Croydon Hills Primary Vacation Care Program
Campaspe Drive, Croydon Hills, 3136 9724 4514
ray.mandy.m@edumail.vic.gov.au

Monday, 28th March – Friday 8th April, 2016
7:30am - 6:00pm

Child Care Benefit
All families are encouraged to apply for reduced fees. If you are not already registered for the Child Care Benefit, contact the Family Assistance Office on 13 61 50. Once you have provided the FAO with your details, they will calculate your childcare benefit percentage and will then issue you with a Child Care Benefit Assessment Notice. You will be required to provide our programs Service Provider Number.

Dates and times
The program will operate from 7:30am until 6:00pm, beginning on:
Monday, 28th March – Friday 8th April, 2016
A late fee of $1 per minute applies to each child after 6pm.

Booking Procedures
- No telephone bookings will be accepted.
- Completed booking forms are to be left at the Croydon Hills Primary School Office or the After School Care room. Each application will be processed in order of receipt. The coordinator will contact you and advise of places available and total amount owing.
- Bookings will be made according to the priority of access regulation. Refer to policy for further information regarding this procedure.

~PLEASE NOTE: The mobile number provided on the back door at the service should ONLY be used during excursion hours.~

Cancellations and Alterations
Once the Vacation Care enrolment form has been handed in, a $5 alteration fee applies for any changes to your bookings up until the last day of the school term, Thursday 24th March, 2016.

Please Note: Once the program has commenced, no refunds will be given.

Payments
$5 Emergency Booking Fee
A $5 per child emergency booking fee will be charged to all bookings that are made once the holiday program has commenced. Payments for additional bookings must be made prior to or on the day of care required.

All bookings must be paid by Monday, 21st March 2016. If payment is not made by this date, all bookings will be cancelled. Payments by credit card, cheque, EFTPOS and cash are accepted and can be made at the Outside School Hours Care Office.

Snacks, Lunches and Drinks
Parents are to supply nutritious lunches as well as drinks and snacks for their children. Please note that we cannot heat or cook children’s snacks or lunches.
General Program Guidelines
Children must be signed in and out of the program by parent/legal guardian or authorised person over the age of 18 years of age. All children must be signed in and out of the program each day; no child is to leave the program unattended. Parents must provide a copy of any court order which relates to custody arrangements for children in care during the program. If the child has additional needs, parents are asked to provide clear and informative details so that staff can provide the best possible care for the child.

Medication
If a child is to receive medication during the day, parents must complete the medication instruction sheet. Medication must be in the original containers with the original labels and the child’s name and specific dosage clearly visible on the medication. If over the counter medication is required, staff must administer as per instructions on the package. If any deviation from instructions is required, a medical certificate will be required detailing dosage.

PLEASE NOTE THAT THE PROGRAM PROVIDES NO MEDICATION OF ANY KIND.

Excursions
On excursion days children must be at the centre at least 10mins before the stated departure time. This will help us to avoid being late.

Electronics
Children are allowed to bring along one electronic game to use during the long days in care. Please be aware that any electronics brought to the Vacation Care program are the responsibility of children and parents. Croydon Hills Outside School Hours Care Vacation Care Program will not be held responsible for lost or damaged equipment. Throughout the day, children are given designated, supervised electronic time.

Clothing
Parents must ensure that their children have appropriate clothing and footwear for the weather.

   All children must wear a broad brim hat outside and on excursions during the April holiday program.

   1st of May ~ Hats Away
   1st September ~ Hats to Remember

For further information please contact Mandy or Debby on 9724 4514
Please leave a message and we will get back to you.

Mandy Ray
VAC Coordinator

Completing the Short Holiday Program Enrolment Form you are declaring that you have:
1. Completed the full booklet enrolment form for 2016 in one of our previous programs.
2. Your child’s living arrangements have not changed.
3. You have read and understood all the terms and conditions including the booking alteration fees.
4. You have not changed any part of your home or work contact details.
5. Your child has not been diagnosed with a medical condition since previous enrolment i.e.; Asthma
I DECLARE THAT THE ABOVE STATEMENTS ARE ALL TRUE AND THAT I UNDERSTAND AND ACCEPT THESE CONDITIONS OF ENTRY INTO THE PROGRAM.

