

December 2021 / January 2022 Vacation Care

Important Information

Dear OSHC Families,

We appreciate your ongoing understanding and support during the ever evolving and challenging times that COVID-19 continues to deliver.

Vacation Care Program and Attendance

Given the current restrictions, and the uncertainty as to when they may be lifted, we have made the decision to not plan any extracurricular activities for the upcoming Vacation Care program. All activities will be run on-site in the OSHC room and grounds of SCAS.

Due to current issues with staffing we will not be offering vacation care services for the 3 days in between Christmas and New Year.

Unless noted otherwise on the program, please ensure that you send lunch and a drink bottle with your child each day. Fruit is supplied each day for morning tea, if you think that your child may need an afternoon snack please send that with them also.

We remind you not to bring your child to our service if they have any symptom of being unwell. We also ask that you do not bring your child if you or anyone else in your household has any symptom of being unwell.

If your child presents at our service with, or develops, any cold or flu like symptoms you will be required to collect them as soon as possible and they will need to have evidence of a negative COVID test before they can return.

Masks

All OSHC Educators are required to wear masks while indoors and when interacting with other adults. Under current health advice, masks are now strongly recommended for primary school aged children while indoors. This also applies in Out of School Hours Care services, including before and after school care services and vacation care.

Direct Debit Form

We are in the process of transitioning our fees payment system from Westpac to DebitSuccess. Along with this Vacation Care pack you will have received a new Direct Debit form that must be completed and returned with your Vacation Care Booking Form in order for the booking to be processed and confirmed. If you have previously completed a form this is not necessary, if you are unsure please check with a member of the Admin team.

Thank you for your ongoing support.
Please stay safe and well.

Columba Cottage OSHC Team

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The Program

Please use this to record the days that you have booked in.
Keep it for your reference so you know what is happening each day.

Monday	Tuesday	Wednesday	Thursday	Friday
06/12/2021	07/12/2021	08/12/2021	09/12/2021	10/12/2021
BSC / ASC	BSC / ASC	BSC / ASC	Movie Day	Camping & Sausage Sizzle
			Popcorn supplied	Sausage Sizzle supplied for lunch
			<input type="checkbox"/>	<input type="checkbox"/>
13/12/2021	14/12/2021	15/12/2021	16/12/2021	17/12/2021
Bikes and Scooters	Picasso Art Canvas	Googik Track	Water Play	Iona Sports
BYO bike or scooter and a helmet		Please ensure you have also completed the VTR	Please bring a rash vest / boardies and a change of clothes	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20/12/2021	21/12/2021	22/12/2021	23/12/2021	24/12/2021
Oval Games / "Laser Maze"	Cooking - Armpit Fudge and DIY Ice-cream	Amazing Race	Christmas Around the World	Christmas Craft
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27/12/2021	28/12/2021	29/12/2021	30/12/2021	31/12/2021
Merry Christmas!!				
Centre Closed				

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The Program

Please use this to record the days that you have booked in.
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Monday	Tuesday	Wednesday	Thursday	Friday
03/01/2022	04/01/2022	05/01/2022	06/01/2022	07/01/2022
New Year's Public Holiday	Movie Day & DIY Calendar	Pokemon	Cooking Bread and Butter	Bubble Soccer
Centre closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/01/2022	11/01/2022	12/01/2022	13/01/2022	14/01/2022
Minecraft Construction	Gardening	Board Games	Water Play	Crazy Hair / Disco Day
	BYO Gardening gloves		Please bring a rash vest / boardies and a change of clothes	Gold Coin donation to raise funds for Cure Cancer Foundation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17/01/2022	18/01/2022	19/01/2022	20/01/2022	21/01/2022
Lawn Bowls	Craft DIY Placemat and Coaster	Bikes and Scooters	Water Play	Tech Day BYO Gadgets
		BYO bike or scooter and a helmet	Please bring a rash vest / boardies and a change of clothes	Please make sure gadgets are fully charged ready for the day
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24/01/2022	25/01/2022	26/01/2022	27/01/2022	28/01/2021
Craft Make a pencil case	Australiana	Australia Day Public Holiday	Backyard Games and Sausage Sizzle	BSC / ASC
<input type="checkbox"/>	<input type="checkbox"/>	Centre closed	<input type="checkbox"/>	
			Sausage Sizzle supplied for lunch	

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VACATION CARE BOOKING FORM and CONFIRMATION OF CHILDCARE AGREEMENT

Thursday 9th December 2021 - Thursday 27th January 2022

Please note that a separate form is required for each child

Parties to the Agreement:

This Agreement is between: _____ (Parent/Caregiver's full name) of
_____ (address)

and: St Columba Anglican School Council Incorporated, ABN 42149714015 (Provider) for the care

of: _____, (Child's name) D.O.B ___/___/___, (Child's DOB)

Gender: M/F, (please circle), Year at School: _____ (Indicate Year K-6)

by Columba Cottage OSHC (Service), commencing on ___/___/20__.

My child's immunisation is current: **Yes/No**

As a part of your enrolment at our service we require you to confirm acceptance of the following items in order to be able to receive Government funding on your behalf. Acceptance of these items as well as some of the other information in the enrolment form can be used as a Complying Written Arrangement for Child Care Subsidy purposes. Please read these items and confirm by signing below.

