



## VACATION CARE

# BREAK 1/24

**Dates:** 02/04/24 – 12/04/24

Closed for Easter Monday 01/04/24

**VC Bookings Close on Friday 22<sup>nd</sup> of March**

(Return Booking Form, page 7, by Friday 22/03/24)

### Details:

Open From 7am – 6pm

Monday – Friday

For Primary School Age Children

From All Schools

### Contact:

Greenslopes State School, 559 Logan

Rd, Greenslopes 4120; QLD

Ph: 3394 1609 M: 0409941609

Email: [osca1@iinet.net.au](mailto:osca1@iinet.net.au)

Website: [www.oscacare.com](http://www.oscacare.com)

### INCURSIONS:

- Go Karts Party Hire
- Wild Animal Virtual Reality Workshop
- Emu Dreaming

### TO BOOK

Book as a

### **CASUAL BOOKING**

online through

Xplor Home App

AND

return completed

**Holiday Program**

**Registration Form**

## **Contents**

<b>FAMILY CHECKLIST .....</b>	<b>3</b>
<b>GENERAL INFO .....</b>	<b>4</b>
<b>ONLINE BOOKING INSTRUCTIONS.....</b>	<b>6</b>
<b>HOLIDAY PROGRAM REGISTRATION FORM.....</b>	<b>7</b>
<b>VC PROGRAM .....</b>	<b>8</b>

## FAMILY CHECKLIST

- Return Program Registration Form pg. 7 by Friday 22<sup>nd</sup> March 2024
- If your child only attends vacation care please check and if needed update your enrollment details
- Pack healthy lunch (**morning tea, lunch**) – **NO NUT PRODUCTS** (no nutbars, Nutella etc.)
- Ensure your child is wearing enclosed shoes (no thongs or sandals on excursions)
- Ensure your child has sun safe clothing, this includes:
  - a shirt that covers shoulders (no singlets)
  - a broad brimmed or legionnaire style hat (no caps or visors)
  - if UV reading is under 3, children can play outside without the hat
- Label all personal items
- Bring a drink bottle
- Please leave electronics at home, they are no longer permitted at OSCA**
- Talk to your children about the behaviour guidelines
- Junk/ craft donations (boxes, wool, fabric etc.) are always welcome



# GENERAL INFO

Operated by Greenslopes SS P&C Association

Offers a broad range of activities for multi-age group

**QUALIFIED STAFF** – 1:15, for excursions ratio is indicated in the program

(Staff names and positions on display near Parent's desk)

**AFTERNOON TEA** – provided

**EXCURSIONS** – All children booked on the excursion day must attend the excursion as OSCA is unable to provide sufficient educators to stay at OSCA.

**CHILD CARE SUBSIDY** – not paid prior to child physically commences attending the service or after the child physically ceased attendances. These absences will be charged a full fee and will be excluded from our report to Centrelink.

**FEES** - \$57.00 (permanent booking) & \$62.00 (casual booking if booked after the vacation care started), plus excursions/incursions.

**MONEY FOR EXCURSIONS/INCURSIONS** - paid with the fees.

Families using the service on a casual basis will pay on the day of attendance.

Fees will be paid, for all days booked as per DS agreement.

Accounts will be issued on Mondays.

**SWIMMING FEES** – \$4.00 per child, charged when swimming is on program.

(Our swimming ratio is 1:8. Staff is rostered a week in advance to meet the ratio.

Therefore, one week notification is needed for swimming cancellation, otherwise full swimming fee is charged.

**ADMINISTRATION FEES** - \$20.00 paid annually only in one service VC/BA and on reenrollment at the beginning of each year.

**CANCELLATION FEES:** Full fees if less than one-week notice is given including swimming, plus activity/excursion. In the case of illness on presentation of medical certificate, no fees will be charged.

**LATE FEES** - \$20.00 for the first fifteen minutes and then \$2.00 for every minute after that (per child). At 6:30 pm, the emergency contact will be telephoned, and after that the Police or Department of Family and Community Service will be notified and the fee will be at the discretion of the Coordinator.

