



Croydon Hills Primary Vacation Care Program

47-75 Campaspe Drive, Croydon Hills, 3136

9724 4514

cassandra.jones@croydonhills.vic.edu.au

Monday 23rd December-Tuesday 24th December 2024

and

Monday 13th January- Friday 24th January 2025

7:00am - 6:00pm

Fee Relief

Fee relief is available for families in the form of Child Care Subsidy (CCS). Department of Human Services, 13 61 50.

Dates and times

The program will operate from 7:00am until 6:00pm, beginning on:

Monday 23rd December-Tuesday 24th December 2024

and

Monday 13th January- Friday 24th January 2025

A late fee will apply where children are not picked up prior to closing time. A fee of \$15 per 10-minute block or part thereof per child will be incurred by the family. After the first 10-minutes, the cycle will continue and each child will be charged \$15 per 10 minute block.

Booking Procedures

- No telephone bookings will be accepted.
- Completed booking forms are to be left at the Croydon Hills Primary School Office or the After School Care Office. Each application will be processed in order of receipt. The coordinator will contact you and advise of places available and to priority of access
- Completed forms can also be emailed to: cassandra.jones@croydonhills.vic.edu.au
- Bookings will be made according to the priority of access regulation. Refer to policy for further information regarding this procedure.

Cancellations, Alterations & Emergency Bookings

A \$5 alteration fee per child applies for any changes to your bookings after **Monday 16th December**.

Please Note: As of 6pm Monday 16th December NO refunds will be given.

Payments

All bookings must be paid by **Monday 16th December**. If payment is not made by this date, all bookings will be cancelled. Payments by EFTPOS and online via Kidsoft are accepted and can be made at both the OSHC and School office.

Snacks, Lunches and Drinks

Parents are to supply nutritious lunches as well as drinks and snacks for their children. **Please note** that we cannot heat or cook children's snacks or lunches.

PLEASE NOTE - PEANUT BUTTER AND NUT PRODUCTS ARE **NOT** TO BE BROUGHT INTO THIS SERVICE DUE TO SEVERAL CHILDREN ATTENDING THE SERVICE WHO ARE AT RISK OF ANAPHYLAXIS WHEN THEY COME INTO CONTACT WITH THESE FOOD PRODUCTS.

General Program Guidelines

Children must be signed in and out of the program by parent/legal guardian or authorised person over the age of 18 years of age. All children must be signed in and out of the program each day; no child is to leave the program unattended. Parents must provide a copy of any court order which relates to custody arrangements for children in care during the program. If the child has additional needs, parents are asked to provide clear and informative details so that staff can provide the best possible care for the child.

Medication

If a child is to receive medication during the day, parents must complete the medication instruction sheet. Medication must be in the original containers with the original labels and the child's name and specific dosage clearly visible on the medication. If over the counter medication is required, staff must administer as per instructions on the package. If any deviation from instructions is required, a medical certificate will be required detailing dosage.

PLEASE NOTE THAT THE PROGRAM PROVIDES NO MEDICATION OF ANY KIND.

Excursions

On excursion days children must be at the centre at least **10mins** before the stated departure time. This will help us to avoid being late. **We do not wait for late arrivals.**

Clothing

Parents must ensure that their children have appropriate clothing and footwear for the weather.

1st of May ~ Hats Away
1st September ~ Hats to Remember

Completing this holiday form, you are declaring that you have:

1. Completed the full OSHC booklet enrolment/re-enrolment form for **2025 (unless only booking the December Vacation Care Program)**
2. You have signed the 2025 **OSHC Behaviour Agreement**- please see CHPS Website under OSHC
3. Your child's living arrangements have not changed.
4. You have read and understood the terms and conditions including the booking alteration fees.
5. You have not changed any part of your home or work contact details.
6. Your child has not been diagnosed with a medical condition since previous enrolment i.e.; Asthma

If any information has changed, please let the co-ordinator know on booking

For further information please contact [Cassie 9724 4514](#)
Please leave a message and we will get back to you.

Cassie Jones
VAC and OSHC Coordinator
9724 4514

I DECLARE THAT THE ABOVE STATEMENTS ARE ALL TRUE AND THAT I UNDERSTAND AND ACCEPT THESE CONDITIONS OF ENTRY INTO THE PROGRAM.

Name: _____ Signature: _____

Date: / / 2024

Child A: _____ Date of Birth: / /

Child B: _____ Date of Birth: / /

Child C: _____ Date of Birth: / /

The base rate for Vacation Care Program is **\$65 per day**, plus the cost of the excursion/incursion.

