

# Brighton Primary School OSHC



Brighton Primary School  
OUTSIDE SCHOOL HOURS CARE  
1 Hight Ave, Brighton 5048  
ph: 8377 2655/ 0488 238 223



## Sep/Oct 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 28<sup>th</sup> of September to the 9<sup>th</sup> of October.

Vacation Care times/fee

**Open: 7:00am Close 6:00pm**

Vacation care fee: \$65

### 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 places 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.*

The Program will be released on Friday the 28<sup>th</sup> of August we will accept bookings from Monday the 31<sup>st</sup> of August.

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

### **WE WILL NOT ACCEPT BOOKINGS AFTER THE 21<sup>st</sup> of September**

#### 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.

### ARRIVING TO OSHC

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. On Friday the 9/10/20 Children must arrive to the service by 8:30am.

### 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 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 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 available at all times throughout the center based days. Should your child have any specific dietary requirements please inform the center prior to arriving.

Vegetarian 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.**

### WHAT TO BRING

Please provide brain food, recess and lunch and water in a drink bottle for your child and a sun smart hat.

Please provide your child with a sun safe hat and warm clothing, jumper/jacket for outdoor play.

### WHAT TO WEAR

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

Clothing with sleeves (no singlets or thin straps.).

Sun smart hat, this **DOES NOT INCLUDE** caps.

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

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 proactive 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.

**Brighton Primary School OSHC**  
**Sep/Oct 2020 Vacation Care**  
**Consent Form**

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, policies and what my child/ren will need each day.

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

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

**Name:**

**Phone:**

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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**

My child has an allergy to sunscreen. **YES / NO**

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 for a proposed excursion and result in my child staying in the OSHC centre for the day. **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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I have thoroughly read the Excursion Authorisation form and know I am able to ask OSHC staff to obtain a copy of the full risk assessments conducted for all excursions. **YES / NO**

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

\*Please turn over for booking form

**Brighton Primary School OSHC**  
**Sep/Oct 2020**  
**Booking Sheet**

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

<b>Date</b>	<b>Activity/Excursion</b>	<b>Booking (tick)</b>	<b>Excursion/ Incursion permission <u>Parent to sign</u></b>
MON 28/9	<b>Wheelies day</b>		*
TUES 29/9	<b>Capri Cinema</b>		*
WED 30/9	<b>G1/ Bindarra Reserve G2/Brighton Lawn Bowls club</b>		*
THUR 01/10	<b>Belair National Park</b>		*
FRI 02/10	<b>Brighton OSHC Show Day</b>		*
MON 5/10	<b>Public Holiday</b>		*
TUES 6/10	<b>Electronic Party Day</b>		*
WED 7/10	<b>Hahndorf Farm Barn</b>		*
THUR 08/10	<b>AFL Day</b>		*
FRI 09/10	<b>A day at Victor Harbor</b>		*
Mon 12/10	<b>Pt Adelaide Train Museum/St Kilda Adventure Playground</b>		

Please list any suggestions you have for upcoming Vacation Care programs (optional):

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