**ADDITIONAL FEES** - such as unsupplied lunch \$10 and

**\$5.00 drink bottle/socks if needed at excursion only**

**PAYMENTS** – Direct debit. DebitSuccess only.

# WHAT TO BRING TO GREENSLOPES VACATION PROGRAM

## FOOD – NUT FREE POLICY

**IMPORTANT!!!! CHILD/REN DIAGNOSED AT RISK OF ANAPHYLAXIS ARE ENROLLED AT THE SERVICE. PLEASE BE AWARE OF FOOD ALLERGIES OF CHILDREN ATTENDING OUR VACATION CARE. DO NOT INCLUDE FOOD CONTAINING NUTS IN YOUR CHILDREN'S LUNCH BOX.**

**YES** – Healthy morning tea and lunch e.g. sandwiches, fruit, vegetables, water

**NO** - chips, lollies, cakes, nutbars, peanuts or other nuts

**NO GLASS CONTAINERS, RING PULL CANS**

**CHILDREN WITH SPECIAL FOOD REQUIREMENTS** – Parents will provide food

**STAFF CAN ONLY WARM UP COOKED FOOD (INCLUDING NOODLES) IN THE MICROWAVE**

## SUN SMART DRESS CODE

**YES** – wide brim hats, enclosed shoes, dresses or t-shirts with sleeves and bring their own sunscreen. Shorts must cover upper thighs. Suitable footwear.

**NO** – Baseball caps, singlet / sleeveless tops, no thongs or open-toed sandals

**SWIMMING – Must be worn:**

One-piece bathing suit, swimming shorts, sun-shirt/t-shirt, bathing cap,

Swim shirts during all water-based activities,

Hair must be secured in a bathing cap when swimming (boys and girls).

## NOT TO BRING TO VACATION PROGRAM

OSCA takes no responsibility of toys and expensive items brought from home such as ELECTRONIC DEVICES, MONEY, EXPENSIVE TOYS, JEWELRY, ALL VALUABLES.

ELECTRONIC DEVICES ARE NO LONGER PERMITTED. ONLY OSCA DEVICES WILL BE USED FOR SHORT 15' TURN BEFORE LUNCH AND AFTERNOON TEA.

Students are encouraged to engage in other social learning and development activities.

OSCA iPads will still be provided during designated technology time.

## PLEASE NOTE THE FOLLOWING IN PARTICULAR:

- ◆ **The Attendance Register must be signed upon arrival and departure**  
(Please advise a staff member of your arrival and departure)

## VC ROUTINE

7.00- 9.00	Indoor games and play / outdoor games and sport.
9.00-9.30	<b>Morning tea (Parents provide)</b>
9.30-11.30	Planned activities – craft, sport and games.
11.30-11.45	Technology time (OSCA IPADS ONLY)
11:45-12.15	<b>Lunch (Parents provide)</b>
12.15-1pm	Reading time/rest time for young children if they wish
<b>12.30-1.30pm</b>	<b>Swimming time (only during summer vacation care)</b>
1pm-3pm	Planned activities
3.00-3.30	<b>Afternoon tea (OSCA provides)</b>
3.30-5.30	Free play inside and outside.
5.30-6.00	All inside – Quiet play, wait for parents.

## SUN SAFETY

Children playing outside must wear a hat.

- NO HAT> PLAY INSIDE or UNDERCOVER
- Only wide brimmed or legionnaire hats are acceptable.
- **Children are required to bring their own sunscreen and will take responsibility for applying it when reminded by OSCA educators**



## ILLNESS / ACCIDENTS

In the event of an illness or injury to a child, a staff member will administer appropriate first aid. If medical assistance is required, parents will be contacted and if necessary the child will be accompanied by ambulance to the nearest hospital. The parents will meet all cost incurred in obtaining medical service.

**MEDICATION** Only medication prescribed and directed by the doctor will be administered in our centre. Parents need to present us with: A permission form, a letter from the doctor. A medication in original package with a pharmacist's label stating the child's name, dosage, frequency of administration, date of dispensing and expiry.

**NOTIFICATION** If a person other than those nominated on the enrolment form is to collect your child/ren, the service must be notified in writing. Authority to collect form with name, address and contact no must be completed. If the person is listed on enrolment form but was never met by staff on duty that day, that person will need to provide an ID with the photo on it.

**GRIEVANCE PROCEDURE** All parents concerns or complaints should be discussed with the coordinator. If parents are unsatisfied with the outcome, they may address their grievance in writing to the approved provider, P&C.

## PARENT CODE OF CONDUCT

We would appreciate if parents DO NOT APPROACH TO CONFRONT CHILDREN other than their own, while they are under the care of Greenslopes OSCA. (Please see Parent Code of Conduct)

## BEHAVIOUR – BIG 6 VALUES INTEGRITY, OPPORTUNITY, MUTUAL RESPECT, RESILIENCE, EMBRACING DIVERSITY, COMMUNITY

These values provide a framework for our service's expectations of student behaviour to manage behaviour through a supportive model, which includes efficient supervision, provision of effective role models, directing or re-directing children to other activities and working with children to set out rules follow the rules and understand the consequences of breaking those rules. Any child displaying unacceptable behaviour persists, consultation may be necessary with parents, the child, coordinator and management committee. A child may be suspended from the program or excursions if unsatisfactory behaviour threatens the safety or wellbeing of any child or other person in the service. Please see Behaviour Management Policy for more details.

