

Aberfoyle Hub Vacation Care

Vacation Care Family Information and Booking Sheet

FEE STRUCTURE:

\$61.00 Full Day (excluding excursions/incursions) \$37.00 Half Day (Not available on excursion days) 7am-12:30pm OR 1:00pm-6:30pm (From JAN 10th 2022 opening times 6:45am trial for six months) \$66.00 Excursion / Incursion Days

CANCELLATIONS:

Any cancellations received with less than 5 business days' notice will be charged the full day rate. This allows us to alter staff rosters if necessary. Any refunds will be credited to your account.

ATTENDANCE:

Parents/Caregivers must log in attendance on your child's arrival and departure on the Ipad.

ENROLMENTS & PRIORITY OF ACCESS:

Enrolment forms and medical information must be completed prior to Vacation Care commencing. The program is available to all members of the community; however, we will be allocating places according to the Priority of Access Policy.

FOOD/DRINK/MEDICATION:

Please provide recess, lunch and drinks for your child each day unless the program indicates a special lunch provision. A \$2.00 surcharge will be added to your account if the Service has to provide bottled water for an excursion day. OSHC will provide breakfast each day prior to 8:30am. Afternoon snack is provided each day and drinking water is always available at the Service. A fridge is available to store your child's food and drinks to prevent any possibility of contamination. Our OSHC has strict hygiene procedures and follows Food Safety Guidelines as outlined in the Food Safety Act. Any necessary medication and authorized Action Plan must be supplied each day. OSHC cannot heat up children's lunches. No nuts of any kind are allowed at the service (including Nutella and any muesli bars that contain nuts)

CLOTHING AND BELONGINGS:

Please ensure that all items are named. All personal toys and equipment are brought at the owner's risk. We ask that children wear sensible shoes and sun smart clothing (T-shirts) each day.

HATS AND SUNSCREEN:

All children are required to have a sun-smart hat and clothing for outside play. We observe the Sun Smart Policy .

ACCOUNTS:

Accounts will be issued weekly Tuesday and PAYMENT IN FULL IS REQUIRED WITHIN 7 DAYS. Please pay accounts promptly as we require these funds to operate the program efficiently.

EXCURSIONS:

On excursion days please arrive at least 1/2 hour before departure. Please send adequate drinks and food, particularly on hot days. Please do not send spending money unless stated on the program. Please note that our excursions/activities may change if the weather is unsuitable.

Closure Days / Policies:

Please be advised that, in line with our 'Access to Service Policy', OSHC will be required to close business if we do not receive 15 individual children booked to attend each day. Parents and caregivers will be notified exactly 5 business days prior to the service being required to shut (i.e. if we will be shut on Monday the 12th, notification will go out on Monday the 5th). Relevant policies are accessible at the service upon request to be viewed, or on the website as follows: http://www.ahs.sa.edu.au/ \rightarrow Parent Info \rightarrow Day to Day \rightarrow OSHC.

Please Note:

- All accounts must be paid in full before any Vacation Care bookings can be made.
- Children must bring a drink bottle, recess and lunch every day (unless stated otherwise).
- Children must have a Sun Smart hat and Sun Smart clothing to attend excursions and to play outside. This means clothing that covers their shoulders. Any children attending without the appropriate clothing or hats on excursions may be sent home or asked to get appropriate clothes to OSHC before leaving time.
- No nuts of any kind are allowed at this service. This includes spreads (such as Nutella, Peanut Butter) and any muesli bars/snacks that contain nuts. If your child comes with nuts in their lunch box, the food will be disposed of and a replacement lunch will be provided.

Vacation Care Enrolment Form

An enrolment form must be completed each Vacation Care to ensure the educators have current information and signed permission for children to participate in activities and excursions planned on the days indicated on the booking form over the page. These forms are taken on excursions so that educators have ready access to contact numbers and medical details.

NEW FAMILIES must also complete an Aberfoyle Hub School OSHC Enrolment Form, which requires more information.

Name of Child:		Grade:	DOB:
Name of Child:		Grade:	DOB:
Name of Child:		Grade:	DOB:
Name of Mother/Guardian	:		
Phone: (H)	(W)		(M)
Name of Father/Guardian:			
Phone: (H)	(W)		(M)
Please detail custodial arra	•		
Emergency Contacts:			
Name:		Relationship to ch	ild/ren:
Phone: (H)	(W)	(M)
Name:		Relationship to ch	ild/ren:
Phone: (H)	(W)		M)
Other people permitted to	collect child/ren (in a	ddition to those liste	d above):
Reason for using service: ()) Work () Study () Se	eking Work () Recrea	ation () Other:
Health/Medical/Dietary Inf	ormation: (Please spe	eak to a qualified stat	f member about your child's needs)

Please ensure the service has a copy of health care plans. These plans should be checked and updated at least annually.

