



Woodport Public School
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WOOSH Vacation Care Program

December 2018

New Mobile – 0455 035 794 WOOSH Care now has a mobile phone, in addition to our landline. The mobile phone will be carried by the service Supervisor between 6:30am – 6:00pm daily. If you have enquires outside of these times, please leave us a message or send us an email.

Child Care Subsidy (CCS): Parents who have not registered for CCS will be charged full fees. You can complete a Centrelink Child Care Subsidy Assessment through myGov using your Centrelink online account, or through the Express Plus Centrelink mobile app.

Use of Electronic Devices: Children are not permitted to bring their own electronics to WOOSH Care, unless specified on the program (e.g. Gaming Day). We have our own iPad's, Playstation & Wii console at WOOSH and children are permitted to use these for short periods of time throughout the day. This allows children to have equal access to electronics while also participating in our planned program. We encourage all parents to make their children aware of this and ensure no devices are brought to the centre.

Sun Safety: WOOSH Care endorses the Cancer Council's 'Sun Safe OOSH' Policy. Under this policy, a daily UV check is conducted, and at times where the UV level is above 3, SPF 50 sunscreen is applied every 2-3 hours. Children are also required to wear sun safe clothing, including a broad brimmed, bucket style or legionnaire hat, and clothing which covers their shoulders. Singlets and caps are not sun safe clothing. If your child attends Vacation Care without appropriate sun safe clothing, they will be provided with a hat/ shirt. **Caps are not permitted at WOOSH Care.**



Clothing: Children must wear sensible shoes for walking and playing (i.e. enclosed shoes or strap-on sandals). Thongs and slip-on style shoes are not permitted. Children must also bring a jumper or a jacket each day.

Hours of operation: WOOSH Care is open from 6.30am till 6.00pm Monday to Friday during the school holidays and Pupil Free Days (excludes public holidays). Bookings are essential as places are limited.

Supervision: WOOSH Care is approved for a maximum of 70 school age children per day, however limitations may be placed on maximum number of enrolments due to staffing or transport requirements. Staff to child ratios of 1:15 are maintained during centre days, with increased ratios during excursion and during water activities. A *Risk Assessment* is conducted prior to each excursion and are available for parents to view upon request. A *Responsible Person* holding their Apply First Aid, Child Protection, Asthma & Anaphylaxis certificate will be rostered on at all times throughout the day. A photograph of the Responsible Person on duty is displayed at the sign in desk.

Payment: The cost per day for in-centre activities is \$53 per child for permanent enrolments, and \$57 for casual enrolments. The cost per day for excursions is \$63 for permanent enrolments, and \$67 for casual enrolments. Please note that additional costs may apply to some 'in centre' activities and excursions, particularly swimming excursions to cover increased staffing costs. (Please see the program for these additional charges). Note:

Permanent enrolments are those families who attend before and/or after school care, and have paid a bond and registration fee.

Bookings: Bookings can be returned to WOOSH Care via email or in person. *Please note: Verbal bookings will not be accepted.* Bookings must be received by Wednesday 12th December 2018. In the case that a day becomes booked out, a waiting list will be prepared and parents will be notified if a place becomes available. Priority of Access will apply to wait list.

Cancellations: Please notify the Centre of any cancellations as soon as possible. There are no refunds once a booking is made, but it may be possible to swap places for another day within the same week as long as there is a vacancy on the desired day.

Red Hat/ Shirt surcharge: During excursions, children are provided with red shirts to ensure children are easily identifiable. Children are also provided with sun safe red hats if they do not have an appropriate hat on any day. To cover cost of purchasing, embroidering and laundering these shirts, a surcharge of \$5 per child per Vacation Care period will be added to your Family Statement, if your child attends at least one excursion.

WOOSH Care's Vacation Care Program: We are aware that sometimes programmed activities will not appeal to all children. Be assured that wherever possible we try to provide alternative activities such as craft, games or movies. There are also opportunities for children to assist with activities even if they do not wish to take part in the actual activity.

Program variations: The Vacation Care program is subject to change without notice if it is deemed in the best interests of children. E.g. changes to program on wet weather days. Should an excursion change, parents will be required to sign their permission for the new excursion prior to child attending.

Medication: If your child requires medication an *Administration of Medication* form must be completed on each day that the medication is to be administered. Please note that no over-the-counter medication will be given (except Paracetamol- see booking form). Medication must be provided in original packaging with the child's correct name and will be administered as per dosage instructions.

Food: Please pack a nutritious morning tea, lunch and some snacks for your children on all days. Afternoon tea is provided and **lunch is provided only on some days** (see program for days where lunch is provided). Please ensure that your child has adequate food, as Vacation Care days are active and long and the children do get quite hungry. Please inform staff if any of your child's food requires refrigeration (e.g. dairy products). Please do not send your children with food that needs to be cooked or heated as we cannot guarantee that cooking and heating facilities will be available, especially when we are out of centre for an excursion.

Special Diets: If children are on restricted diets due to food allergies etc. parents are advised to provide alternatives food for their child as we cannot guarantee that the foods available will be suitable for your child's needs.




