SANTA SABINA COLLEGE - OUT OF SCHOOL HOURS CARE CENTRE

This is a vacation care program operated for children in Kindergarten to Year 12. To find out more about our service please contact the Coordinator, Rebecca Rahme on 9745 7790.

ENROLMENT BOOKINGS:

- Enrolments will open on Monday 11th November 2013
- Bookings for week commencing 12/12/2013 should be made by 11/12/2013.
- Bookings for the next week commencing 16/12/13 are to be made by 13/12/13.
- Bookings for week commencing 06/01/2014 should be made by 20/12/2013. (If need to, please email Rebecca during the 2 week Break if you need to book your child/ren in for the January Vacation Care)
  - Bookings for week commencing 13/01/2014 should be made by 10/01/2014.
  - Bookings for week commencing 20/01/2014 should be made by 17/01/2014.
  - Bookings for week commencing 27/01/2014 should be made by 24/01/2014.
If bookings are NOT MADE by the above dates an additional $2.50 per day per child will be charged.

FEES:

- There is a non refundable enrolment fee of $30.00 per family per year.

- A $100 bond (refundable) is required for all bookings for new families. In addition full payment is required in advance for one week of care prior to attendance.

- Daily Fees are $45.00 per child + any additional cost for excursions or craft.
  
  Both these costs have been added together on the program for any days there are additional costs.

HOURS OF OPERATION:

- The Centre is open from 7:00am till 6:00pm. (A late fee of $1.00 every 1 minute applies after 6pm).
- A light breakfast will be served from 7:00am to 8:00am which will include Toast and Spreads.

DONT FORGET - our opening hours are still extended to 7am for this holiday period.
This is an initiative from the Principal’s Listening Tour, and a response to families needing longer care hours. We will review the data in Term 1 2014 to determine the usage and future hours.

**CHILD CARE BENEFITS:**

- Please enquire with Centrelink on **13 61 50** to obtain a child care Benefit percentage to reduce your fees.

- The service Provider Numbers are:
  - Vacation Care: 1- 631- 4486
  - Before School Care: 1- 631- 4485
  - After School Care: 1- 631- 4484

- All families are eligible to claim Child Care Rebate which covers 50% of out-of-pocket child care expenses per year per child to a current limit of $7,500.

- **This is NOT Means Tested.** Please provide Childcare Reference numbers to the Centre.

**Please Read the Following Information Carefully**

**FEES AND CHARGES:**

Fees are paid for the days your child is BOOKED at the centre. A statement will be sent out to you regarding your fees for vacation care.

**PARENTS RESPONSIBILITIES:**

- Children are to be signed IN and OUT of the centre EVERYDAY by an Adult.
- In case of emergency, all children will be accounted for with the daily attendance records. As the staff may be involved in a group activity please let them know when your child has arrived or is leaving for the day.
- Allow 10 minutes for signing in and finalising other activities each day. Parents are welcome at the centre at all times.
- In the event of an emergency the attendance record is used to account for all the children.
- Ideally children will need to arrive prior to 10.00am daily to join in with the activities, but may need to arrive earlier for excursions (please refer to the Program for this information).

**REFUNDS AND CREDITS:**

Refunds, transfers or credits will **not** be given for a day or an excursion cost unless booked days are unavailable or child is sick and you have a copy of a medical certificate.

**CHILD CARE ENROLMENTS:**

Santa Sabina’s overall aim is to provide quality care at an affordable fee for your child. For Santa Sabina to achieve this, the centre abides by the National Quality Framework. “Staff to Children” ratios are vital to quality of our service.

If your child is absent on a particular day, please inform the centre.
COLLECTION OF CHILDREN:
If a nominated contact person is coming to collect your child, please contact the centre to inform the staff. Identification will be requested of a person not known to the centre staff when picking up your child. If your nominated person is not on your contact list you will also have to submit their additional information in writing and signed prior to the person picking up your child.

LATE COLLECTION OF CHILDREN:
Santa Sabina Vacation care are only able to cater for children between the hours of 7:00am and 6:00pm during school holidays, therefore children should not be on the premises outside these hours. A late fee of $1.00 every 1minute applies after 6pm.

