



Croydon Hills Primary Vacation Care Program  
Campaspe Drive, Croydon Hills, 3136 9724 4514  
vacationcare@croydonhps.vic.edu.au

**Monday 23<sup>rd</sup> December to Tuesday 24<sup>th</sup> December 2019 & Monday 13<sup>th</sup> January – Friday 24<sup>th</sup> January 2020.**

**7:00am - 6:00pm**

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### **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 23<sup>rd</sup> December- Tuesday 24<sup>th</sup> December 2019.

Monday 13<sup>th</sup> January – Friday 24<sup>th</sup> January 2020.

**A late fee of \$1 per minute applies to each child after 6pm.**

### **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 room. Each application will be processed in order of receipt. The coordinator will contact you and advise of places available and total amount owing.
- Bookings will be made according to the priority of access regulation. Refer to policy for further information regarding this procedure.

*~PLEASE NOTE: The mobile number provided on the back door at the service should ONLY be used during excursion hours.~*

### **Cancellations and Alterations**

Once the Vacation Care enrolment form has been handed in, a \$5 alteration fee per child applies for any changes to your bookings up until the last day of the school term, Friday 20<sup>th</sup> December, 2019.

**Please Note: As of 6pm FRIDAY 20<sup>th</sup> December 2019, NO refunds will be given.**

### **\$5 Emergency Booking Fee**

A \$5 per child emergency booking fee will be charged to all bookings that are made after the 20<sup>th</sup> of December. Payments for additional bookings must be made prior to or on the day of care required.

### **Payments**

All bookings must be paid by **Tuesday 17<sup>th</sup> December 2019**. If payment is not made by this date, all bookings will be cancelled. Payments by credit card, cheque, EFTPOS and cash are accepted and can be made at the Outside School Hours Care 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 **15mins** 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.

**All children must wear a broad brim hat outside and on excursions during the December/January holiday programs.**

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

For further information please contact Mandy on 9724 4514  
Please leave a message and we will get back to you.

**Mandy Ray**  
**VAC Coordinator**  
**9724 4514**



**Completing the Short Holiday Program Enrolment Form you are declaring that you have:**

- 1. Completed the full booklet enrolment form for 2019 in one of our previous programs.
- 2. Your child's living arrangements have not changed.
- 3. You have read and understood all the terms and conditions including the booking alteration fees.
- 4. You have not changed any part of your home or work contact details.
- 5. Your child has not been diagnosed with a medical condition since previous enrolment i.e.; Asthma

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: / / 2019

Child A:

Date of Birth: / /

Child B:

Date of Birth: / /

Child C:

Date of Birth: / /

Mother's Name:

Father's Name:

Mother's contact number:

Father's contact number:

**Please circle the correct answer below:**

- \* Does your child suffer from asthma? YES NO
- \* Does your child have a diagnosed disability? YES NO
- \* Does your child have any allergies? YES NO

Please give details if you answered YES to any of the above:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment Status:**

Full time

Part time

Not Working

If part time/casual please indicate days of work

Mon Tues Wed Thu Fri

**Emergency contacts and permission to collect child:**

- Please note: ALL Emergency contacts MUST be at least 18 years of age.

1. Name: \_\_\_\_\_ Phone no. \_\_\_\_\_ R/ship to child: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone no. \_\_\_\_\_ R/ship to child: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone no. \_\_\_\_\_ R/ship to child: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone no. \_\_\_\_\_ R/ship to child: \_\_\_\_\_

## Bookings

The base rate for Vacation Care Program is \$60 per day, plus the cost of the excursion/incursion.  
Fees are reduced by Child Care Subsidy.

Using the table below please indicate your child/ren's attendance during the holiday period by placing an 'X' in the box corresponding to the days you require.

Days	Cost	Child A	Child B	Child C	Child D
Monday, 23 <sup>rd</sup> December	\$95.00				
Tuesday, 24 <sup>th</sup> December	\$60.00				

Days	Cost	Child A	Child B	Child C	Child D
Monday, 13 <sup>rd</sup> January	\$60.00				
Tuesday, 14 <sup>th</sup> January	\$85.00				
Wednesday, 15 <sup>th</sup> January	\$90.00				
Thursday, 16 <sup>th</sup> January	\$60.00				
Friday, 17 <sup>th</sup> January	\$95.00				
Monday, 20 <sup>th</sup> January	\$80.00				
Tuesday, 21 <sup>st</sup> January	\$75.00				
Wednesday, 22 <sup>nd</sup> January	\$95.00				
Thursday, 23 <sup>rd</sup> January	\$80.00				
Friday, 24 <sup>th</sup> January	\$63.00				

