

Caravonica State School P&C Association
Outside School Hours Care



April 2025 Vacation Care

Cancellations require 7 days' (one week's) notice in writing OR full payment will apply.

IMPORTANT PLEASE READ

Caravonica State School P&C Association
Outside School Hours Care
Phone: 4037 0500/ 0417 796 517
oshc@caravonica.com.au

Dear Parents, Guardians and Children,

Welcome to our Vacation Care program for April 2025.

Please note: The service will be closed on April 18th (Good Friday)

HOURS OF OPERATION ARE STRICTLY 7:30AM – 6PM

- Children **MUST** be **SIGNED IN** each morning upon their arrival, by parent or guardian.
- Children are to be **SIGNED OUT** each afternoon by a parent/guardian or other authorised person.

If your child is not collected by 6pm, a late fee of \$10.00 per child for the first 10 minutes (regardless of whether you are 2 or 10 minutes late) will apply. \$1 per minute/per child will apply thereafter.

VACATION CARE PRICE LIST

Vacation Care is \$50 per day. Excursions and incursions incur an additional fee (these fees will be added to your statement).

PAYMENT OF FEES

- A \$50 deposit is required upfront when booking.
- **Outstanding fees from BSC/ASC and Previous Vacation Care programs need to be cleared prior to booking.**
- Prompt payments of Vacation Care fees are expected.
- Please remember all accounts are 7 day accounts.
- **Cancellations require 7 days (one week) notice in writing OR full payment will apply.**

PAYMENT OPTIONS

Direct Debit – BSB: 064 836 / ACC: 1004 7577 (Please reference child)
EFTPOS at service

MISBEHAVIOUR

We endeavour to manage behaviour through a supportive model, which includes efficient supervision, provision of effective role models, directing or re-directing children to other activities and working with children to set the rules, follow the rules and understand the consequences of breaking those rules. Each child will be treated sensitively, respectfully and with dignity, regardless of their social background, gender, ethnicity, or abilities.

Any child who consistently misbehaves or causes harm to any other person will be suspended immediately (parents will be called) and they will not be allowed to return to the Vacation Care Program.

VALUABLES

- Please ensure that your child does not bring **electronic gaming devices, iPods, toys, jewellery, mobile phones, watches that take photos etc and money**. Caravonica OSHC will not be responsible for any valuables that are stolen or broken. **If your child is found with a banned item it will be taken from them and returned to the parent upon departure.**
- Please ensure all your children's belongings are clearly marked to avoid accidental mix-ups.

CLOTHING

- **Children will wear appropriate sun safe clothing and footwear when attending the service.**
- **Thongs, singlets and short shorts** are not appropriate. For outside play we have a **“No Hat, No Play”** policy (No caps allowed)

ILLNESS

Out of respect for others, please keep your child/ren at home if they are displaying any cold or flu like symptoms. **Children who have had a vomiting/gastro bug cannot attend the service until they have been well for at least 24 hours.**

MEDICATION

Only medicines prescribed by a doctor and directed by the doctor to be administered during operational hours may be given. **Medication must be in its original package with a pharmacy label clearly stating the child's name, dosage, frequency of administration, date of dispensing and expiry date.** Medication must be accompanied by a letter of authority from the parent/ guardian. A Caravonica OSHC medication form will also need to be completed.

RATIOS

At the service	1 staff member for every 15 children (1:15)
On Excursions	1 staff member for every 8 children (1:8)
Water Excursions	1 staff member for every 5 children (1:5)