**DAMAGE TO EQUIPMENT OR FACILITIES** As part of everyday experiences involving children, we recognise that wear and tear occur. However, if damage is done that cannot be attributed to fair wear and tear but can be attributed to a malicious or intentional act on the part of a child, it will become an expense to the parent.

**EXCURSIONS** The following items will be brought on all excursions and be readily accessible to staff at all times: first aid kit, attendance record/roll, emergency contact numbers, telephone or access to one. Head counts will be made at regular intervals and when moving from one area to another staff will always supervise children. This includes in toilets and change rooms. Staff will ensure the environment is safe for use before allowing the children access to it. Staff /child ratios will always be upheld. In the event of injury occurring during an excursion, see Illness and Injury Policy. **Please note** that there will be no charges to the notified itinerary except in an emergency or due to changed weather conditions.

**TRANSPORT** – Mt. Gravatt Coach & Transport Bus Company for excursions. OSCA will ensure that a communication system is available for use in the event of emergency. In the event of injury occurring in the course of being transported, see Policy 4.5 – Illness and Injury Policy. Staff ratio policies for the service will continue to apply during transportation.

# ONLINE BOOKING INSTRUCTIONS

Vacation care bookings are only accepted when booked online through Xplor Home app.



Please follow the link below for instructions and info on how to create bookings:

<https://support.ourxplor.com/hc/en-us/articles/360037772111-Home-App-Creating-Bookings>

In order to confirm your booking, you must also return to us the completed Holiday Program Registration Form (page 7).

## **FAMILIES NEW TO OSCA**

Need to contact OSCA via email [osca1@iinet.net.au](mailto:osca1@iinet.net.au) to receive link to enrolment forms and make bookings. More information on how to create passwords and download Xplor Home app is at the link below:

<https://support.ourxplor.com/hc/en-us/articles/900000777683-New-Parent-Guardian-Set-Up->

## HOLIDAY PROGRAM REGISTRATION FORM – Break I 2024 Week I & II



Parents who enroll for the first time in Vacation Care must fill in full Enrolment Form

CHILD'S GIVEN NAMES	CHILD'S SURNAME	PARENT/GUARDIAN	PARENT/GUARDIAN

### VC BOOKING

April	Week I 01/04/24 - 5/04/24	April	Week II 08/04/24 – 12/04/24
Mon 1 <sup>st</sup>	<b>OSCA CLOSED (Easter Monday)</b>	<input type="checkbox"/> Mon 8 <sup>th</sup>	Wild Animals Virtual Reality Workshop <b>\$25.00 Incursion</b>
<input type="checkbox"/> Tue 2 <sup>nd</sup>	Children's Book Day	<input type="checkbox"/> Tue 9 <sup>th</sup>	Emu Dreaming <b>\$20.00 Incursion</b>
<input type="checkbox"/> Wed 3 <sup>rd</sup>	Go Karts Party Hire <b>\$20.00 Incursion</b>	<input type="checkbox"/> Wed 10 <sup>th</sup>	Woodwork Day
<input type="checkbox"/> Thu 4 <sup>th</sup>	Crazy Hair Day	<input type="checkbox"/> Thu 11 <sup>th</sup>	Nature Science Day
<input type="checkbox"/> Fri 5 <sup>th</sup>	Origami Day	<input type="checkbox"/> Fri 12 <sup>th</sup>	Happy Little Campers

### ACTIVITIES PERMISSION FORM

### VENUE – OSCA GREENSLOPES

Day	Date	Time	Cost	INCURSIONS	Activity	✓
Wed	3 <sup>rd</sup> April 24	10:00am	\$20.00	Go Karts Party Hire	Children will drive electric go karts on the tennis court	
Mon	8 <sup>th</sup> April 24	10:00am	\$25.00	Wild Animals Virtual Reality Workshop	Children will use Virtual Reality headsets to watch a wild animals presentation	
Tue	9 <sup>th</sup> April 24	10:00am	\$20.00	Emu Dreaming	Children will learn about Aboriginal culture through a live presentation with traditional materials	
Reminder: enclosed shoes, sun safe hat, morning tea, lunch, a drink bottle, for younger children please pack spare clothes						

By signing below, you are authorising your child to participate in all activities offered by Greenslopes SS OSCA Vacation Care, including ~~excursions~~ and incursions.