Please put **X** to mark days required for each child

DECEMBER 2024- <i>Before CCS</i>				
Days	Cost	Child A	Child B	Child C
Monday 23rd December	\$110.00			
Tuesday 24th December	\$87.00			

JANUARY 2025- *Before CCS*

Monday 13th January	\$92.00			
Tuesday 14th January	\$75.00			
Wednesday 15th January	\$85.00			
Thursday 16th January	\$100.00			
Friday 17th January	\$105.00			
Monday 20th January	\$100.00			
Tuesday 21st January	\$92.00			
Wednesday 22nd January	\$80.00			
Thursday 23rd January	\$115.00			
Friday 24th January	\$80.00			

Excursion on **Monday 23rd December 2024**

Venue: Melbourne Christmas Wonderland, Caulfield Racecourse, Station Street, Caulfield East, VIC, 3145

Leave: 9:00am **Return:** 2:30pm

Staff / Ratio: Minimum of 1 staff member for every 8 children.

Private charter with seat belts. **Ventura Bus Company**

Contact details: Cassie – 0438 556 029 **Venue:** 0400 881 007

Excursion on **Monday 13th January 2025**

Venue: Reading Cinemas, 239-241 Maroondah Hwy, Chirnside Park 3116

Leave: 9:30am **Return:** 12:30pm approx

Staff / Ratio: Minimum of 1 staff member for every 10 children.

Private charter with seat belts. **Crown Bus Company**

Contact details: Cassie – 0438 556 029 **Venue:** 9727 7900

Excursion on **Thursday 16th January 2025:**

Venue: Archie Brothers Cirque Electriq, 440 Docklands Drive, Docklands VIC 3008

Leave: 8:00am **Return:** 12:15pm

Staff / Ratio: Minimum of 1 staff member for every 8 children.

Private charter with seat belts. **Crown Bus Company**

Contact details: Cassie – 0438 556 029 **Venue:** 7003 9772

Excursion on **Friday 17th January 2025:**

Venue: Le Mans Entertainment, 55 Waterview Cl, Dandenong South, VIC 3175

Leave: 9:15am **Return:** 1:30pm

Staff / Ratio: Minimum of 1 staff member for every 8 children.

Private charter with seat belts. **Crown Bus Company**

Contact details: Cassie – 0438 556 029 **Venue:** 8787 8741

Excursion on **Monday 20th January 2025:**

Venue: AiroWorld Trampoline and Inflatable Park, 61 Dohertys Road, Altona North VIC 3025

Leave: 9:15 am **Return:** 1:45 pm

Staff / Ratio: Minimum of 1 staff member for every 8 children.

Private charter with seat belts. **Crown Bus Company**

Contact details: Cassie – 0438 556 029 **Venue:** 9369 7224

Excursion on **Tuesday 21st January 2025:**

Venue: Reading Cinemas, 239-241 Maroondah Hwy, Chirnside Park 3116

Leave: 9:30 am **Return:** 12:30 pm approx

Staff / Ratio: Minimum of 1 staff member for every 10 children.

Private charter with seat belts. **Crown Bus Company**

Contact details: Cassie – 0438 556 029 **Venue:** 9727 7900

Excursion on **Thursday 23rd January 2025:**

Venue: Social Fair, 14 Smethurst Street, Cranbourne VIC, 3977

Leave: 10:00 am **Return:** 3:00 pm

Staff / Ratio: Minimum of 1 staff member for every 8 children.

Private charter with seat belts. **Crown Bus Company**

Contact details: Cassie – 0438 556 029 **Venue:** 9086 8966

We are taking the children on excursions to:

- Have fun
- Develop gross motor skills
- Be aware of stranger danger when on an outing
- Participate in group activities in specialized events
- Develop problem solving skills
- Participate in group social interactions
- Understand and learn how to behave in a public place in the group situation

I give permission for my child/ren to attend the following excursion/s as outlined above.

Please inform staff if your child has any allergies / medical conditions that staff should be aware of specific to these excursions.

Please tick boxes that apply

- Monday 23rd December 2024- Melbourne Christmas Wonderland, Caulfield East**
- Monday 13th January 2025- Reading Cinemas, Chirnside Park**
- Thursday 16th January 2025-Archie Brothers Cirque Electriq, Docklands**
- Friday 17th January 2025-Le Mans Entertainment, Dandenong South**
- Monday 20th January 2025-AiroWorld Trampolines, Altona North**
- Tuesday 21st January 2025-Reading Cinemas, Chirnside Park**
- Thursday 23rd January 2025- Social Fair, Cranbourne**

Children:

A. _____

B. _____

C. _____

Parent/Guardian: _____ Signature: _____

Emergency Contact Names and Numbers for this day:

1. _____ phone: _____

2. _____ phone: _____