Vacation Care Enrolment Form

Photography Permission: (please tick applicable box below)

- I give permission for my child/ren to be photographed during Vacation Care
- I do not give permission for my child/ren to be photographed during Vacation Care

*Note: Photos are displayed in the OSHC room, used in OSHC or school newsletters, displayed on a digital photo frame, filed on the OSHC computer, used for children to write about their time at Vacation care and placed in child portfolios.

Parent/Caregiver Permission (MUST SIGN BELOW):

- I give permission for my child/ren listed on page 1 of this enrolment form to attend the Aberfoyle Hub School Vacation Care Service and to participate in the activities in the program. I give permission for my child/ren to travel by foot, public transport or hired bus to venues listed in the program.
- I agree that Aberfoyle Hub School Vacation Care and their staff are free and clear of all responsibilities whatsoever for any accident or loss of property during participation in any activity.
- I am aware that in the event of my child/ren requiring medical treatment, the staff will access the SA ambulance service if deemed necessary and that I will be responsible for any costs incurred.
- I am aware if I do not pay the required deposit of \$5 per day for Vacation Care, my bookings will be cancelled.
- I understand it is my responsibility to provide Aberfoyle Hub School OSHC with the date of births and Centrelink reference numbers of the child/ren and parent/caregiver who registered the child/ren for CCS. If this information is not provided I understand I may be asked to pay full fees.
- I certify that the information entered upon this enrolment forms true to the best of my knowledge and I undertake to inform the service if any of these details have changed.

Parent/Caregiver Name (Person completing this form):

Parent/Caregiver Signature: Date:

Vacation Care Booking Form

Please list the name/s of your child/ren attending in the first column and circle the days and times required.

Week 1	Monday 13/12/21 Amazing Race Day	Tuesday 14/12/21 Wheels Day	Wednesday 15/12/21 Science day	Thursday 16/12/21 Movies Mt Barker	Friday 17/12/21 Dinosaur/sensory Day
1.	Half Day: (circle time)		Half Day: (circle time)		Half Day: (circle time)
	7:00am12:30pm	Excursion Day Full Day ONLY	7:00am12:30pm	Excursion Day Full Day ONLY	7:00am12:30pm
	1:00pm-6:30pm		1:00pm-6:30pm		1:00pm-6:30pm
	FULL DAY		FULL DAY		FULL DAY
2.	Half Day: (circle time)		Half Day: (circle time)		Half Day: (circle time)
	7:00am12:30pm	Excursion Day Full Day ONLY	7:00am12:30pm	Excursion Day Full Day ONLY	7:00am12:30pm
	1:00pm-6:30pm		1:00pm-6:30pm		1:00pm-6:30pm
	FULL DAY		FULL DAY		FULL DAY
3.	Half Day: (circle time)		Half Day: (circle time)	5	Half Day: (circle time)
7:00	7:00am12:30pm	Excursion Day Full Day ONLY	7:00am12:30pm	Excursion Day Full Day ONLY	7:00am12:30pm
	1:00pm-6:30pm		1:00pm-6:30pm		1:00pm-6:30pm
	FULL DAY		FULL DAY	1	FULL DAY

Week 2	Monday 20/12/21 Sports Day	Tuesday 21/12/21 Christmas Dress up Movies Day	Wednesday 22/12/21 Noarlunga Bowls/Pt Noarlunga Playground	Thursday 23/12/21 Christmas Craft/Cooking Day	Friday 24/12/21 OSHC Christmas Party
1.	Half Day: (circle time) 7:00am12:30pm 1:00pm-6:30pm	Half Day: (circle time) 7:00am12:30pm 1:00pm-6:30pm	Excursion Day Full Day ONLY	Incursion Day Full Day ONLY	Incursion Day Full Day ONLY
	FULL DAY	FULL DAY			
2.	Half Day: (circle time) 7:00am12:30pm 1:00pm-6:30pm	Half Day: (circle time) 7:00am12:30pm 1:00pm-6:30pm	Excursion Day Full Day ONLY	Incursion Day Full Day ONLY	Incursion Day Full Day ONLY
	FULL DAY	FULL DAY	-		
3.	Half Day: (circle time) 7:00am12:30pm 1:00pm-6:30pm	Half Day: (circle time) 7:00am12:30pm 1:00pm-6:30pm	Excursion Day Full Day ONLY	Incursion Day Full Day ONLY	Incursion Day Full Day ONLY
	FULL DAY	FULL DAY			

Vacation Care Booking Form

Please list the name/s of your child/ren attending in the first column and circle the days and times required.

