



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

Monday 29th June– Friday 10th July 2026

and

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 29th June- Friday 10th July 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 22nd May**)
- 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
- 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 25th May 2026)**. **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 **Friday 12th June 2026**.

Please Note: Payments MUST be made to secure your bookings within two weeks of coordinator confirmation (by Friday 12th June 2026). As of 6pm Friday 12th June NO refunds will be given.

Payments

All bookings are tentative and not confirmed until full payment is made. If payment is not made by the date (Friday 12th June 2026) , 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

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

JUNE / JULY 2026- Before CCS

Monday 29th June	\$90.00			
Tuesday 30th June	\$96.00			
Wednesday 1st July	\$110.00			
Thursday 2nd July	\$115.00			
Friday 3rd July	\$105.00			
Monday 6th July	\$90.00			
Tuesday 7th July	\$96.00			
Wednesday 8th July	\$115.00			
Thursday 9th July	\$115.00			
Friday 10th July	\$90.00			

Excursion on **Tuesday 30th June 2026:**

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

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

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

Approximate children in attendance 65 & 7 educators

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

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

Excursion on **Wednesday 1st July 2026:**

Venue: The Houdini Theatre: 488 Swanston Street, Carlton, 3053

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

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

Approximate children in attendance 64 & 8 educators

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

Contact details: Cassie – 0498 603 323 **Venue:** (03) 9225 9000

Excursion on **Thursday 2nd July 2026:**

Venue: Hoopla: 330/340 McDonalds Road, South Morang, 3752

Leave: 8:45am **Return:** 1:15pm

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

Approximate children in attendance 65 & 8 educators

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

Contact details: Cassie – 0498 603 323 **Venue:** (03) 7019 6711

Excursion on **Friday 3rd July 2026:**

Venue: Hologram Zoo: 24 Charter Street, Ringwood, 3134

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

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

Approximate children in attendance 65 & 8 educators

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

Contact details: Cassie – 0498 603 323 **Venue:** (03) 8736 1312

Excursion on **Tuesday 7th July 2026:**

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

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

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

Approximate children in attendance 65 & 7 educators

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

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

Excursion on **Wednesday 8th July 2026:**

Venue: Bubble Planet Experience: 62 Dawson Street, Brunswick, 3056

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

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

Approximate children in attendance 50 & 6 educators

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

Contact details: Cassie – 0498 603 323 **Venue:** bubble.melbourne@exhibitionhub.com

Excursion on **Thursday 9th July 2026:**

Venue: Social Fair: 14 Smethurst Steet, Cranbourne, 3977

Leave: 8:45am **Return:** 1:15pm

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

Approximate children in attendance 65 & 8 educators

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

Contact details: Cassie – 0498 603 323 **Venue:** (03) 9086 8966

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

June / July 2026

- Tuesday 30th June 2026- Reading Cinemas, Chirnside Park, 3116**
- Wednesday 1st July 2026-Theatre & Magic Show, Carlton, 3053**
- Thursday 2nd July 2026- Hoopla, South Morang, 3752**
- Friday 3rd July 2026- Hologram Zoo, Ringwood, 3134**
- Tuesday 7th July 2026- Reading Cinemas, Chirnside Park, 3116**
- Wednesday 8th July 2026- Bubble Planet Experience, Brunswick, 3056**
- Thursday 9th July 2026- Social Fair, Cranbourne, 3977**

Children:

- 1.
- 2.
- 3.

Parent/Guardian:

Signature:

Emergency Contact Names and Numbers for this day:

1. .
2. .