an email to confirm successful booking dates.
- If any days requested are fully booked, your child will be placed on a WAITLIST, and you will be contacted only if a space is made available.





FEES & CANCELLATIONS






- Vacation Care bookings are considered casual sessions; therefore, a minimum of 24 hours' notice is required for any cancellations. Failure to do so or absence, will result in full fees charged.
- Vacation Care fee: \$80 Per Day Centre Run Program \$95 Per Day Incursions/Excursions (before CCS)
- To guarantee a place in the program, we ask that families finalise their outstanding statements. Failing to do so may result in **exclusion from the program**.



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PROGRAM

MONDAY - 1 st APRIL	TUESDAY - 2 nd APRIL	WEDNESDAY - 3 rd APRIL	THURSDAY - 4 th APRIL	FRIDAY - 5 th APRIL
CLOSED	CENTRE RUN	INCURSION	INCURSION	CENTRE RUN
	Educator: child = 1:10	Educator: child = 1:10	Educator: child = 1:10	Educator: child = 1:10
EASTER MONDAY Centre Closed	EASTER EGG HUNT Including make your own Easter Basket. 	GYMBUS 	BOP TILL YOU DROP MYSTERY CLUES 	MESSY PLAY DAY Slim, Shaving Foam Marble Art, Obelic 
	\$80.00	\$95.00	\$95.00	\$80.00

MONDAY - 8 th APRIL	TUESDAY - 9 th APRIL	WEDNESDAY - 10 th APRIL	THURSDAY - 11 th APRIL	FRIDAY - 12 th APRIL
CENTRE RUN	EXCURSION	INCURSION	CENTRE RUN	CENTRE RUN
Educator: child = 1:10	Educator: child = 1:10	Educator: child = 1:10	Educator: child = 1:10	Educator: child = 1:10
LITTLE GRACES' AMAZING RACE 	BOWLING 	GEKO SPORT COLOUR RUN 	BYO BOARD GAMES A day filled with playing a variety of board games. 	PJs & MAKE YOUR OWN PIZZA FOR LUNCH DAY 
\$80.00	\$95.00	\$95.00	\$80.00	\$80.00

Holiday Check List

To help you get ready in the morning, keep this somewhere close so you can check you have everything before you come to Vacation Care.



A BAG



A HAT
(NO CAPS)



SNEAKERS
(NO THONGS)



SPARE CLOTHES



T-SHIRT
(SHOULDERS COVERED)



FOOD AND A
WATER BOTTLE



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BOOKING DOCUMENT

COMPLETE AND RETURN NO LATTER THAN MONDAY 25th OF MARCH

Child's Details:

Name: _____ Date of Birth ____/____/____

Name: _____ Date of Birth ____/____/____

Name: _____ Date of Birth ____/____/____

Is your child affected by any of the following conditions (please tick)

- ☐ Anaphylaxis - please provide an action plan to staff and any medication required
- ☐ Asthma - please provide an action plan to staff and medications required
- ☐ Medical condition - please provide a care plan
- ☐ Disability - please provide a care plan

Family Acknowledgement

I have checked the information contained in my child's 2023 enrolment form and have ensured that all information contained in this documented is correct and/or have provided updated details as required.

