

Bishop Drutt College  
Outside School Hours Care

**2019 Vacation Care Information**

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This vacation care program is for children Kindergarten to Year 7. To find out more about the service please contact the OSHC team on - 66517400.

**Vacation Care Fee Schedule**

In-centre days:	\$40 plus occasional activity - cost as noted \$5 - \$10
Excursion days:	\$40 plus excursion activity - cost as noted \$10 - \$20
Late collection fee:	\$20 for every 15 minutes or part thereof
Day cancellation fee:	\$40 <b>Unless 24 hours notice is provided and your child/ren's place can be filled from the waiting list.</b>

A fee statement will be sent out to you regarding your fees for vacation care.

**Hours of Operation**

The centre is open from 8:00am till 6:00pm (A late fee of \$20 for every 15 minutes or part of applies after 6:00pm).

**Child Care Benefits**

- Please enquire with Centrelink on 136150 in regards to your eligibility for Child Care Subsidy and Child Care Rebate
- The service provider numbers are:  
     Vacation Care:                 1-6PX-3596  
     After School Care:         1-6PX-3629
- All families are eligible to claim the Child Care Rebate (CCR) which covers 50% of out of pocket child care expenses. The maximum amount of Child Care Rebate is \$7,500 per child per year. The maximum amount payable is called the gap amount.
- Please provide Childcare reference numbers to the centre if you are claiming CCS/CCR.

**Medication**

Prescribed medication can only be administered by OSHC staff with written permission from parents/ guardians. Non-prescription medication is not permitted at OSHC, please contact the Nominated Supervisor for more details. Please see *Medical conditions policy D-17*.

**IMPORTANT: If your child requires an epi-pen or asthma inhaler, please bring it along and notify staff on arrival.**

**Illness and Infectious Diseases**

As large numbers of children attend vacation care, the environment is conducive to the spread of disease and viruses. Please do not send your child to our vacation care program if they are feeling unwell. Please see *Infectious disease response policy D-15*.

### **Contagious Illnesses**

We regret that we are unable to care for sick children with any contagious illness. Medicines will only be administered by the coordinator under written authorisation from the parent/guardian and/or medical practitioner. Please see *Acceptance and refusal of authorisations policy A-4*.

### **Collection of Children**

If a nominated contact person is coming to collect your child, please contact the centre to inform the staff. Identification will be requested of a person not known to the centre staff when picking up your child. If your nominated person is not on your child's enrolment form you will need to submit an 'Authorised nominee and emergency contact' form to the OSHC office.

### **Risk Assessment Management Plan**

A risk assessment management plan is created for each activity and will be available for parents to view. These will be displayed on the notice board daily.

### **Additional Needs or Specific Needs**

Bishop Druitt College OSHC aims to provide an inclusive service for all school aged children. When booking into the program, please advise the team if your child/ren has any additional or specific needs.

### **Lost Property /Electronic Devices**

Over the holidays OSHC accumulates quite a lot of lost property. OSHC staff will do their best to return property to their rightful owners. After 10 weeks all items not named will be either donated to the Uniform Shop or Anglicare. We ask that parents clearly print names on all items brought to OSHC. OSHC will not be responsible for damage or stolen electronic items including iPods, MP3s, mobiles, etc. If a child needs to get in contact with a parent, staff will allow them to use the OSHC phones. **OSHC discourages these items being brought to the centre and the child will be solely responsible.**

### **No Hat No Play**

Just a reminder, that OSHC follows the 'no hat no play' rule. Children who do not have a hat will be required to sit in a shaded area whilst activities are out in the sun. Please ensure your child has a hat each day for both after school care and vacation care.

### **Scooters, Bikes**

Bikes and scooters ARE NOT permitted at OSHC other than on bike and scooter designated days. Also, they cannot be stored overnight in the OSHC Room. **Please ensure your child has a fitted helmet and enclosed shoes. Please ensure your child's bike/scooter and helmet are clearly labeled.**

### **Further Information**

Bishop Druitt College OSHC reserves the right to make changes to the program without notice, including cancellation of programs due to insufficient numbers or extreme weather conditions. Program leaders reserve the right to cancel a participant's enrolment should their behaviour be deemed unacceptable. In this case the Nominated Supervisor/Certified Supervisor will contact parents.

## Parent Responsibilities

- Children are to be signed **IN and OUT of the centre EVERY DAY** by a parent/guardian or authorised nominee.
- In case of an emergency, all children will be accounted for with the daily attendance records. As the staff may be involved in a group activity please let them know when your child has arrived or is leaving for the day.
- Please inform staff in writing of any allergy or intolerance that your child may suffer from for example: food, insect bites, etc.

## Excursion Information

- Please be at the centre as instructed on the program. Some activities or excursions will commence/depart early in the morning so please read the program every night to see what's happening the next day.

## Things your Child/ren **Must** Bring Every Day

- **Sun safe hat:** A wide-brimmed hat is most suitable. Please be aware that there are limited spare hats available at the service. If your child/ren do not have a hat they may be required to stay indoors or in shaded areas.
- **Sunscreen:** We provide and reapply sunscreen over the course of hot days. If your child/ren have allergies please send your own preferred sunscreen with them. They may not be able to play outside without sunscreen on very hot days.
- **Morning tea and lunch:** Please ensure your child has plenty of morning tea and lunch as we only provide afternoon tea unless specified on the program.
- **Water bottle:** It is essential that your child/ren have a refillable bottle as we are moving around the centre and on excursions, and cannot always access a tap.
- **Closed-in shoes:** No thongs or sandals. Children are required to wear closed-in shoes if they are riding a bike or scooter at the centre or on excursions. Having closed-in shoes will reduce the risk of injuries including burns and grazes.
- **Appropriate clothing:** Please ensure that your child/ren come in appropriate clothing for example: shorts and a T-shirt. Children are active in the outdoor environment and require protection from sun, grazes, etc.