Name: ____________________  Signature: ____________________

Date: / / 2016

Child A: ____________________ Date of Birth: / /
Child B: ____________________ Date of Birth: / /
Child C: ____________________ Date of Birth: / /

Mother’s Name: ____________________  Father’s Name: ____________________

Mother’s contact number: ____________________  Father’s contact number: ____________________

Please circle the correct answer below:

* Does your child suffer from asthma? YES NO
* Does your child have a diagnosed disability? YES NO
* Does your child have any allergies? YES NO

Please give details if you answered YES to any of the above:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Emergency contacts and permission to collect child:

- Please note: ALL Emergency contacts MUST be at least 18 years of age.

1. Name: ____________________ Phone no. ___________ R/ship to child: ____________________

2. Name: ____________________ Phone no. ___________ R/ship to child: ____________________

3. Name: ____________________ Phone no. ___________ R/ship to child: ____________________

4. Name: ____________________ Phone no. ___________ R/ship to child: ____________________

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Fees
<table>
<thead>
<tr>
<th>Monday, 28\textsuperscript{th} March</th>
<th>~ No Program ~</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, 29\textsuperscript{th} March</strong></td>
<td>$45</td>
</tr>
<tr>
<td><strong>Wednesday, 30\textsuperscript{th} March</strong></td>
<td>$65</td>
</tr>
<tr>
<td><strong>Thursday, 31\textsuperscript{st} March</strong></td>
<td>$65</td>
</tr>
<tr>
<td><strong>Friday, 1\textsuperscript{st} April</strong></td>
<td>$71</td>
</tr>
<tr>
<td><strong>Monday, 4\textsuperscript{th} April</strong></td>
<td>$65</td>
</tr>
<tr>
<td><strong>Tuesday, 5\textsuperscript{th} April</strong></td>
<td>$71</td>
</tr>
<tr>
<td><strong>Wednesday, 6\textsuperscript{th} April</strong></td>
<td>$45</td>
</tr>
<tr>
<td><strong>Thursday, 7\textsuperscript{th} April</strong></td>
<td>$61</td>
</tr>
<tr>
<td><strong>Friday, 8\textsuperscript{th} April</strong></td>
<td>$65</td>
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The base rate for Vacation Care Program is $45 per day, plus the cost of the excursion/incursion. This is the cost before the Childcare Benefit and Childcare Rebate are deducted.

☐ I give permission for my fees to be deducted using the credit cards details held at OSHC.
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 28th March</td>
<td><strong>Public Holiday</strong> No Program</td>
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<tr>
<td>Tuesday, 29th March</td>
<td>Craft Day! Lot's to do today - Porcelain Mugs - Sand Art - Papier Mache Drums</td>
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<tr>
<td>Wednesday, 30th March</td>
<td>Gourmet Kids Cooking - Make your very own scones and hedgehog.</td>
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<tr>
<td>Thursday, 31st March</td>
<td>Excursion - AM Session Movies Kungfu Panda &amp; 3 PG Reading Cinemas Chirnside Park</td>
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<tr>
<td>Friday, 1st April</td>
<td>Excursion: Leave 1pm Return 5:15pm Super 42 Indoor Play centre in Dingley</td>
</tr>
<tr>
<td><em>SOCKS MUST BE WORN</em></td>
<td></td>
</tr>
<tr>
<td>Friday, 8th April</td>
<td>Excursion: PM Session Movies Zootopia GPG Reading Cinemas Chirnside Park</td>
</tr>
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<td>Thursday, 7th April</td>
<td>Cartoonist Incursion - Incursion: 9am 5-8years 10:30 - 12, 8-12 years</td>
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<td>Wednesday, 6th April</td>
<td>Mothers Day Craft! Vase decorating - Wooden mobile phone holder - Ceramic Owl Tallight holders - Mothers Day Card Making</td>
</tr>
<tr>
<td>Tuesday, 5th April</td>
<td>Eclipse Gymnastics - Return 3:30pm Ringwood</td>
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<tr>
<td>Monday, 4th April</td>
<td>Incursion: 10am onwards Spin Art - Create your very own art work on a canvas which uses a spinning technique.</td>
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<tr>
<td>Monday, 4th April</td>
<td>Incursion: Leave 12:30pm Return 3:30pm</td>
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