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Coromandel Valley OSHC Vacation Care October 2023

IMPORTANT FAMILY INFORMATION

STAFF: Dennis (OSHC Director) Bec (Assistant Director), Emma, Erin, Georgia, Gabby, Jordan, Rosie, Tahlia, Lucas, Hugo, Joel, Julie, Wes and Annette.

OPENING HOURS

OSHC is open from 7am – 6:15pm, Monday to Friday. Closed Monday 2nd Oct labour day public holiday.

CLOTHING REQUIRMENTS

Please ensure clothing is SunSmart which **covers children's shoulders - No singlets or strappy tops**, as these expose too much skin to harmful UV rays.

Please make sure your child/ren wear **comfortable walking shoes** which are appropriate for active games, sports and walking; **no thongs unless it's a water-based activity**.

EXCURSION DAYS

Children **need** to be at OSHC **no later** than 8:15am and can be picked up after 3pm. Children will need to make sure that they bring their **recess**, **lunch**, and be wearing **sensible shoes** for walking. **Drink bottles** are also *compulsory* on excursions. Risk Assessments are prepared for all excursions and available at OSHC.

Excursions may change due to weather conditions and other circumstances. Parents will be informed ASAP.

INCURSION DAYS

Children can be dropped off and picked up at any time between 7am – 6:15pm. Children will need to bring **their recess, lunch, drink bottle, SunSmart hat**, and be wearing **sensible shoes** for active activities. Late pick-up will incur a fee \$15 per every 15 min block.. Please note that children without SunSmart hats will have **restricted play** when the UV rating is 3 and above.

No responsibility can be accepted by OSHC for items brought to the centre.

ENROLMENT INFORMATION AND MEDICATIONS as per policies

Medical forms **must** be filled out for each child with a medical condition attending Vacation Care. Prescription medication can only be administered by staff with written permission from a parent/guardian. The medication **must** be in its original container, in date and labelled with a pharmacy label which notes the name of the child and the dose to be given and times to administer it. Medications **must** be handed to a staff member on arrival at OSHC. Children diagnosed with anaphylaxis, allergies, asthma or diabetes **must** bring their medication/s or the child cannot attend OSHC.

COST OF VACATION CARE

\$60 centre based and \$65 excursions This covers costs associated with excursions, guests, activities and afternoon tea. Invoices are sent out every Monday with accounts being direct debited every Wednesday.

Food

All dietary requirements will be met whilst children are at the service and on excursion.

Please note regarding cancellations: Cancellations for vacation care must be made with 2 weeks prior to the commencement of vac or a fee, equal to the fee for that session will be charged and any money paid may be forfeited. No cancellations can be made during vacation care. Also, please be aware that bookings will be subject to the Commonwealth Government Priority of Access Guidelines.