HOW TO ENROL:
• Come to the centre and pick up an enrolment form, programme and other attached forms.
• Register with Centrelink (if not already registered).
• Complete THE enrolment form, tick the days you want your child to attend vacation care on the booking form.
• Read and sign the Santa Sabina OOSH Consents and Acknowledgements papers and excursion slips.
• Return or mail OOSH Enrolment form, days you have selected, $100 bond (refundable) and Consent forms into OOSH or at the office.
• Payments will only be accepted by cheque, internet transfer, cash, or credit card by phoning 02 9745 7133.

EXCURSION INFORMATION:
• Please be at the centre as instructed on the program, as special activities might be happening early in the morning or there will be an excursion where we have to leave early, so please read the program every night to see what’s happening the next day.
• Children may be required at times to bring additional materials to participate in some activities. Check the program to confirm this.

MEALS:
• During school holidays families are to provide Morning Tea and Lunch for all days unless the program states otherwise.
• The OOSH Centre will serve breakfast from 7am to 8am and afternoon tea from 3:30pm to 4pm with a late afternoon snack at 5:15pm.
• Please remember to pack and encourage a healthy and nutritious Morning Tea and Lunch for your child/ren and extra food and drinks than a normal school day, as the children might get hungry in between each set meal time.
• We ask Parents and Families to support OOSH’s Food and Nutrition Policy and encourage and pack your child/ren enough food to cover the essential Five Food Groups.
• Whether food is brought from home or prepared on the premises, child care services have the responsibility of ensuring that nutritious meals are being offered to children.
• The school age years are a time when food habits are being developed, many of which will be retained throughout life. Food should not only be nutritious but should help to meet the social,
cultural and educational needs of children. Good nutrition is essential to healthy living and enables children to be active participants in play. Food should not only be nutritious but should help to meet the social, cultural and educational needs of children.

• **ATTENTION:** Please remember that we are an Allergy Aware Centre. Therefore we ask parents and caregivers not to send their children to the centre with any type of nuts or nut products; this includes NO peanut butter sandwiches or Nutella.

WHAT TO WEAR:

• Something old and comfortable, children will be painting, playing and generally having fun, so they don’t want to worry about getting dirty, or losing expensive items of clothing.
• Children need to bring a hat and Sunscreen (sunscreen is also provided at the centre) and wear safe appropriate shoes.
• All children [MUST bring a hat](#) to Vacation Care every day they attend, as we have a [No Hat No Play](#)
• Please supply spare clothes for your child.

ILLNESS AND INFECTIOUS DISEASES:

• As large numbers of children attend Vacation Care, the environment is conducive to the spread of disease and viruses. Please do not send your child to our Vacation Care Program if they are feeling unwell. Please see Infectious Control Policy.

CONTAGIOUS ILLNESSES:

We regret that we are unable to care for sick children with any contagious illness. Medicines will only be administered by the Coordinator under written authorization from the Parent/Guardian and/or Medical Practitioner. Please see Acceptance and Refusal of Authorisations form attached. [Infectious Disease Notification form](#) will also need to be filled out by Parent/Family and Director together at the centre.

IPAD RESPONSIBILITIES DURING VACATION CARE:

• During Vacation Care, no technology or electronic devices are to be played with between the hours of 10am – 3:30pm.
• From 7am – 10am AND 3:30pm to 6pm, children may play on their electronic devices, including IPads, iPhones, Nintendo DS, Game Boys, Sony PS3 etc.
• If a Parent / Family does not want their child to play on any electronic equipment they are to state this in the Conditions of Enrolment Section when enrolling their child into Vacation Care/OOSH.
• No child is to share their Electronic device with other children or educators in the centre.
• Children who do not have their own electronic device may watch other children play on their device only if that child is ok with it.
• Educator will be present and supervising all children on electronic equipment. School’s Wireless connection has blocked all inappropriate websites and all websites will be watched and monitored by the schools security system.
• All electronic devices will be stored in a locked up cupboard from 10am – 3:30pm during Vacation Care and during Before Care and After Care when that child is not using their device.