Water: Water will be freely available at the Centre, but please supply a drink bottle for excursions as these can be refilled as required. If your child forgets a water bottle on an excursion day, WOOSH Care will supply a water bottle but a **50 cent surcharge** will be added to your account each time this occurs.

Nut policy: WOOSH Care endeavours to be a 'nut free' centre, as per policy, for the safety of all children. Please do not send any nuts or food products containing nuts to WOOSH Care.

Breakfast: Breakfast is provided between 6:30am – 8:00am during Vacation Care. Breakfast options include wholemeal toast, weetbix, cheerios, cornflakes, rice bubbles and plain milk or milo.

Spending money: Children are not permitted to bring money for an excursion unless the program indicates otherwise as there is no opportunity for them to spend it.

WOOSH Care - Vacation Care –December 2018
Thursday 20th December – Friday 21st December 2018

Date	Activity	Please bring
<p>Thursday 20th December</p> <p>K – 2: Christmas Craft & Cooking (Centre Day)</p> <p>Year 3+: Christmas Shopping (Excursion)</p>	<p>K – 2: Get in to the Christmas spirit today, creating some awesome crafts including some decorations to hang on the Christmas tree, as well as cooking some delicious treats to take home.... If they make it that far!</p> <p>Year 3+: We're off to Erina Fair to buy some beautiful gifts for our family or friends! Then it's back to WOOSH to wrap our gifts up ready for Christmas. <i>All children will be given money to purchase a gift, but are welcome to bring additional money (max \$20).</i></p> <p>Transport: Walking (bus if hot/ wet weather) Leave WOOSH: 10:00am Return to WOOSH: 3:30pm Address: Erina Fair, Karalta Rd, Erina</p> 	<ul style="list-style-type: none"> ✓ Sun safe hat ✓ Morning tea ✓ Lunch ✓ Drink bottle ✓ Spending money (Max \$20)
<p>Friday 21st December</p> <p>K – 2: Christmas Shopping (Excursion)</p> <p>Year 3+: Christmas Craft & Cooking (Centre Day)</p>	<p>K – 2: We're off to Erina Fair to buy some beautiful gifts for our family or friends! Then it's back to WOOSH to wrap our gifts up ready for Christmas. <i>All children will be given money to purchase a gift, but are welcome to bring additional money (max \$20).</i></p> <p>When we arrive back at WOOSH Care we will have an end of year Christmas Celebration. Please bring a plate to share at the party!</p> <p>Transport: Walking (bus if hot/ wet weather) Leave WOOSH: 10:00am Return to WOOSH: 3:30pm Address: Erina Fair, Karalta Rd, Erina</p>  <p>Year 3+: Get in to the Christmas spirit today, creating some awesome crafts as well as cooking some delicious treats to take home.... If they make it that far!</p> <p>When the younger children arrive back at WOOSH Care we will have an end of year Christmas Celebration. Please bring a plate to share at the party!</p> 	<ul style="list-style-type: none"> ✓ Sun safe hat ✓ Morning tea ✓ Lunch ✓ Drink bottle ✓ Spending money (Max \$20) ✓ Plate of Party food

Centre closed for 2018
WOOSH Care will reopen Monday 7th January 2019
MERRY CHRISTMAS AND HAPPY NEW YEAR!



WOOSH Care - Vacation Care Booking Form – December 2018

Parent's name (please print): _____ Contact number: _____

Child/children's name: _____ School Year: _____

My child/children will be attending on the following days (please tick and sign for permission)

✓	Date	Activity	Cost	Parent permission for excursion – please sign
K – 2:	Thursday 20 th December	K – 2: Cooking and Craft	<i>Centre: Full Fee = \$53 (Casual = \$57)</i>	N/A
Year 3+:		Year 3+: Shopping	<i>Excursion: Full Fee = \$63 (Casual \$67)</i>	Year 3+:
K – 2:	Friday 21 st December	K – 2: Shopping	<i>Excursion: Full Fee = \$63 (Casual \$67)</i>	K – 2:
Year 3+:		Year 3+: Cooking and Craft	<i>Centre: Full Fee = \$53 (Casual = \$57)</i>	N/A

Please provide consent for the following;

- I give permission for my child to attend/take part in the above activities and excursions. I understand that the children will either be catching a bus or walking to the excursions, and that the program may change without notice due to weather or other causes
- I have read the *Information Book* and am aware of the *Vacation Care Cancellation Policy*. There are no refunds once a booking is made, although bookings may be swapped within the same week, as long as there is a vacancy on the desired day.
- I have read the *Vacation Care Program* and understand that WOOSH Care holds no responsibility for any property that is lost or broken during Vacation Care.
- I understand that fees must be paid once invoiced within the stated due date, that my child's place at the service may be terminated if fees are not up to date, and that I may be liable for any additional costs incurred in recovery of outstanding fees.

The following questions are applicable to enrolments who attend Vacation Care only:

- I elect to pay the Annual Registration Fee of \$60 for the reduced daily fee; or
- I elect to pay the full Casual Vacation Care rate (no Annual Registration Fee) or
- I have already paid the Annual Registration fee for 2018

Parent's signature _____ Date: _____