I \_\_\_\_\_ hereby give permission for my child/ren to attend the activities organised by the Greenslopes SS Vacation Care program.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

## VACATION CARE PROGRAM

**BREAK 1 / 24**

**April**

**week 1 & 2**

All bookings and enquires please phone (07)3394 1609 or email: [osca1@iinet.net.au](mailto:osca1@iinet.net.au) or book easily online through Xplor app.

MONDAY 01/04/24		TUESDAY 02/04/24		WEDNESDAY 03/04/24 <b>INCURSION</b>		THURSDAY 04/04/24		FRIDAY 05/04/24		
<b>EASTER MONDAY</b>		<b>CHILDREN'S BOOK DAY</b>		<b>GO KARTS PARTY HIRE</b>		<b>CRAZY HAIR DAY</b>		<b>ORIGAMI DAY</b>		
		 Celebrate the magic of books, with activities inspired by your favourite stories.		 Enjoy the unforgettable experience of electric Go Karting at OSCA! <b>Time: 10:00 Cost: \$20</b>		 Be a hairdresser for the day and make your own wacky new hair-dos!		 Learn the Japanese art of origami paper folding, and let your creativity run wild.		
Craft	<b>OSCA IS CLOSED</b>		Beaded Bookmarks Mini Book Making		Paper Tube Race Cars Paddle Pop Stick Boats		Rainbow Hair Craft Rope Art Portraits		Origami Jumping Frogs Origami Bookmark Corners	
Art			Making Papyrus Paper DIY Comic Books		Drawing with Toy Cars		Paper Mosaic Collage Blow Painting Crazy Hair		Mandala Sugar Painting Geometric Tape Resist Painting	
Cooking/ Just for fun			<b>Cooking:</b> Biscuit Decorating		Driving Wheely Gigs		<b>Just for Fun:</b> Crazy Hairdressing		Musical Freeze Games	
Sport & Games			Soccer & Basketball Barambah Gimbe Indigenous Game		Handball & Soccer Skipping		Basketball & Cricket Parachute Game		AFL & Minigolf Emu Game	
MONDAY 08/04/24 <b>INCURSION</b>		TUESDAY 09/04/24 <b>INCURSION</b>		WEDNESDAY 10/04/24		THURSDAY 11/04/24		FRIDAY 12/04/24		
<b>WILD ANIMALS VIRTUAL REALITY WORKSHOP</b>		<b>EMU DREAMING</b>		<b>WOODWORK DAY</b>		<b>NATURE SCIENCE DAY</b>		<b>HAPPY LITTLE CAMPERS</b>		
 Explore the amazing animal kingdom using Virtual Reality headsets! <b>Time: 10:00am Cost: \$25</b>		 Learn about Aboriginal culture with Uncle Rick's presentation using traditional materials. <b>Time: 10:00 am Cost: \$20</b>		 Use a hammer and nails to create your own woodworking project.		 From mud explosion art to making your own edible slime, put on your lab coats for a whole lot of fun!		 Enjoy a sausage sizzle after you work together to build your own tents and cubby houses. 		
Craft	Pop Up Jungle Cards Paper Plate Animal Masks		Pipe Cleaner Yarn Animals		Wooden Bead Key Chains		Garden Windchimes		Paper Plate Camper Van Stained Glass Flowers	
Art	Oil Pastel Animal Portraits		Leaf and Stick Painting		Painting Wooden Ornaments Wooden Hands Painting		Making Aloe Vera Lotion Exploding Mud Art		Clay Pinch Pots	
Cooking/ Just for fun	Jungle Sensory Play		Salt Painting Indigenous Symbols		<b>Just for Fun:</b> Woodworking		<b>Cooking:</b> Edible Marshmallow Slime		<b>Just for Fun:</b> Sausage Sizzle Lunch	
Sport & Games	Cricket & Master Ball Zoo Yoga		Rugby & Volleyball Indigenous Instruments		Tennis & Poison Ball Arrkene Irreme Indigenous Game		Volleyball & Dodgeball Obstacle Course		Badminton & Line Tag Red Rover	
<i>Spontaneous play is encouraged, and children are supplied with resources to support their imagination. A variety of indoor and outdoor equipment are set up daily.</i>										
<b>RISK ASSESSMENTS OF VC ACTIVITIES ARE AVAILABLE FROM OSCA OFFICE/PARENTS TABLET</b>										
<b>PLEASE PACK FOR YOUR CHILD: MORNING TEA AND LUNCH, WATER BOTTLE, SUN SAFE HAT, ENCLOSED SHOES, SPARE CLOTHES. PLEASE LEAVE TECHNOLOGY DEVICES AT HOME.</b>										