

Vacation Care Booking Sheet

April 2018

CRN: 407 255 611X FAX: 08 8374 1038
 VAC CARE ENQUIRIES: 08 8276 9065 or CLG SCHOOL: 08 8276 1523
 NB: The closing date for bookings is Friday 23rd March 2018



All students must be at Vacation Care at 9.00am on Excursion Days

Family Name: _____

Children's Names: 1. _____ 2. _____ 3. _____

April 2018 Vacation Care Dates

WK 1	INCURSION Monday 16/04/18 Footsteps	EXCURSION Tuesday 17/04/18 Cleland Wildlife Park (enclosed shoes only)	Wednesday 18/04/18 Wheels Day (enclosed shoes only)	EXCURSION Thursday 19/04/18 Adelaide Youth Theatre Madagascar	Friday 20/04/18 Mexican Fiesta
WK 2	EXCURSION Monday 23/04/18 Inflatable World (must have socks)	INCURSION Tuesday 24/04/18 Wheelchair sports	Wednesday 25/04/18 Public Holiday ANZAC DAY	EXCURSION Thursday 26/04/18 Woodhouse (enclosed shoes only)	Friday 27/04/18 Nature Play Day

*** Please circle the dates that you require for this Vacation Care period.**

* Please note that in the event of extreme weather conditions, incursions/excursions may change.

I give permission for my child/ren to participate in the following excursions (please tick where applicable):

- | | | | |
|--|----------------------|---|----------------------|
| <input type="checkbox"/> Cleland Wildlife Park | EXCURSION (16.04.18) | <input type="checkbox"/> Adelaide Youth Theatre | EXCURSION (19.04.18) |
| <input type="checkbox"/> Inflatable World | EXCURSION (23.04.18) | <input type="checkbox"/> Woodhouse | EXCURSION (26.02.18) |

YOUR CHILD/REN MUST:

- * Have a hat that is not a cap (sunsmart)
- * Have a drink bottle
- * Wear enclosed shoes (no thongs)
- * Have lunch and snacks

Is the care work/study related or for respite? _____

Please read the following carefully before signing

I understand that there is a non-cancellation fee where **no refund will be issued unless you have a doctor's certificate for illness of your child/children**. I have read the policies on bookings, payments, access, sun safety, behaviour management, extreme weather and nutrition (see attached).

Parents Signature: _____

Date: _____

An account for the full amount (\$43.25/day less Childcare Benefit or \$56.50/day less Childcare Benefit for excursion days) will be sent to you AFTER Vac Care has finished and payment must be made IN FULL by Thursday (Week 2 Term 2)

Priority of access will not be actioned after close of bookings.

OPENING TIMES: Vacation Care: 7.30 am to 6.00pm
COSTS: **\$43.25 for full day** (no half sessions) **\$56.50 for full day excursions** (no half sessions)

CHILD CARE BENEFIT (CCB) and CHILD CARE REBATE (CCR) FOR REDUCED FEES: CCB it is available to most families through Centrelink. To receive CCB you need to contact the Family Assistance Office (FAO) 13 61 50 and ask to be assessed for CCB. All families are eligible for the Child Care Rebate (CCR.) The government will provide families with the option to receive their (CCR) paid either directly to their bank account, or as a further fee reduction payment paid to their Child Care Service on their behalf. It is your responsibility to ensure that your CCB details are up to date and correct. Visit the FAO website at www.familyassist.gov.au for more information.

CANCELLATION POLICY: If your child is not going to use the Vacation Care service for whatever reason, you must cancel 48 hours before your booked attendance. The only exception is if your child is ill and has a doctor's certificate. However, a cancellation fee of \$20 per day will still apply to all excursion days whether cancelled in time or not. Please let us know as soon as possible if your child is ill and will not be attending. If 48 hours notice is not given or a doctor's certificate is not supplied, you will be billed.

SUN POLICY: Children cannot play outside unless they are wearing approved hats e.g. broad brimmed or legionnaires style, not baseball caps or visors. Please apply sunscreen before they come each day and a named sunscreen for later application if needed for outdoor activities.

EXTREME WEATHER: Please note that in the event of extreme weather conditions, incursions/excursions that fall on these days may change or be cancelled. Other activities will be provided in the case of such an occurrence.

PAYMENT OF ACCOUNTS: Preferred payment method: **Direct Debit** Direct Debit forms can be downloaded from the **Colonel Light Gardens Primary School website**. Our account payment policy is **strictly 14 days**.

Accounts are sent out every fortnight (or emailed weekly if you would prefer) to the carer responsible for the account as per enrolment form. Your account may be paid at the cashier's office at C.L.G school between the hours of 8.30am – 11:00am or given to the Director/Asst Director at OSHC if above times are not convenient. The office will accept cash, cheques, and credit cards as acceptable ways of payment. Online payment method is also available (use Family ED ID). Credit Card payments can also be made by phoning the School Finance Office manager on 8276 1523.

BEHAVIOUR MANAGEMENT POLICY: We aim to keep **Vacation Care** a safe and happy place for your child. We expect children to adhere to the behaviour rules and consequences and expect parents to support these. Children are expected to show a sense of responsibility and respect towards other people, property and themselves. We encourage children to take responsibility for their actions. Children who exhibit repeated unacceptable behaviour may be suspended or excluded from the service as per behaviour management policy. (The OSHC/ **Vacation Care** rules and consequences are displayed in the OSHC room).

FOOD AT VACATION CARE: Our Vacation Care food policy is based on Australian Dietary Guidelines for children. CLG Vacation Care is a nut-free and sesame seed free environment. **Children must bring a packed lunch and drink each day; a packed recess may be required on excursion days when leaving early. Children are offered morning and afternoon tea** which consists of sandwiches, raisin bread, fresh fruits and vegetables, savoury biscuits, dips, cheese, sultanas and special food for the day which may include food made by Vacation Care cooking activity groups. Fresh drinking water is provided. Children with special diets or food allergies are fully catered for.