Week 3	Monday 10/01/22 Inflatable zone	Tuesday 11/01/22 Technology/Games Day	Wednesday 12/01/22 Victor harbour	Thursday 13/01/22 Incursion quiz day	Friday 14/01/22 Marion outdoor pool
1.	Excursion Day Full Day ONLY	Half Day: (circle time) 6:45am12:30pm 1:00pm-6:30pm	Excursion Day Full Day ONLY	Incursion Day Full Day ONLY	Excursion Day Full Day ONLY
2.	Incursion Day Full Day ONLY	Half Day: (circle time) 6:45am12:30pm 1:00pm-6:30pm	Excursion Day Full Day ONLY	Incursion Day Full Day ONLY	Excursion Day Full Day ONLY
3.	Incursion Day Full Day ONLY	Half Day: (circle time) 6:45am12:30pm 1:00pm-6:30pm	Excursion Day Full Day ONLY	Incursion Day Full Day ONLY	Excursion Day Full Day ONLY

Week 4	Monday 17/01/22 Craigburn OSHC visit	Tuesday 18/01/22 Performance day	Wednesday 19/01/22 Pixar/Disney day	Thursday 20/01/22 Lion king performance	Friday 21/01/22 "W" Day
1.	Excursion Day Full Day ONLY	Half Day: (circle time)	Half Day: (circle time)	Excursion Day Full Day ONLY	Half Day: (circle time)
	Pull Day ONLY	6:45am12:30pm	6:45am12:30pm	Full Day ONLY	6:45am12:30pm
		1:00pm-6:30pm	1:00pm-6:30pm		1:00pm-6:30pm
		FULL DAY	FULL DAY	-	FULL DAY
2. Excursion Day Full Day ONLY	Half Day: (circle time)	Half Day: (circle time)	Excursion Day Full Day ONLY	Half Day: (circle time)	
	6:45am12:30pm	6:45am12:30pm		6:45am12:30pm	
	1:00pm-6:30pm	1:00pm-6:30pm		1:00pm-6:30pm	
	FULL DAY	FULL DAY	-	FULL DAY	
3. Excursion Day Full Day ONLY	Half Day: (circle time)	Half Day: (circle time)	Excursion Day Full Day ONLY	Half Day: (circle time)	
	6:45am12:30pm	6:45am12:30pm		6:45am12:30pm	
	1:00pm-6:30pm	1:00pm-6:30pm		1:00pm-6:30pm	
		FULL DAY	FULL DAY	-	FULL DAY

Week 5	Monday 24/01/22 Water world Day	Tuesday 25/01/22 Aussie BBQ day	Wednesday 26/01/22 AUSTRAIA DAY	Thursday 27/01/22 Mt Barker movies	Friday 28/01/22 Back to school disco day
1.	Excursion Day Full Day ONLY	Half Day: (circle time) 6:45am12:30pm	PUBLIC HOLIDAY	Excursion Day Full Day ONLY	Half Day: (circle time) 6:45am12:30pm
		1:00pm-6:30pm			1:00pm-6:30pm
		FULL DAY			FULL DAY
2.	Excursion Day Full Day ONLY	Half Day: (circle time) 6:45am12:30pm	PUBLIC HOLIDAY	Excursion Day Full Day ONLY	Half Day: (circle time) 6:45am12:30pm
		1:00pm-6:30pm			1:00pm-6:30pm
		FULL DAY			FULL DAY
3.	Excursion Day Full Day ONLY	Half Day: (circle time) 6:45am12:30pm	PUBLIC HOILDAY	Excursion Day Full Day ONLY	Half Day: (circle time) 6:45am12:30pm
		1:00pm-6:30pm			1:00pm-6:30pm
		FULL DAY			FULL DAY

Vacation Care Excursion & Electronic Authorisation

This form must be completed by a parent/caregiver who has the authority to authorize the taking of a child outside of the Vacation Care Service by OSHC Educators.

A parent/caregiver must sign below for each excursion their child/ren are booked to attend. If this form is not adequately completed, the child will not be permitted to attend the excursion/s. Risk assessments for these excursions have been prepared and are available at the service.

Please tick each excursion your child/ren will be attending during Vacation Care and sign the permission at the bottom of each excursion. Please note: ratios subject to change & notification of change will be provided.

