Croydon Hills Primary Vacation Care Program
Campaspe Drive, Croydon Hills, 3136  9724 4514
ray.mandy.m@edumail.vic.gov.au

7:30am - 6:00pm

**Child Care Benefit**
All families are encouraged to apply for reduced fee. If you are not already registered for the Child Care Benefit, contact the **Family Assistance Office** on 13 61 50. Once you have provided the FAO with your details, they will calculate your childcare benefit percentage and will then issue you with a Child Care Benefit Assessment Notice. You will be required to provide our programs Service Provider Number.

Croydon Hills Vacation Care Provider Number ~ 1-631-4932

**Dates and times**
The program will operate from 7:30am until 6:00pm, beginning on:
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 applies for any changes to your bookings up until the last day of the school term, Friday 22nd September.

**Please Note: As of 6pm Friday 22nd September, 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 once the holiday program has commenced. Payments for additional bookings must be made prior to or on the day of care required.

**Payments**
All bookings must be paid by **Tuesday, 19th September, 2017**. 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 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.

All children must wear a broad brim hat outside and on excursions during the July holiday program.

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

For further information please contact Mandy or Debby 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 2017 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: / / 2017

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: ______________
The base rate for Vacation Care Program is $48 per day, plus the cost of the excursion/incursion. This is the cost before the Childcare Benefit and Childcare Rebate are deducted.

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.

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<th>Days</th>
<th>Cost</th>
<th>Child A</th>
<th>Child B</th>
<th>Child C</th>
<th>Child D</th>
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<td>Thursday, 28th September</td>
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<tr>
<td>Friday, 29th September</td>
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<tr>
<td>Monday, 2nd October</td>
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</tbody>
</table>

☐ Please Tick this box if you give authorisation to deduct fees using your credit card details held at OSHC
# Croydon Hills Vacation Care Program

Campaspe Drive, Croydon Hills. Our hours are strictly **7:30am – 6:00pm**

Phone: 97244514   Email: ray.mandy.m@edumail.vic.gov.au

## Monday 25th Sept
- **Spring Craft**
  - Decorate and take home your own pot plant
  - Make your own desk organiser
  - Windmill making

## Tuesday 26th Sept
- **Excursion**
  - Leave: 9am
  - Return: 12:45pm

## Wednesday 27th Sept
- **Excursion**
  - MUST be at school by 9am

## Thursday 28th Sept
- **AFL Day**
  - Come dressed in your football colours
  - Prizes given
  - AFL craft throughout the day
  - Join in some AFL games

## Friday 29th Sept
- **PUBLIC HOLIDAY**
- **NO PROGRAM**

## Monday 2nd Oct
- **Excursion**
  - Leave: 9:45am
  - Return: 12:15pm

## Tuesday 3rd Oct
- **Incursion**
  - **Ceramic creations**
    - Christine is coming to visit us to decorate and take home your own ceramic artwork.

## Wednesday 4th Oct
- **Craft Day**
  - **Including:**
    - Cardboard lanterns
    - Sand art
    - Mandala scratch art
    - Money box decorating

## Thursday 5th Oct
- **Incursion**
  - **Animals on the Move**
    - Touch, feed and cuddle a variety of animals.
    - 10am – 11:30am
    - Create and design your own show bag full of goodies to take home.
    - **Hot chips will be provided for afternoon tea.**

## Friday 6th Oct
- **Excursion**
  - Leave: 12:30pm
  - Return: 4:30pm
  - Stopping off for a play at:
    - **The Tim Neville Arboretum Playground**
      - (Dorest Rd, Boronia)
  - Afternoon tea:
    - **Pancake Parlour Knox**
  - Please see order form attached.
Friday 6th October 2017
Knox Pancake Parlour

Name: _____________ option:   A   /   B   /   C   and   fizzy drink   /   flavoured milk
Name: _____________ option:   A   /   B   /   C   and   fizzy drink   /   flavoured milk
Name: _____________ option:   A   /   B   /   C   and   fizzy drink   /   flavoured milk
Name: _____________ option:   A   /   B   /   C   and   fizzy drink   /   flavoured milk
Name: _____________ option:   A   /   B   /   C   and   fizzy drink   /   flavoured milk

A choice of:

**Option A**
Alice in Wonderland
A pancake topped with ice-cream, hot chocolate fudge and sprinkled with 100’s and 1000’s.

OR

**Option B**
Queen of Hearts
Three silver dollar pancakes, strawberry jam and ice-cream.

OR

**Option C**
The White Rabbits Lemon Drop Special
Three silver dollar pancakes served with lemon, sugar and ice-cream.

PLUS
Served with a choice of kids fizzy drink OR kids flavoured milk.
Excursion on **Tuesday 26th September**:

**Venue:** Timezone, 2 Brisbane Lane, Wantirna South  
**Leave:** 9am  **Return:** 12:45pm  
**Staff / Ratio:** Minimum of 1 staff member for every 8 children  
**Contact details:** Mandy – 0432 581 324

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Excursion on **Wednesday 27th September**

**Venue:** Reading Cinemas, Maroondah Hwy, Chirnside Park  
**Leave:** (am session) To be advised closer to the date  
**Return:** To be advised closer to the date  
**Staff / Ratio:** Minimum of 1 staff member for every 8 children  
**Contact details:** Mandy – 0432 581 324

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Excursion on **Monday 2nd October**:

**Venue:** Ten Pin Bowling, 25 Fletcher Rd, Chirnside Park  
**Leave:** 9:45am  **Return:** 12:15pm  
**Staff / Ratio:** Minimum of 1 staff member for every 8 children  
**Contact details:** Mandy – 0432 581 324

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Excursion on **Friday 6th October**:

**Venue:** The Tim Neville Arboretum, Dorset Rd, Boronia  
**Leave:** 12:30pm  **Return:** 4:30pm  
**Staff / Ratio:** Minimum of 1 staff member for every 8 children  
**Contact details:** Mandy – 0432 581 324

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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  
September 25th – October 6th, 2017  
I give permission for my child/ren to attend the following excursion/s as outlined above.

| Tuesday 26th September  
Timezone, Knox | Wednesday 27th September  
Reading Cinemas, Chirnside Park | Monday 2nd October  
Ten Pin Bowling, Chirnside Park | Friday 6th October  
The Tim Neville Arboretum, Boronia  
Pancake Parlour, Knox |
|---|---|---|---|
| Children 1. 2. 3. 
Parent/Guardian:  
Signature:  
Emergency contact names and numbers for this day: 1: 2: | Children 1. 2. 3. 
Parent/Guardian:  
Signature:  
Emergency contact names and numbers for this day: 1: 2: | Children 1. 2. 3. 
Parent/Guardian:  
Signature:  
Emergency contact names and numbers for this day: 1: 2: | Children 1. 2. 3. 
Parent/Guardian:  
Signature:  
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.