

# Vacation Care Booking Sheet – April 2013

DIRECTOR: Michael Aistrope CRN: 407 255 611X FAX: 08 8374 1038  
 VAC CARE QUERIES TO OSHC: 08 8276 9065 **OR** CLG SCHOOL: 08 8276 1523  
 VAC CARE MOBILE PHONE DIRECT LINE: (During VAC Care Only): 0403 444 518  
**NB: The closing date for bookings is Monday 18<sup>th</sup> March (Week 8)**



**\*All students must be at Vacation Care at 9.00am on Excursion Days\***

Family Name: \_\_\_\_\_

Children's Names:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

## April 2013 Vacation Care Dates

\* Please circle the dates that you require for this Vacation Care period.

\* Please note that in the event of extreme weather conditions, incursions/excursions may change

### YOUR CHILD/REN MUST:

Wk 1	Monday 15/4/13	Tuesday 16/4/13	Wednesday 17/4/13	Thursday 18/4/13	Friday 19/4/13
	Gym Bus	Movies at Mitcham	Carnival Knights Performance	Dance workshop	Challenge Hill
Wk 2	Monday 22/4/13	Tuesday 23/4/13	Wednesday 24/4/13	Thursday 25/4/13	Friday 26/4/13
	Marion Cultural Centre Performance	Art/Messy Day	Botanic Gardens	Anzac Day (Public Holidays)	Multicultural Day (Hawaii)

- Have a hat that is not a cap
- **Wear enclosed shoes (sandals are ok)**
- Bring own sunscreen
- Have a drink bottle
- Have a packed lunch
- Have snacks

Is the care work/study related or for respite? \_\_\_\_\_

### Please read the following carefully before signing

I have read the policies on bookings, payments, access, sun safety, behaviour management, extreme weather and nutrition (see attached).

Parents Signature: \_\_\_\_\_

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

I understand that there is a non-cancellation fee where **no refund will be issued unless you have a doctor's certificate for illness of your child/children.**

Parents Signature: \_\_\_\_\_

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

**An account for the full amount (\$38.50/day less Childcare Benefit or \$49/day less Childcare Benefit for excursion days) will be sent home to you AFTER Vacation Care has finished and payment must be made IN FULL by Thursday (Week 2 Term 2)**

To receive Child Care Benefits for Vacation Care you must make sure that you contact Centrelink on 13 61 50 and quote the Colonel Light Gardens Primary School **Vacation Care Reference Number**: 407 255 611X

**Priority of access will not be actioned after close of bookings.**

**OPENING TIMES:** Vacation Care: 7.30 am to 6.00pm

**COSTS:** \$38.50 for full day (no half sessions) \$49.00 for full day excursions (no half sessions)

### **CHILD CARE BENEFIT (CCB) FOR REDUCED FEES:**

**If you would like to receive CCB it is available to most families through Centrelink. To receive CCB you need to contact the Family Assistance Office (FAO) 13 61 50 before your child starts and let them know our Vacation Care**

Provider Number: 407 255 611X. **You can either receive Child Care Benefit as reduced fees or as a lump sum payment given at the end of the financial year. The service must receive notification from the FAO before you can receive your reduced fee. It is your responsibility to ensure that your CCB details are up to date and correct. If you have children in care elsewhere it is up to you to advise Vacation Care of allowable absences used to date.**

**NON-CANCELLATION POLICY:** If your child is not going to use Vacation Care service for whatever reason you must ring and cancel as soon as possible. Cancellation must be done by 7.30am on the day of non-attendance. We need to know exactly the number of children attending daily so that we can organize staffing numbers for the day. As all fees are paid in advance and buses and venues booked and paid for, so **we will not be able to issue a refund unless you have a doctor's certificate for illness of your child/children.**

**SUN POLICY:** Children cannot play outside unless they are wearing approved hats (broad brimmed or Legionnaires style – not baseball caps or visors). Please apply sunscreen before they come each day and a named sunscreen for later application if needed for outdoor activities.

**EXTREME WEATHER:** Please note that in the event of extreme weather conditions, incursions/excursions that fall on these days may change or be cancelled. Other activities will be provided in the case of such an occurrence.

**PAYMENT OF ACCOUNTS:** Our account payment policy is strictly to pay in full before the Vacation period starts. We have no facilities for handling payments outside of normal school hours. The account can be paid at the cashier office at C.L.G school between the hours of 8.30am – 11:30am on any school day before the vacation period starts. The office will accept cash, cheque, credit cards as acceptable ways of payment - please no money orders. Sorry, EFTPOS facilities are not available. Credit Card payments can also be made by phoning the School Finance Officer manager on 8276 1523. Please give your remittance advice slip (found at the bottom of your account) signed and dated with your payment, you will be provided with a cash register receipt.

**BEHAVIOUR MANAGEMENT POLICY:** We aim to keep **Vacation Care** a safe and happy place for your child. We expect children to adhere to the behaviour rules and consequences and we expect parents to support these. Children are expected to show a sense of responsibility and respect towards other people, property and themselves. We encourage children to take responsibility for their actions. Children who exhibit repeated unacceptable behaviour may be suspended or excluded from the service as per behaviour management policy. (The OSHC/ **Vacation Care** rules and consequences are displayed in the OSHC room).

**FOOD AT VACATION CARE:** Our Vacation Care food policy is based on Australian Dietary Guidelines for children. Colonel Light Gardens Vacation Care is a nut-free, honey-free and sesame seed free environment. **Children must bring a packed lunch and drink each day, a packed recess may be required on excursion days when leaving early. Children are offered morning and afternoon tea** which consists of sandwiches (vegemite, cheese spread, 100% fruit jam), raisin bread, fresh fruit (e.g. apples, oranges, grapes), savoury biscuits, dip, cheese, carrots, celery, capsicum, cucumber, sultanas and special food for the day which may be pizza, food made by Vacation Care cooking activity groups, frozen fruit iceblock sticks. Fresh drinking water is provided. Children with special diets or food allergies are fully catered for. Please advise us when you enrol your child/ren.

**WAITING LIST POLICY:** If a place is not immediately available at the service, the child may be put on a waiting list. Details about priority of access eligibility, and care requirements will be required. Once on the waiting list, the family is asked to contact the service regularly to confirm if they wish to remain on the list. When a place becomes available, the family will be contacted by the director and full enrolment may proceed. The following are the orders of priority of access.

1. Established permanent bookings and sudden emergencies occurring on that day.
2. Regular casuals (e.g. who are enrolled and use the service on a fortnightly rotating basis).
3. Families who have enrolled and not yet used the service.
4. New families wishing to use the service.

The following guidelines regarding access to the service have been set out by the Australian Government, Department of Family and Community Services.

Priority 1 – a child at risk of serious abuse or neglect.

Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work / training / study test under section 14 of the Family Assistance Act.

Priority 3 – any other child

Within these main categories priority should also be given to the following children:

Children in Aboriginal and Torres Strait Islander families, children in families which include a disabled person, children in families on lower incomes, children in families with a non – English speaking background, children in socially isolated families, children of single parents.

A minimum of two weeks notice is required for children who require additional support to access the Vacation Care program.