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Brighton Primary School OSHC

Brighton Primary School OUTSIDE SCHOOL HOURS CARE

## 1 Highet Ave, Brighton 5048

## ph: 8377 2655/ 0488 238 223

[www.brightonps.sa.edu.au](http://www.brightonps.sa.edu.au)

December 2019 January 2020 Vacation Care

Welcome to Brighton Primary School Vacation Care. We aim to provide a safe, fun, friendly environment where children can enjoy their holidays and experience a variety of excursions, art and craft activities, sports, cooking and lots more.

The program will run from Monday the 16th of December to Friday 24th of January.

**OSHC WILL BE CLOSED FROM 6PM FRIDAY 20th DECEMBER UNTIL 7AM MONDAY 6th JANUARY.
ENJOY YOUR CHRISTMAS BREAK ☺**

Vacation Care times/fee

Open: 7:00am Close 6:00pm

Vacation care fee: $65

Please ensure your child/ren are signed in and out each day.

 Vacation Care Bookings/Priority of Access

To confirm your booking **please complete, sign & return the booking form. REMEMBER SPACES ARE LIMITED:** once we fill those places, we do not accept additional bookings. Waiting lists are available during Vacation Care. Brighton OSHC follows the priority of access provided by the Australian guidelines Department of Education Employment and Workplace Relations, which means that place in Vacation Care are filled in keeping with these guidelines. Working parents will be considered as a priority.

 Child Care Subsidy

For CCS reductions please make sure that you are registered for approved childcare with Centrelink (13 61 50) and refresh your details on **MYGov** if 8 weeks have lapsed. *Please ensure that you supply us with the best possible emergency contact number each day of your child’s attendance and be familiar with the times and requirements for each day that your child attends.*

BOOKINGS WILL ONLY BE ACCEPTED WITH A RETURNED BOOKING SHEET. Bookings over the phone will not be accepted.

ACCOUNTS & CANCELLATIONS

All bookings will be charged to your account weekly. **All accounts must be paid prior to vacation care bookings being accepted.** Please see the director if you require any further information.

Full day fees will apply to cancellations if the centre is not notified by 9:00am the previous Vacation Care day.

i.e if you wish to cancel a Monday booking you will need to notify us by 9:00am Friday.

The Program will be released on Friday the 15th of November (week 5) parents and caregivers will be able to submit bookings from Monday the 18th at 7:00am this will give parents the opportunity to look at the program and their needs.

Children must arrive at the service by 9:00am on excursion dates. Failure to do so will mean your child will risk missing out on excursion.

Signing your child in and out.

An approved person must sign in children on arrival and departure using our sign in sheet/iPad sign in system.

The family assistance office who provides the child care subsidy requires that all attendances be properly recorded in order to validate Child Care Assessment Claims.

It is also a safety requirement that all children be signed in and out of OSHC so staff can accurately account for all children in the event of an emergency.

**Lunch**

Lunchtime is between 12:00 noon and 1:00pm. **Children are required to bring their lunch daily unless specified on the program.** Children are not to bring food that requires heating up or cooking as we do not have staff available to do so. The centre provides healthy afternoon snack, however it is always best to supply an extra snack in your child’s lunchbox. Water is available at all time throughout the centre based days. Please provide recess, water and a drink bottle on all days. Should your child have any specific dietary requirements please inform the centre prior to arriving.

**Children who do not bring lunch will be supplied with a sandwich and a piece of fruit. If this is provided, the cost of $5.00 will be added to your account to cover the cost.**

**Vegetarian and gluten free options are available for those with allergies or cultural requirements.**

We provide a recreational based program and we encourage healthy food options that will provide for your child the whole day.

Guideline to Nut and Other Allergies:

* A dietary register of students with allergies is kept in the OSHC records.
* Staff encourage children to be aware of the no nut policy and encourage them to be pro-active in not bringing nut products when attending OSHC.
* On excursions, discussions are held with venues regarding food that can be of a potential risk. (Children will be guided in purchasing food respectfully and ensure any food that is purchased follows the allergies guidelines).
* Children will be encouraged to let us know if they have a nut product in their lunch box.

We do have children with serious allergies to certain foods so in line with the schools policy please pack your child’s lunch boxes thoughtfully.

Devices

Children are not permitted to bring any form of device with them to Vacation Care. The service has a range of computers, iPads & devices that children will have the opportunity to use throughout the program at Square Eyes Hour. Although - on Friday the 24th of January we will be having an Electronics Day. Students ARE permitted to bring devices on this day, but they cannot be cellular (have access to mobile data or internet) or be used to take photos whilst at OSHC.