Please Tick this box if you give authorisation to deduct fees using your credit card details held at OSHC

**Croydon Hills Vacation Care Program- 9724 4514**  
**December 23<sup>rd</sup> 2019 – January 24<sup>th</sup>, 2020 7:00am – 6:00pm**

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**Excursion on Tuesday 23<sup>rd</sup> December 2019:**

**Venue:** Bounce – Glen Iris 2 Weir Street, Glen Iris 3146 1300 000 540  
**Leave:** 9:30 AM **Return:** 1:30 PM  
**Staff / Ratio:** Minimum of 1 staff member for every 8 children  
**Contact details:** Mandy – 0432 581 324  
**Transport:** Ventura Bus Private Hire Seat Belted Bus

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**Excursion on Tuesday 14<sup>th</sup> January 2020:**

**Venue:** Reading Cinemas- 239 Maroondah Hwy, Chirnside Park 3116 9727 7900  
**Leave:** PM session-to be confirmed **Return:** to be confirmed  
**Staff / Ratio:** Minimum of 1 staff member for every 8 children  
**Contact details:** Mandy – 0432 581 324  
**Transport:** Ventura Bus Private Hire Seat Belted Bus

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**Excursion on Wednesday 15<sup>th</sup> January 2020:**

**Venue:** Skaterz Roller Skating & Blade Rink – 27 Susan Street, Eltham 3095 9439 6566  
**Leave:** 9:00 AM **Return:** 1:15 PM  
**Staff / Ratio:** Minimum of 1 staff member for every 8 children  
**Contact details:** Mandy – 0432 581 324  
**Transport:** Ventura Bus Private Hire Seat Belted Bus

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**Excursion on Friday 17<sup>th</sup> January 2020:**

**Venue:** Latitude Melbourne – 590 Waterdale Road, Heidelberg 3081 1300 123 528  
**Leave:** 9:45 AM **Return:** 1:30 PM  
**Staff / Ratio:** Minimum of 1 staff member for every 8 children  
**Contact details:** Mandy – 0432 581 324  
**Transport:** Ventura Bus Private Hire Seat Belted Bus

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**Excursion on Wednesday 22<sup>th</sup> January 2020:**

**Venue:** Archie Brother Cirque Electriq Melbourne – The District, 440 Docklands Drive Docklands 3008 1300 888 386  
**Leave:** 12:30 AM **Return:** 5:15 PM  
**Staff / Ratio:** Minimum of 1 staff member for every 8 children  
**Contact details:** Mandy – 0432 581 324  
**Transport:** Ventura Bus Private Hire Seat Belted Bus

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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

**Croydon Hills Vacation Care Program  
December 23<sup>rd</sup> 2019 – January 24<sup>th</sup>, 2020**

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

<b>Tuesday 23<sup>rd</sup> December 2019</b>	<b>Tuesday 14<sup>th</sup> January 2020</b>	<b>Wednesday 15<sup>th</sup> January 2020</b>
<p><b>Bounce</b> 2 Weir Street, Glen Iris 3146</p> <p><b>Children</b> 1. 2. 3.</p> <p><b>Parent/Guardian:</b></p> <p><b>Signature:</b></p> <p>Emergency contact names and numbers for this day:  1:  2:</p>	<p><b>Reading Cinemas</b> 239 Maroondah Highway, Chirnside Park 3116</p> <p><b>Children</b> 1. 2. 3.</p> <p><b>Parent/Guardian:</b></p> <p><b>Signature:</b></p> <p>Emergency contact names and numbers for this day:  1:  2:</p>	<p><b>Skaterz Roller Skating &amp; Blade Rink</b> 27 Susan Street Eltham, 3095</p> <p><b>Children</b> 1. 2. 3.</p> <p><b>Parent/Guardian:</b></p> <p><b>Signature:</b></p> <p>Emergency contact names and numbers for this day:  1:  2:</p>

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

**Croydon Hills Vacation Care Program  
December 23<sup>rd</sup> 2019 – January 24<sup>th</sup>, 2020**

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

<b>Friday 17<sup>th</sup> January 2020</b>	<b>Wednesday 22<sup>nd</sup> January 2020</b>
<b>Latitude Melbourne</b> 590 Waterdale Road Heidelberg 3081	<b>Archie Brothers Cirque</b> <b>Electriq Melbourne</b> The District 440 Docklands Drive Docklands 3008
<b>Children</b> 1. 2. 3.	<b>Children</b> 1. 2. 3.
<b>Parent/Guardian:</b>	<b>Parent/Guardian:</b>
<b>Signature:</b>	<b>Signature:</b>
Emergency contact names and numbers for this day:  1:  2:	Emergency contact names and numbers for this day:  1:  2:

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