Croydon Hills Primary Vacation Care Program
Campaspe Drive, Croydon Hills, 3136 9724 4514
http://chpsoshc.weebly.com  ray.mandy.m@edumail.vic.gov.au

Wednesday, 21st December - Friday 23rd December, 2016
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.

Dates and times
The program will operate from 7:30am until 6:00pm, beginning on:
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 20th, December, 2016.

$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, 13th December, 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 January 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
## Croydon Hills Vacation Care Program

Campaspe Drive, Croydon Hills. Our hours are strictly **7:30am – 6:00pm**

Phone: 97244514   Email: ray.mandy.m@edumail.vic.gov.au

<table>
<thead>
<tr>
<th>Monday 16(^{th}) Jan</th>
<th>Tuesday 17(^{th}) Jan</th>
<th>Wednesday 18(^{th}) Jan</th>
<th>Thursday 19(^{th}) Jan</th>
<th>Friday 20(^{th}) Jan</th>
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</thead>
</table>
| **Incursion** 9am – 3pm | **Celebrate Summer** A fun filled day of water activities  
BYO bathers, towel, water bombs etc.  
**Thongs must be worn**  
Icy poles for afternoon tea | **Excursion PM session**  
**Movies**  
**Trolls (G/PG)**  
Reading Cinemas, Chirnside Park | **Excursion**  
Leave 1:30pm  
Return 4pm  
**Ten Pin Bowling**  
Chirnside Park  
2pm – 3pm  
Includes one game and shoe hire | **Incursion** 10am – 12pm  
**Mad About Science**  
Watch a demonstration then take part in:  
- Bubble fountains  
- Spinning gyros  
- Popping test tubes  
- Instant snow |
| **Bubble Soccer 2 u** | **Bubble Soccer 2 u** | **Bubble Soccer 2 u** | **Bubble Soccer 2 u** | **Bubble Soccer 2 u** |
| **Monday 23\(^{rd}\) Jan** | **Tuesday 24\(^{th}\) Jan** | **Wednesday 25\(^{th}\) Jan** | **Thursday 26\(^{th}\) Jan** | **Friday 27\(^{th}\) Jan** |
| **Incursion**  
**African Drumming Rhythm of Life**  
Watch a performance by the African Drummers then take part in a drumming workshop. | **Excursion**  
Leave 8:50am  
Return 11am  
**Bounce**  
Indoor Trampoline centre, Blackburn  
Please wear appropriate clothing | **Excursion PM session**  
**Movies**  
**Moana (G/PG)**  
Reading Cinemas, Chirnside Park | **PUBLIC HOLIDAY**  
NO PROGRAM | **Incursion** 10am Onwards  
**Kites 4 Kids**  
Learn all about kite flying and make your very own to take home. |
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<table>
<thead>
<tr>
<th>Wednesday 21st Dec</th>
<th>Thursday 22nd Dec</th>
<th>Friday 23rd Dec</th>
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</thead>
<tbody>
<tr>
<td><strong>Christmas Craft Day</strong></td>
<td><strong>Incursion</strong> 10am – 4pm</td>
<td><strong>Santa and Reindeer visit</strong> 3pm – 4:30pm</td>
</tr>
<tr>
<td>Sequin Baubles</td>
<td><strong>Bubble Soccer 2 u</strong></td>
<td><em>Santa will give each child a small gift</em></td>
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<tr>
<td>Christmas Placeemats</td>
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<td>Wreath Making</td>
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<td>Icy poles for afternoon tea</td>
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<td>Decorate your own 2017 Calendar</td>
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<td>Crafts for Christmas</td>
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<td>Santas Workshop</td>
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<td>Photoframes</td>
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<td></td>
<td></td>
<td>Decorate your own Santa cup</td>
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</table>
The base rate for Vacation Care Program is $48 per day, plus the cost of the excursion/incursion. This is the cost before the Childcare Benefit and Childcare Rebate are deducted.

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.

<table>
<thead>
<tr>
<th>Days</th>
<th>Cost</th>
<th>Child A</th>
<th>Child B</th>
<th>Child C</th>
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<tbody>
<tr>
<td>Wednesday, 21\textsuperscript{st} December</td>
<td>$48</td>
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<tr>
<td>Thursday, 22\textsuperscript{nd} December</td>
<td>$68</td>
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<tr>
<td>Friday, 23\textsuperscript{rd} December</td>
<td>$63</td>
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<tr>
<td>Monday, 16\textsuperscript{th} January</td>
<td>$68</td>
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<td>Tuesday, 17\textsuperscript{th} January</td>
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<td>Wednesday, 18\textsuperscript{th} January</td>
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<td>Wednesday, 25\textsuperscript{th} January</td>
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<td>Thursday, 26\textsuperscript{th} January</td>
<td>NO PROGRAM – AUSTRALIA DAY</td>
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<td>Friday, 27\textsuperscript{th} January</td>
<td>$60</td>
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Please Tick this box if you give authorisation to deduct fees using your credit card details held at OSHC.