



## **Croydon Hills Primary Vacation Care Program**

47-75 Campaspe Drive, Croydon Hills, 3136

9724 4514 or 0498 603 323

[cassandra.jones@croydonhills.vic.edu.au](mailto:cassandra.jones@croydonhills.vic.edu.au)

**Monday 22<sup>nd</sup> December – Wednesday 24<sup>th</sup> December 2025  
and**

**Monday 12<sup>th</sup> January – Friday 23<sup>rd</sup> January 2026**

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 22<sup>nd</sup> December- Wednesday 24<sup>th</sup> December 2025**

**Monday 12<sup>th</sup> January – Friday 23<sup>rd</sup> January 2026**

**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 charge \$15 per 10-minute block.**

### **\*\* Booking Procedures and Priority of Access Guidelines- please read \*\***

- No telephone or email bookings will be accepted without forms attached.
- Forms to be handed in by Friday of the week bookings opened (**Friday 14<sup>th</sup> November 2025**)
- Completed booking forms are to be left at the Croydon Hills Primary School OSHC Office.  
Alternatively, completed forms can also be emailed to:  
[cassandra.jones@croydonhills.vic.edu.au](mailto:cassandra.jones@croydonhills.vic.edu.au)
- Confirmation of your booking and/or waitlisted days will be advised to you by the co-ordinator at the **start of the following week that the bookings opened (week of 17<sup>th</sup> November 2025). Please note;** there is no order of receipt or "first in/best dressed" priority. After the close off date, all booking requests will be considered and prioritised based on the below:
  - Single parents
  - Working parents
  - Fees paid on time/DD schedule active in Kidsoft
  - Behaviour of the child/ren
- Numbers are capped for each day to ensure the complete safety of your child/ren, the standard of care provided, and the quality of the programs we have on offer

### **Cancellations, Alterations & Emergency Bookings**

A \$5 alteration fee per child applies for any changes to your bookings after **Monday 15<sup>th</sup> December 2025**.

**Please Note: As of 6pm Monday 15<sup>th</sup> December 2025 NO refunds will be given.**

### **Payments**

All bookings must be paid by **Monday 15<sup>th</sup> December 2025**. 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.

*1<sup>st</sup> of May ~ Hats Away*  
*1<sup>st</sup> September ~ Hats to Remember*

For further information please contact [Cassie 9724 4514](tel:97244514) or [0498 603 323](tel:0498603323)  
Please leave a message and we will get back to you.

**Cassie Jones**  
**VAC and OSHC Coordinator**  
**9724 4514 or 0498 603 323**

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

1. Completed the full OSHC booklet enrolment/re-enrolment form for 2026
  2. You have signed the 2026 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***

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:

**Child A:**

Date of Birth: / /

**Child B:**

Date of Birth: / /

**Child C:**

Date of Birth: / /

**Please Circle:**

I am working the requested days

I am a single parent

Recreational

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

**DECEMBER 2025- Before CCS**

|                                           |                 |  |  |  |
|-------------------------------------------|-----------------|--|--|--|
| <b>Monday 22<sup>nd</sup> December</b>    | <b>\$110.00</b> |  |  |  |
| <b>Tuesday 23<sup>rd</sup> December</b>   | <b>\$112.00</b> |  |  |  |
| <b>Wednesday 24<sup>th</sup> December</b> | <b>\$100.00</b> |  |  |  |

**JANUARY 2026- Before CCS**

|                                          |                 |  |  |  |
|------------------------------------------|-----------------|--|--|--|
| <b>Monday 12<sup>th</sup> January</b>    | <b>\$85.00</b>  |  |  |  |
| <b>Tuesday 13<sup>th</sup> January</b>   | <b>\$92.00</b>  |  |  |  |
| <b>Wednesday 14<sup>th</sup> January</b> | <b>\$120.00</b> |  |  |  |
| <b>Thursday 15<sup>th</sup> January</b>  | <b>\$111.00</b> |  |  |  |
| <b>Friday 16<sup>th</sup> January</b>    | <b>\$90.00</b>  |  |  |  |
| <b>Monday 19<sup>th</sup> January</b>    | <b>\$93.00</b>  |  |  |  |
| <b>Tuesday 20<sup>th</sup> January</b>   | <b>\$85.00</b>  |  |  |  |
| <b>Wednesday 21<sup>st</sup> January</b> | <b>\$116.00</b> |  |  |  |
| <b>Thursday 22<sup>nd</sup> January</b>  | <b>\$100.00</b> |  |  |  |
| <b>Friday 23<sup>rd</sup> January</b>    | <b>\$105.00</b> |  |  |  |

