



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

Monday 2nd July to Friday 13th July, 2018.
7:30am - 6:00pm

Child Care Benefit

All families are encouraged to apply for reduced fee. 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.

Croydon Hills Vacation Care Provider Number ~ 1-631-4932

Dates and times

The program will operate from 7:30am until 6:00pm, beginning on:
Monday 2nd July to Friday 13th July 2018.

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, Tuesday 26th June, 2018.

Please Note: As of 6pm FRIDAY 29TH JUNE 2018, NO refunds will be given.

\$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.

Payments

All bookings must be paid by **Tuesday 26th June 2018**. 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.

PLEASE NOTE - PEANUT BUTTER AND NUT PRODUCTS ARE **NOT** TO BE BROUGHT INTO THIS SERVICE DUE TO SEVERAL CHILDREN ATTENDING THE SERVICE WHO ARE AT RISK OF ANAPHYLAXIS WHEN THEY COME INTO CONTACT WITH THESE FOOD PRODUCTS.

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 **15mins** before the stated departure time. This will help us to avoid being late. **We do not wait for late arrivals.**

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 July 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
9724 4514



Completing the Short Holiday Program Enrolment Form you are declaring that you have:

- 1. Completed the full booklet enrolment form for 2018 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: / / 2018

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:

Employment Status:

Full time

Part time

Not Working

If part time/casual please indicate days of work

Mon Tues Wed Thu Fri

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: _____

Bookings

The base rate for Vacation Care Program is \$50 per day, plus the cost of the excursion/incursion.
Fees are reduced by Child Care Subsidy.

Using the table below please indicate your child/ren's attendance during the holiday period by placing an 'X' in the box corresponding to the days you require.

Days	Cost	Child A	Child B	Child C	Child D
Monday, 2nd July	\$60.00				
Tuesday, 3rd July	\$80.00				
Wednesday, 4th July	\$70.00				
Thursday, 5th July	\$50.00				
Friday, 6th July	\$70.00				
Monday, 9th July	\$70.00				
Tuesday, 10th July	\$57.00				
Wednesday, 11th July	\$80.00				
Thursday, 12th July	\$50.00				
Friday, 13th July	\$57.00				

Please Tick this box if you give authorisation to deduct fees using your credit card details held at OSHC

Croydon Hills Vacation Care Program- 9724 4514
July 2nd – July 13th, 2018 7:30am – 6:00pm

Excursion on **Tuesday 3rd July:**

Venue: Imax Melbourne- Melbourne Museum Precinct, Rathdowne Street Carlton 9663 5454
Leave: 8:45am **Return:** 2:15pm
Staff / Ratio: Minimum of 1 staff member for every 8 children
Contact details: Mandy – 0432 581 324

Excursion on **Friday 6th July:**

Venue: Reading Cinemas, 239 Maroondah Hwy, Chirnside Park 9727 7900
Leave: PM Session **Return:** Time to be confirmed
Staff / Ratio: Minimum of 1 staff member for every 8 children
Contact details: Mandy – 0432 581 324

Excursion on **Wednesday 11th July:**

Venue: Latitude Melbourne- 590 Waterdale Road, Heidelberg 1300 123 528
Leave: 12pm **Return:** 4:30pm
Staff / Ratio: Minimum of 1 staff member for every 8 children
Contact details: Mandy – 0432 581 324

We are taking the children on excursions to:

- Have fun
- Develop gross motor skills
- Be aware of stranger danger when on an outing
- Participate in group activities in specialized events
- Develop problem solving skills
- Participate in group social interactions
- Understand and learn how to behave in a public place in the group situation

Croydon Hills Vacation Care Program
July 2nd – July 13th, 2018

I give permission for my child/ren to attend the following excursion/s as outlined above.

<p>Tuesday 3rd July Imax Melbourne Museum Precinct, Rathdowne Street, Carlton</p> <p>Children 1. 2. 3.</p> <p>Parent/Guardian:</p> <p>Signature:</p> <p>Emergency contact names and numbers for this day: 1: 2:</p>	<p>Friday 6th July Reading Cinemas 239 Maroondah Hwy, Chirnside Park</p> <p>Children 1. 2. 3.</p> <p>Parent/Guardian:</p> <p>Signature:</p> <p>Emergency contact names and numbers for this day: 1: 2:</p>	<p>Wednesday 11th July Latitude 590 Waterdale Road, Heidelberg</p> <p>Children 1. 2. 3.</p> <p>Parent/Guardian:</p> <p>Signature:</p> <p>Emergency contact names and numbers for this day: 1: 2:</p>
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Please inform staff if your child has any allergies / medical conditions that staff should be aware of specific to these excursions.

