

# Brighton Primary School OSHC

Brighton Primary School OUTSIDE SCHOOL HOURS CARE

1 Hight Ave, Brighton 5048  
PH: 8358 4352/ 0488 238 223



## October 2023 Vacation Care

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

The program will run from Tuesday 3<sup>rd</sup> of October – Friday 13<sup>th</sup> of October  
With a PUPIL FREE DAY on Monday 14<sup>th</sup> October.

### Group 1 and 2

Certain days children will be categorized by group 1 or 2.

Group 1 is foundation to year 2.

Group 2 is year 3 to year 6.

Vacation Care times/fee

Open: 7:00am Close 6:30pm

Vacation care fee: \$65

We will accept bookings from Friday the 1st of September.

Bookings will be confirmed Via text.

**WE WILL NOT ACCEPT BOOKINGS AFTER FRIDAY 22<sup>nd</sup> of September.**

**BOOKINGS WILL ONLY BE ACCEPTED WITH A RETURNED COMPLETED BOOKING SHEET** Via email or dropping into OSHC.

Bookings over the phone will not be accepted.

### **Vacation Care Bookings**

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..

### **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.*

### **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** to cancel a vacation care booking at no charge the service must be notified **a week before** the booking. Bookings can be cancelled at no charge with a doctor's certificate.

### **ARRIVING TO OSHC**

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

### **Signing your child in and out.**

An approved person must sign in children on arrival and departure using our electronic attendance system. The family assistance office who provides the childcare 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.

### **COVID-19**

Due to COVID-19 excursions and incursions can change at any time to make sure we are keeping in the guidelines and the restrictions.

### **Weather**

Excursions and incursions can change at any time due to extreme weather.

**If the temperature is forecasted at 36 degrees or over outdoor excursions will be cancelled.**

### **Lunch**

Lunchtime is between 12:00pm and 1:00pm. **Children are required to bring their brain food, recess, and lunch daily unless specified on the program.** The center provides healthy afternoon snack. However, it is always best to supply an extra snack in your child's lunchbox. Water is always available throughout the center-based days. Should your child have any specific dietary requirements please inform the center prior to arriving.

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

**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.**

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

### **WHAT TO BRING**

Please provide brain food, recess, lunch, and water in a drink bottle for your child, unless stated otherwise.

A sun smart hat.

### **WHAT TO WEAR**

Children need to be wearing **ENCLOSED shoes** (thongs and sandals are not acceptable).

Clothing with sleeves (no singlets or thin straps.)

Children may be **sent home** if these guidelines are not met due to safety reasons.

**The service recommends children pack clothing for hot weather sun smart clothing to protect from heat/uv rays**

### **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 school's 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.

**Brighton Primary School OSHC**

**October 2023 Vacation Care**

**Consent Form**

**BOOKINGS WILL ONLY BE ACCEPTED WITH A RETURNED COMPLETED BOOKING SHEET** Via email or dropping into OSHC.  
Bookings over the phone will not be accepted.

I give permission for my child/ren \_\_\_\_\_  
to attend the following incursions/excursions. I am aware of arrival and departure times, modes of transport, child/staff ratios, risk assessments, cancellation policies, policies and what my child/ren will need each day.

**Parent Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

**Emergency Contacts:** (Please provide, even if you have done this before)

**Name & Phone:**

1. \_\_\_\_\_

2. \_\_\_\_\_

I have read and understood the centre's policies on bookings, cancellations, payment, sun safety, water, nutrition, spending money, footwear, electronics, and extreme weather. **YES / NO**

I understand that if I have outstanding fees of over 21 days my bookings will not be accepted until payment is made in full. **YES / NO**

My child has an allergy to sunscreen. **YES / NO (If yes, sunscreen will need to be provided)**

I give permission for my child/ren to use sunscreen supplied by OSHC, in the event that no sunscreen has been provided. **YES / NO**

I give permission for OSHC staff to administer first aid and in cases of emergencies; I give permission to call an ambulance. **YES / NO**

I have read and agree to 'Vacation Care Important Information' form. **YES / NO**

I understand due to circumstances beyond the control of the centre management changes may occur to the advertised program due to inclement weather, staffing arrangements or Covid-19 for a proposed excursion and may result in my child staying in the OSHC centre for the day. **YES / NO**

I am aware of the Excursion Policy and can ask OSHC for a copy. **YES / NO**

**Medical and Health Information**

Does your child/ren have a health care need that could affect their safety at Out of School Hours Care?  
**YES/NO**

If YES please explain and ensure OSHC staff are provided with the appropriate medication and health care/medication plan.

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**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Photographs & Permission for sharing**

I give permission for photos of my child/ren \_\_\_\_\_ that are taken in vacation care to be shared onto the app Seesaw where other Brighton Primary School OSHC families that are connected can see.

**Parent Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Date: \_\_\_\_\_  
**Brighton Primary School OSHC**  
**October 2023**  
**Booking Sheet**

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**BOOKINGS WILL ONLY BE ACCEPTED WITH A RETURNED COMPLETED BOOKING SHEET** Via email or dropping into OSHC.

Bookings over the phone **will not be accepted.**

Full day fees will be **charged to cancellations** with **less than a week's notice.**

To cancel a vacation care booking at no charge the service must be **notified a week before** the booking.

Bookings can be cancelled at no charge with a doctor's certificate.

Child/ren Name: \_\_\_\_\_

**Vacation Care Bookings**

**REMEMBER SPACES ARE LIMITED** once we fill those places, we **will not** accept additional bookings.

Waiting lists are available during Vacation Care.

**Group 1** is foundation - year 2.

**Group 2** is year 3 - year 6.

Date	Activity/Excursion	Excursion/ Incursion permission <u>Guardian to sign</u> <b>G1</b>	Excursion/ Incursion permission <u>Guardian to sign</u> <b>G2</b>
MON 2/10	OSHC CLOSED	OSHC CLOSED	OSHC CLOSED
TUES 3/10	<b>G1</b> – Hiccup Theatre Play <b>G2</b> – Archery Wars		
WED 4/10	<b>G1</b> – Lego build & bash <b>G2</b> – Day at Marion		
THUR 5/10	Animal Day		
FRI 6/10	Jam Band, Musical Show		
MON 9/10	Glenthorne National Park		
TUES 10/10	Influencer Day		
WED 11/10	Kids VS Educators		
THUR 12/10	Theatre Bugs – Little Mermaid		
FRI 13/10	Unlucky or Lucky		
MON 16/10	Pupil Free Day Movie Marathon Day		