

# **Aberfoyle Hub School Vacation Care**

## **Family Information and Booking Sheet**

### FEE STRUCTURE:

**\$72.00 Full Day (excluding excursions/incursions)**

**\$37.00 Half Day (Not available on excursion days) 6:30am-12:30pm OR 1:00pm-6:30pm**

**\$77.00 Excursion / Incursion Days**

### CANCELLATIONS:

Any cancellations received with less than 5 business days' notice will be charged the full day rate as per the services Attendance policy. 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 programme 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 programme 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 by Friday 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 12<sup>th</sup>, notification will go out on Monday the 5<sup>th</sup>). Relevant policies are accessible at the service upon request to be viewed, or on the website as follows: <http://www.ahs.sa.edu.au/> → Parent Info → Day to Day → 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). Water bottles will be supplied @ \$2.00 each and will be added to the account.
- 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 arrangements if applicable:

\_\_\_\_\_  
\_\_\_\_\_

Emergency Contacts:

Name: \_\_\_\_\_ Relationship to child/ren: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child/ren: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Other people permitted to collect child/ren (in addition to those listed above):

\_\_\_\_\_

Reason for using service: ( ) Work ( ) Study ( ) Seeking Work ( ) Recreation ( ) Other: \_\_\_\_\_

Health/Medical/Dietary Information: (Please speak to a qualified staff 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: \_\_\_\_\_

STAFF USE ONLY: Date enrolment received: \_\_\_\_\_

Total days booked: \_\_\_\_\_

Total deposit payable: \_\_\_\_\_

Method of payment: CASH EFTPOS INTERNET

Date payment received: \_\_\_\_\_

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

Week 1	Monday 14 <sup>th</sup> April GAMING PARTY	Tuesday 15 <sup>th</sup> April GAMING PARTY	Wednesday 16 <sup>th</sup> April WIZZ BANG CENTRE	Thursday 17 <sup>th</sup> April EASTER CRAFT	Friday 18 <sup>th</sup> April
1.	Incursion Day  Full Day ONLY	Incursion Day  Full Day ONLY	Excursion Day  Full Day ONLY	Incursion Day  Full Day ONLY	<b>CLOSED</b> Good Friday
2.	Incursion Day  Full Day ONLY	Incursion Day  Full Day ONLY	Excursion Day  Full Day ONLY	Incursion Day  Full Day ONLY	<b>CLOSED</b> Good Friday
3.	Incursion Day  Full Day ONLY	Incursion Day  Full Day ONLY	Excursion Day  Full Day ONLY	Incursion Day  Full Day ONLY	<b>CLOSED</b> Good Friday

Week 2	Monday 21 <sup>st</sup> April	Tuesday 22 <sup>nd</sup> April LENSWOOD APPLE PICKING	Wednesday 23 <sup>rd</sup> April WALLIS CINEMA	Thursday 24 <sup>th</sup> April PJ & MOVIE DAY	Friday 26 <sup>th</sup> April
1.	<b>CLOSED</b> Easter Monday	Excursion Day  Full Day ONLY	Excursion Day  Full Day ONLY	Half Day: (circle time) 7:00am-12:30pm  1:00pm-6:30pm  FULL DAY	<b>CLOSED</b> Anzac Day
2.	<b>CLOSED</b> Easter Monday	Excursion Day  Full Day ONLY	Excursion Day  Full Day ONLY	Half Day: (circle time) 7:00am-12:30pm  1:00pm-6:30pm  FULL DAY	<b>CLOSED</b> Anzac Day
3.	<b>CLOSED</b> Easter Monday	Excursion Day  Full Day ONLY	Excursion Day  Full Day ONLY	Half Day: (circle time) 7:00am-12:30pm  1:00pm-6:30pm  FULL DAY	<b>CLOSED</b> Anzac Day

## Vacation Care Excursion 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 in 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.

### WEDNESDAY 16/04/2025

I, \_\_\_\_\_ give permission  
for: \_\_\_\_\_

To attend the excursion to: **Wizbang Family Fun  
Centre 2/108-112 Tolley Rd, St Annes SA 5097**

Departing: 9:00am – Aberfoyle Hub School OSHC  
Arriving: 10:15am – Wizbang Family Fun Centre  
Departing: 12:30pm – Wizbang Family Fun Centre  
Arriving: 1:45pm - 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: 45 children, with 8 staff (1:6  
staffing ratio)

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

Parent/caregiver name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### TUESDAY 22/04/2025

I, \_\_\_\_\_ give permission  
for: \_\_\_\_\_

To attend the excursion to: **Lenswood Pick Your Own  
122 Harris Rd, Lenswood 5240**

Departing: 9:00am – Aberfoyle Hub School OSHC  
Arriving: 10:15am – Lenswood pick your own  
Departing: 12:30pm – Lenswood pick your own  
Arriving: 1:45pm - 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: 45 children, with 8 staff (1:6  
staffing ratio)

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

Parent/caregiver name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**WEDNESDAY 23/04/2025**



I, \_\_\_\_\_ give permission  
for: \_\_\_\_\_

To attend the excursion to: **Wallis Cinema 17 Adelaide Rd,  
Mount Barker S.A. 5251 & Keith Stephenson park  
Adelaide Rd Mount Barker S.A 5251**

Departing: 9:00am – Aberfoyle Hub School OSHC

Arriving: 10:00am – Wallis Cinema

Departing: 12:30pm – Wallis Cinema

Arriving: 12:45pm – Keith Stephenson Park

Departing: 2:15pm - Keith Stephenson Park

Arriving: 3:15pm Aberfoyle Hub 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: 45 children, with 8 staff (1:6 staffing ratio)

Reason for excursion: Recreation and leisure

For any queries relating to this excursion, an individualised risk assessment & standard excursion policy/procedure are available for families to peruse in the OSHC office

Parent/caregiver name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_