Signed _____ Full Name _____ Contact #: _____

MONDAY - 1 ST APRIL	TUESDAY - 2 ND APRIL	WEDNESDAY - 3 RD APRIL	THURSDAY - 4 TH APRIL	FRIDAY - 5 TH APRIL
CLOSED	CENTRE RUN	INCURSION	INCURSION	CENTRE RUN
EASTER MONDAY	EASTER EGG HUNT	GYMBUS	BOP TILL YOU DROP	MESSY PLAY DAY
	<input type="radio"/> TICK & SIGN TO BOOK	<input type="radio"/> TICK & SIGN TO BOOK	<input type="radio"/> TICK & SIGN TO BOOK	<input type="radio"/> TICK & SIGN TO BOOK
MONDAY - 8 TH APRIL	TUESDAY - 9 TH APRIL	WEDNESDAY - 10 TH APRIL	THURSDAY - 11 TH APRIL	FRIDAY - 12 TH APRIL
CENTRE RUN	EXCURSION	INCURSION	CENTRE RUN	CENTRE RUN
AMAZING RACE	BOWLING Transport Form attached must be returned with booking document.	GECKO SPORT COLOUR RUN	BYO BOARD GAMES	PJ & MAKE YOUR OWN PIZZA FOR LUNCH DAY
<input type="radio"/> TICK & SIGN TO BOOK	<input type="radio"/> TICK & SIGN TO BOOK	<input type="radio"/> TICK & SIGN TO BOOK	<input type="radio"/> TICK & SIGN TO BOOK	<input type="radio"/> TICK & SIGN TO BOOK

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Additional Information

CONTACT DETAILS



0448 577 650



OSHC@olg.wa.edu.au

FEES

\$95.00 per day/session

CCS rebates available to those eligible

HOW TO BOOK

Complete and return the attached Booking Document before Monday 25th March.
(email or drop to the OSHC office)

RISK ASSESSMENTS

Risk assessments are available on request. Please see the Nominated Supervisor.

VACATION CARE OPERATIONAL HOURS

8:00AM-5:30PM

Late pick-ups may incur a fee.

SUN SAFETY POLICY

- SPF 30+ broad-spectrum, water-resistant sunscreen will be provided for staff and children to use.
- Children will be encouraged and supervised to apply their own sunscreen. Staff will aid if required.
- Children and staff are required to wear hats that protect the face, neck, and ears when they are outside (no caps), and the UV index is 3 or above.
- Children who do not have a hat will be required to play in the shade; spare hats will not be provided.
- Children are asked to wear clothing with sleeves and enclosed shoes. Please no straps, singlets, or thongs.

HEALTH & SAFETY POLICY

- Children must remember to bring a bottle of water each day.
- Parents are asked to pack a healthy and nutritious lunch. Morning tea and afternoon tea is provided.
- We are strictly a nut and egg free service.
- No personal devices such as iPhones, iPods, laptops, Smartwatches, or gaming consoles are permitted during the Vacation Care program.





Family Authority and Consent Form

Excursion Form

Service name	Our Lady of Grace OSHC (Litte Graces)		
Destination	Warwick Super Bowl		
Activities to be undertaken during excursion	Bowling		
Mode of transport	Coach (Horizons West Charter)		
Date	Tuesday 9 th April 2024	Period of time child will be away from service	10:00am – 12:30pm
Times of departures and arrivals			
Depart at	Arrive at	Depart at	Arrive at
10:00am	10:20am	12:00pm	12:20pm
Activities			
The number of children attending the excursion		The number of educator's attending the excursion	
30 Children		5 Educators 1 Nominated Supervisor	
<u>FAMILY INFORMATION</u>			
<ul style="list-style-type: none">Children will be walking to and from the bus.Children will be taken to the toilet before the excursion, and when necessary, a group of children with an educator will be taken to the toilets. Boys will use a disabled toilet if there are no supervisory adult males present on the excursion. Disabled toilet to be checked prior to children using the toilet.Children's water bottles will be taken with them, and they will be identified by <u>Little Graces trolley</u>.A first aid box will be taken, as well as a mobile phone to contact the office for assistance if need be.The number to be contacted is <u>0448 577 650</u>.			

FAMILY CONSENT

I _____ give my permission for my son / daughter _____ to attend the excursion to _____ on _____, and to travel there and back via _____.

Name: _____

Signed: _____

Date: _____

A risk assessment has been prepared and is available at the service



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Date: 10/4/24

Location: Our Lady Of Grace OSH

What to wear: White Shirt

Please pack a change of clothes

Gecko Sports

All children to please wear an old white t-shirt.

Please pack a change of clothes and a towel.