Vacation Care

Sessions (please refer to booking form on reverse to circle your days)	Usual Fee	Unit
Available on: Mondays Tuesdays Wednesdays Thursdays Fridays LIMITED SPACE AVAILABLE	2021 – Early Bird \$81 2021 – Regular \$91 2022 – Early Bird \$86 2022 – Regular \$96 Note: Excludes activity fees	Session Fee

I confirm:

- That my details in the enrolment form, as well as the details of the child I am enrolling are correct.
- I have agreed to days of care within the service and understand the start and end times of these sessions of care.
- That care may be provided on a casual or flexible basis where available at my service(s) at my request.
- I understand I am liable to pay fees for the care of my child as indicated above and, if applicable, in other information the service has given me (such as a fee schedule or parent handbook) which are subject to change over time based on advice from the provider and acceptance by me.

Parent/Caregiver Signature: _____ Date: ___/___/20__

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VACATION CARE BOOKING REQUIREMENTS FOR Thursday 9th December 2021 - Thursday 27th January 2022

PLEASE NOTE: No bookings will be secured unless we have 2021 / 2022 enrolment documentation on file. Please check with Administration Staff if unsure.

Please **circle** below any **permanent booking** days and dates you will require:

Please choose your days carefully as there are no refunds for confirmed days under any circumstances.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1				09/12/2021	10/12/2021
Week 2	13/12/2021	14/12/2021	15/12/2021 Please complete VTR	16/12/2021	17/12/2021
Week 3	20/12/2021	21/12/2021	22/12/2021	23/12/2021	24/12/2021
Week 4	CENTRE CLOSED				
Week 5		04/01/2022	05/01/2022	06/01/2022	07/01/2022
Week 6	10/01/2022	11/01/2022	12/01/2022	13/01/2022	14/01/2022
Week 7	17/01/2022	18/01/2022	19/01/2022	20/01/2022	21/01/2022
Week 8	24/01/2022	25/01/2022		27/01/2022	

Forms for all families using the service must be **submitted no later than Friday 26th November 2021**, to secure an **Early Bird rate** of \$81 per day (\$81 2021, \$86 2022). Any forms submitted after this date will incur the regular fee of \$91 per day (\$91 2021, \$96 2022). Excursions and special activities may incur an additional cost. If you have selected an excursion or activity day please ensure the corresponding VTR is completed.

From **Monday 29th November 2021**, if you require additional days other than what is selected above, these will be charged at the regular rate (and only if available).

Note: No Vacation Care enrolments or bookings will be honoured if there are outstanding fees from previous OSHC sessions. **You are not booked in until you receive a Confirmation email from Administration.**

Parent Declaration:

- I confirm all information on the latest Enrolment or Re-enrolment Form is current and correct.
 I understand that all applicable fees will be charged to my account.

Parent/Caregiver's Name: _____

Contact Phone Number: _____ Email Address: _____

Parent/Caregiver Signature: _____ Date: ___/___/___

Office Use ONLY:

Date received: ___/___/___ Received by: _____ (initials)

Current enrolment on file? Checked by: _____ (initials)

Debit Success Existing Supplied _____ (initials)

VTR completed (circle): Yes No N/A Booking entered by: _____ Date: ___/___/___

Booking checked by: _____ Date: ___/___/___ Confirmation email sent _____ (initials)

CCS Enrol checked: Current Re-submitted Submitted (New) Initials: _____

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OSHC Variation to Routine (VTR) for Googik Track Nature Walk

Dear Parents/Caregivers,

Columba Cottage OSHC has organised a VTR for your child to attend. The Service has conducted a VTR Risk Assessment, which is available upon request.

Commences: Wednesday, 15 December 2021 **Finishes:** Wednesday, 15 December 2021

Time: 9:30 am – 12:30pm

Duration: 2hrs between times stated pending weather

Cost (charged to account): NIL

Reason: Excursion

Transportation: Walking

Destination: Googik Track via Powerline Trail

Route (to and from) Venue:

Exit CCOSHC room and walk across SOLA to gate. Exit via the gate and follow the footpath to the pedestrian crossing. Cross safely to the gate and exit on to Iona Ave. Turn left and follow the footpath. At the end of the footpath continue walking down the hill to the entry gate of the Googik Track.

Anticipated number of Children Attending: Up to 30

Ratio: 1:15

Number of Staff Attending: At least 2 (staffing adjusted as required to ensure ratios are covered)

Proposed activity: Nature walk to connect with the local natural environment.

By signing below, I acknowledge the following and give permission for my child/ren to attend this VTR:

- I am listed on the child(ren)'s Enrolment Form(s) as a parent/caregiver.
- I have read all of the details provided by the service and understand that I can access the VTR Risk Assessment at the Service.
- The contact details, including all emergency contact details, with which I have provided the Service, are up to date.
- I give CCELC OSHC staff permission to apply insect repellent (Aerogard) to my child.

Child's Name	Parent Name	Date	Signature
		___/___/2021	
		___/___/2021	
		___/___/2021	
		___/___/2021	

Current Emergency Contact Details

Name: _____

Phone: _____