THURSDAY 16/12/2021	WEDNESDAY 22/12/2021
I, give permission for: To attend the excursion to Wallis cinemas 17 Adelaide Rd Mt Barker SA 5251 & Oak & Iron Café 17 Adelaide Rd Mt Barker SA 5251	I, give permission for: To attend the excursion to Zone bowling Noarlunga David Witton Dr Noarlunga Centre SA 5168 Jubilee Park Saltfleet St Port Noarlunga South 5167
Departing: 9:00am – Aberfoyle Hub School OSHC Arriving: 10:00am – Wallis Cinemas Mt Barker Departing: 12:00pm - Wallis Cinemas Mt Barker (Walking) Arriving: 12:05pm – Oak & Iron Café Mt Barker Departing: 2:00pm – Oak & Iron café Mt Barker Arriving: 3:00pm - Aberfoyle Hub School OSHC Transportation: Flagstaff Coaches. OSHC leadership have booked vehicles with seatbelts & will ensure any passenger front seats are occupied by adults or children 145cm+ tall. Anticipated attendance: 30 children, with 6 staff (1:8 staffing ratio) Reason for excursion: Recreation and leisure For any queries relating to this excursion, an individualised risk assessment & standard excursion policy/procedures are available for families to peruse in the OSHC office Parent/caregiver name: Date:	Departing: 9:30am – Aberfoyle Hub School OSHC Arriving: 10:00am - Zone bowling Noarlunga Departing: 12:15pm – Zone bowling Noarlunga Arriving: 12:30pm – Jubilee Park Port Noarlunga South Departing: 2:15pm - Jubilee Park Port Noarlunga South Arriving: 3:00pm – Aberfoyle Hub School OSHC Transportation: Flagstaff Coaches. OSHC leadership have booked vehicles with seatbelts & will ensure any passenger front seats are occupied by adults or children 145cm+ tall. Anticipated attendance: 30 children, with 7 staff (1:5 staffing ratio) Reason for excursion: Recreation and leisure For any queries relating to this excursion, an individualised risk assessment & standard excursion policy/procedures are available for families to peruse in the OSHC office Parent/caregiver name:
	Signed:
	Date:
Friday 10/01/2022	Wednesday 12/01/2022 I, give permission for: To attend the excursion to Goolwa Cockle train Gawler station and Victor Harbour precinct Victor Harbour SA 5211
Departing: 9:30am – Aberfoyle Hub School OSHC Arriving: 10:00am – Inflatable Zone Aberfoyle Park Departing: 12:15pm - Inflatable Zone Aberfoyle Park Arriving: 12:45pm – Aberfoyle Hub School OSHC	Departing: 8:30am – Aberfoyle Hub School OSHC Arriving: 9:45am – Goolwa station Departing: 10:00pm - Goolwa Station Arriving: 10:40pm – Victor Harbour precinct Departing: 2:00pm – Victor Harbour precinct Arriving: 3:15pm – Aberfoyle Hub School OSHC
Transportation: Walking via School back gate Anticipated attendance: 30 children, with 6 staff (1:8 staffing ratio) Reason for excursion: Recreation and leisure For any queries relating to this excursion, an individualised risk assessment & standard excursion policy/procedures are available for families to peruse in the OSHC office Parent/caregiver name: Signed:	Transportation: Flagstaff Coaches. OSHC leadership have booked vehicles with seatbelts & will ensure any passenger front seats are occupied by adults or children 145cm+ tall. Anticipated attendance: 30 children, with 6 staff (1:8 staffing ratio) Reason for excursion: Recreation and leisure For any queries relating to this excursion, an individualised risk assessment & standard excursion policy/procedures are available for families to peruse in the OSHC office
	Parent/caregiver name:
	Signed:

Friday 14/01/2022	MONDAY 17/01/2022
I, give permission for: To attend the excursion to Marion outdoor pool & Hendrie reserve playground Oakland Rd & Hendrie St Park Holme SA 5043	I, give permission for: To attend the excursion to Craigburn School OSHC 15 Murrays Hill Rd, Flagstaff Hill SA 5159
Departing: 9:00am – Aberfoyle Hub School OSHC Arriving: 9:30am – Marion outdoor pool Departing: 1:35pm – Marion outdoor pool (Walking) Arriving: 1:40pm – Hendrie street Reserve playground Departing: 2:30pm – Hendrie street Reserve playground Arriving: 3:00pm - Aberfoyle Hub School OSHC Transportation: Flagstaff Coaches. OSHC leadership have booked vehicles with seatbelts & will ensure any passenger front seats are occupied by adults or children 145cm+ tall. Anticipated attendance: 30 children, with 6 staff (1:5 staffing ratio) Reason for excursion: Recreation and leisure For any queries relating to this excursion, an individualised risk assessment & standard excursion policy/procedures are available for families to peruse in the OSHC office Parent/caregiver name: Signed: Date:	Departing: 9:30am – Aberfoyle Hub School OSHC Arriving: 9:45am - Craigburn OSHC Departing: 3:15pm – Craigburn OSHC Arriving: 3:30pm – Aberfoyle Hub School OSHC Transportation: Flagstaff Coaches. OSHC leadership have booked vehicles with seatbelts & will ensure any passenger front seats are occupied by adults or children 145cm+ tall. Anticipated attendance: 30 children, with 7 staff (1:8 staffing ratio) Reason for excursion: Recreation and leisure For any queries relating to this excursion, an individualised risk assessment & standard excursion policy/procedures are available for families to peruse in the OSHC office Parent/caregiver name:
THURSDAY 20/01/2022	MONDAY 24/01/2022
 I, give permission for: To attend the excursion to Adelaide Youth Theatre production Influencers Church Paradise 57 Darley Rd, Paradise SA 5075 Departing: 9:00am – Aberfoyle Hub School OSHC Arriving: 10:00am – Princess Elizabeth playground Departing: 12:00pm - Princess Elizabeth playground Arriving: 12:45pm - Influencers Church Paradise Departing: 2:10pm - Influencers Church Paradise Arriving: 3:15pm – Aberfoyle Hub School OSHC Transportation: Flagstaff Coaches. OSHC leadership have booked vehicles with seatbelts & will ensure any passenger front seats are occupied by adults or children 145cm+ tall. Anticipated attendance: 30 children, with 6 staff (1:8 staffing ratio) Reason for excursion: Recreation and leisure For any queries relating to this excursion, an individualised risk assessment & standard excursion policy/procedures are available for families to peruse in the OSHC office 	 I, give permission for: To attend the excursion to Water World Aquatic Centre Golden Grove Rd Ridgehaven SA 5097 Departing: 8:45am – Aberfoyle Hub School OSHC Arriving: 9:30am – Water World Departing: 2:00pm - Water World Arriving: 3:00pm – Aberfoyle Hub School OSHC Transportation: Flagstaff Coaches. OSHC leadership have booked vehicles with seatbelts & will ensure any passenger front seats are occupied by adults or children 145cm+ tall. Anticipated attendance: 30 children, with 6 staff (1:5 staffing ratio) Reason for excursion: Recreation and leisure For any queries relating to this excursion, an individualised risk assessment & standard excursion policy/procedures are available for families to peruse in the OSHC office Parent/caregiver name:
Parent/caregiver name:	
Signed:	

MONDAY 27/01/22

, _____ give permission for: _____ To attend the excursion to Wallis cinemas 17 Adelaide Rd Mt Barker SA 5251 & Keith Stephenson Playground Adelaide Road Mt Barker SA 5251

Departing: 9:00am – Aberfoyle Hub School OSHC Arriving: 10:00am – Wallis Cinemas Mt Barker Departing: 12:00pm - Wallis Cinemas Mt Barker Arriving: 12:10pm - Keith Stephenson Playground Departing: 2:00pm – Keith Stephenson Playground Arriving: 3:00pm - Aberfoyle Hub School OSHC

Transportation: Flagstaff Coaches. OSHC leadership have booked vehicles with seatbelts & will ensure any passenger front seats are occupied by adults or children 145cm+ tall. Anticipated attendance: 30 children, with 6 staff (1:8 staffing ratio)

Reason for excursion: Recreation and leisure For any queries relating to this excursion, an individualised risk assessment & standard excursion policy/procedures are available for families to peruse in the OSHC office

Parent/caregiver name: _____

Signed: ___

Date:

Wheels day consent	Board Game & Technology consent
I consent to my child to bringing their wheels equipment to	I consent to my child to bring their technology and board
Aberfoyle HUB OSHC from Tuesday 14 th December 2021	games to Aberfoyle HUB OSHC on Tuesday 11 th January
till Friday 17 th December 2021.	2022 at their own discretion.
I also acknowledge that all my child/ren's belongings	I also acknowledge that all technology and games brought
brought to the service needs to be labelled.	to the service needs to be labelled.
By signing this consent form, I understand the risks and	By signing this consent form, I understand the risks and
acknowledge that the Aberfoyle Hub OSHC service will	acknowledge that the Aberfoyle Hub OSHC service will
not cover any costs for any damages that may occur to	not cover any costs for any damages that may occur to
the wheels equipment.	the technology and board games.
Parent/caregiver name:	Parent/caregiver name:
Signed:	Signed:
Date:	Date: