

Caravonica State School P&C Association  
Outside School Hours Care



September/October  
2019

Vacation  
Care

# **IMPORTANT PLEASE READ**

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

Dear Parents, Guardians and Children,

Welcome to our Vacation Care program for September/October 2019. We will be operating for 2 weeks in total.

**\*\*Please note: Monday 21<sup>st</sup> October is a student free day. Caravonica OSHC will be operating from 7:30am – 6pm\*\***

## **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.

**Late fees will be charged for children not collected by 6:00pm**  
(Late fees \$1 for every minute you're late per child)

## **VACATION CARE PRICE LIST**

Vacation Care is \$47 per day. Excursions and incursions incur an additional fee (these fees will be added to your statement).

## **PAYMENT OF FEES**

- **A \$47 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  
Cash 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 may be suspended immediately (parents will be called) and will not be allowed to return to the Vacation Care Program. They may also be excluded from attending excursions.**

## **VALUABLES**

- Please ensure that your child does not bring **electronic gaming devices, iPods, toys, jewellery, mobile phones 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 off 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.

## **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)