



Croydon Hills Primary Vacation Care Program

47-75 Campaspe Drive, Croydon Hills, 3136

9724 4514

cassandra.jones@croydonhills.vic.edu.au

Monday 23rd September- Friday 4th October 2024

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 September - Friday 4th October 2024.

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 September.**

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

Payments

All bookings must be paid by **Wednesday 18th September (unless you are on a schedule).** 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

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

Cassie Jones
VAC and OSHC Coordinator
9724 4514

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

1. Completed the full OSHC booklet enrolment/re-enrolment form for **2024**
2. You have signed the 2024 **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: / / 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

Please note there has been a fee increase as of 01/07/2024

SEPTEMBER/OCTOBER 2024- Before CCS

Days	Cost	Child A	Child B	Child C
Monday 23 rd September	\$88			
Tuesday 24 th September	\$111			
Wednesday 25 th September	\$92			
Thursday 26 th September	\$70			
Friday 27 th September	PUBLIC HOLIDAY-AFL GRANDFINAL			
Monday 30 th September	\$80			
Tuesday 1 st October	\$96			
Wednesday 2 nd October	\$96			
Thursday 3 rd October	\$88			
Friday 4 th October	\$103			

Excursion on **Tuesday 24th September:**

Venue: Ninja Parc, 13 Burton Court, Bayswater, 3153
Leave: 9:30am **Return:** 12:40pm
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:** 9909 3517

Excursion on **Wednesday 25th September**

Venue: Reading Cinemas, 239-241 Maroondah Hwy, Chirnside Park 3116
Leave: 9:00am **Return:** 12:00pm approx
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:** 9727 7900

Excursion on **Tuesday 1st October:**

Venue: Inflatable World, 160 New Street, Ringwood 3134
Leave: 9:30am **Return:** 12:40pm
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 **Wednesday 2nd October:**

Venue: Melbourne Museum, 11 Nicholson Street, Carlton 3053
Leave: 9:15am **Return:** 4:00pm
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:** 9870 2888

Excursion on **Friday 4th October 2024:**

Venue: Activate by Hardrock, 4/444 Warrigal Road, Heatherton 3202
Leave: 9:00 am **Return:** 1:30 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:** 9558 1199

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.

<p>Tuesday 24th September Ninja Parc, Bayswater</p>	<p>Wednesday 25th September Reading Cinemas, Chirnside Park</p>	<p>Tuesday 1st October Inflatable World, Ringwood</p>	<p>Wednesday 2nd October Melbourne Museum, Carlton</p>	<p>Friday 4th October Activate by Hardrock Heatherton</p>
<p>Children 1. 2. 3.</p>	<p>Children 1. 2. 3.</p>	<p>Children 1. 2. 3.</p>	<p>Children 1. 2. 3.</p>	<p>Children 1. 2. 3.</p>
<p>Parent/Guardian:</p>	<p>Parent/Guardian:</p>	<p>Parent/Guardian:</p>	<p>Parent/Guardian:</p>	<p>Parent/Guardian:</p>
<p>Signature:</p>	<p>Signature:</p>	<p>Signature:</p>	<p>Signature:</p>	<p>Signature:</p>
<p>Emergency contact names and numbers for this day:</p>	<p>Emergency contact names and numbers for this day:</p>	<p>Emergency contact names and numbers for this day:</p>	<p>Emergency contact names and numbers for this day:</p>	<p>Emergency contact names and numbers for this day:</p>
<p>1:</p>	<p>1:</p>	<p>1:</p>	<p>1:</p>	<p>1:</p>
<p>2:</p>	<p>2:</p>	<p>2:</p>	<p>2:</p>	<p>2:</p>