



Ainslie OSHC Before Christmas 2017

Vacation Care

Booking/Permission Form

PLEASE NOTE: We only have limited space on these days due to staffing. If you require care, please return your forms as soon as possible.

Please tick the day/s you require care for your child/ren.

WEEK 1					
Child's name:	Monday 18.12.17 (Emoji Mania)	Tuesday 19.12.17 (Messy Merry Movie day)	Wednesday 20.12.17 (Christmas Celebrations)	Thursday 22.12.17 (Centre Closed)	Friday 23.12.17 (Centre Closed)
1.					
2.					
3.					

General Information

Hours of Operation 8am – 6pm

Management Team:

Gemma Lockton **Director**
 Nadia Anwar **Assistant Director**
 Emily Hawkshaw **Educational Leader**
 Toni Moore **Administrator**

Enrolment

Step 1 - Is your child currently enrolled at Ainslie OSHC? If not, please complete an enrolment form available at our office in Yerra building or we can email to you at your request.

Step 2 - Complete the booking and permission form for this holiday period.

Please note: Places are limited and we are unable to offer enrolments until we have received the forms. If you would like to secure a spot, please be prompt in completing required paper work.

For all enquiries please consult with the management team.

Fees and Childcare Benefit

- Cancellation must be in writing, **1 week in advance** for no charges to apply.
- To obtain CCB and CCR we must have Date of Birth and Customer Reference Number for the parent registered for CCB/CCR and each child on the enrolment form.

Arrival and Departure

- Children **MUST** be signed in and out of the program each day by a parent or guardian.
- The roll will be located in the sign in area near our main office.

Food and drink bottles

- Healthy breakfast, morning tea and lunch is provided during holiday care. The menus are displayed at the centre and are available on request too.
- Children are required to bring their own afternoon tea each day. Children often get hungry in the holidays, please consider this when packing their daily food.
- We encourage snacks with high nutritional content to meet the growing needs of children.
- **As we are an allergy aware centre please no nuts or nut products.**
- **Children should also bring a refillable water bottle especially on excursion days.**

Clothing and Sunscreen

Please label / name all of your child's clothing

- **Closed in shoes and socks** are required on excursion days
- As the days are warmer in December/ January and the UV index is generally high, light sun safe clothes which cover shoulders are recommended.
- **Please be sure to send a broad brimmed hat. Caps are not permitted. We will not be allowing hat sharing for hygienic purposes.**
- Please encourage your child to apply sunscreen prior to their arrival. Sunscreen will be available throughout the day but please feel free to bring your own.

Lost property

- Children can carry a small bag for their belongings when on excursions. They are encouraged to take responsibility for looking after it. In the case of belongings being left at excursion sites or on buses, parents are requested to chase it up directly.
- For belongings lost at the centre, we have a lost property area near the entrance. Please go through it if you are missing anything.
- After the holiday period, all lost property will be donated to charity or recycled as appropriate.

Ratios/risk assessments

- Whilst at the center the children will be cared for by educators at a 1:11 ratio.
- Once off- site the ratio is 1:7 or 1:8 depending on the venue and 1:5 for water excursions.
- Placements of up to 44 children are available every day.
- A risk assessment is conducted for each excursion / incursion day and is available for parents to view upon request.

Transportation

- Travelling to and from the center by either hired bus, walking or public transport may be required.
- On any given excursion day, the departure and arrival times will be between the hours of 9am and 3pm.
- This may vary depending on the booked activity.

Change of Venue

- Due to unforeseen circumstances of weather, transportation or venue complications, the programmed activity may change therefore Ainslie OSHC may attend an alternate venue.

Movie ratings/activities

- G or PG rated movies may be shown at the center depending on the weather.
- A range of art and craft, cooking, science, sports activities as well as children's choice will be available each day.

Consent

I (Parent/Guardian) _____ authorize for my child/ren to attend the above incursion and excursion days at Ainslie OSHC and understand the above requirements that are set out to occur during any given day.

Signature: _____ Date: ____/____/____