**Excursion on Monday 22<sup>nd</sup> December 2025:**

**Venue:** The Tiny Chef: 946 Mt Alexander Road, Essendon, VIC, 3040

**Leave:** 10:15am **Return:** 3:00pm

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

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

**Contact details:** Cassie – 0498 603 323 **Venue:** (03) 9326 2833

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**Excursion on Tuesday 23<sup>rd</sup> December 2025:**

**Venue:** Melbourne's Christmas Wonderland: Caulfield Racecourse, Station Street, Caulfield East, 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 – 0498 603 323 **Venue:** 0400 881 007

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**Excursion on Wednesday 14<sup>th</sup> January 2026:**

**Venue:** CubeTown: Kingsway Central, level 4, 73/75 Kingsway, Glen Waverly, VIC, 3150

**Leave:** 9:15am **Return:** 12:45pm

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

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

**Contact details:** Cassie – 0498 603 323 **Venue:** 0430 888 819

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**Excursion on Thursday 15<sup>th</sup> January 2026:**

**Venue:** Bounce: 22 Joseph Street, Blackburn, VIC, 3130

**Leave:** 9:30am **Return:** 12:35pm

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

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

**Contact details:** Cassie – 0498 603 323 **Venue:** (03) 9131 5098

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**Excursion on Monday 19<sup>th</sup> January 2026:**

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

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

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

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

**Contact details:** Cassie – 0498 603 323 **Venue:** (03) 9727 7900

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**Excursion on Wednesday 21<sup>st</sup> January 2026:**

**Venue:** Hijinx Hotel Chadstone: 1342 Dandenong Road, Chadstone, VIC, 3148

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

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

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

**Contact details:** Cassie – 0498 603 323 **Venue:** (03) 7043 9119

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**Excursion on Thursday 22<sup>nd</sup> January 2026:**

**Venue:** Action Sports: 3/9 Clarice Road, Box Hill South, VIC, 3128

**Leave:** 9:15am **Return:** 12:45pm

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

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

**Contact details:** Cassie – 0498 603 323 **Venue:** (03) 9890 7000

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**Excursion on Friday 23<sup>rd</sup> January 2026:**

**Venue:** Ninja Nation: 716 Burwood Hwy, Ferntree Gully, VIC, 3156

**Leave:** 9:15am **Return:** 12:45pm

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

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

**Contact details:** Cassie – 0498 603 323 **Venue:** (03) 8201 9338

***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

**December 2025**

- ☐ **Tuesday 22<sup>nd</sup> December 2025- The Tiny Chef, Essendon 3040**
- ☐ **Tuesday 23<sup>rd</sup> December 2025- Melbourne's Christmas Wonderland, Caulfield East 3145**

**January 2026**

- ☐ **Wednesday 14<sup>th</sup> January 2026- CubeTown, Glen Waverly 3150**
- ☐ **Thursday 15<sup>th</sup> January 2026- Bounce, Blackburn 3130**
- ☐ **Monday 19<sup>th</sup> January 2026- Reading Cinemas, Chirnside Park 3116**
- ☐ **Wednesday 21<sup>st</sup> January 2026- Hijinx Hotel, Chadstone 3148**
- ☐ **Thursday 22<sup>nd</sup> January 2026- Action Sports, Box Hill South 3128**
- ☐ **Friday 23<sup>rd</sup> January 2026- Ninja Nation, Ferntree Gully 3156**

Children:

- 1.
- 2.
- 3.

Parent/Guardian:

Signature:

Emergency Contact Names and Numbers for this day:

1. .
2. .