

# Syndal South Primary School O.S.H.C Holiday Program Guide

SSPS Holiday Program is a non-profit childcare organisation/service for children currently attending primary school. The School Holiday Program offers a range of activities, experiences and excursions appropriate for primary school aged children, including children with additional needs. Our program is Quality Assured by the National Childcare Accreditation Council.

## **SEPTEMBER/OCTOBER 2009 SCHOOL HOLIDAYS**

**21<sup>ST</sup> SEPTEMBER 2009 – 2<sup>ND</sup> OCTOBER 2009**

Hours of operation **7:15am-6:30pm**

A late fee of \$1 per minute will be charged if child/ren are collected later than 6:30pm.

### **PROGRAM RESTRICTED TO 55 PLACES**

#### **ADMINISTRATION**

Telephone: 03 9886-8483

Fax: 03 9886-1301

Address: 14-16 Montgomery Ave, Mt Waverley Victoria 3149

What's inside?

-Program calendar & activities

-Important information for families

-Enrolment/Booking Form/Excursion permission

#### **BOOKED CARE**

To ensure that a quality program can be planned appropriately in accordance with attendance levels, and staff child ratios, we operate a booked care enrolment system.

This means that families are charged for all booked days. In the event that families do not use their booked days due to changed holiday plans payment for the total booking still applies. The only exception is if illness occurs and a medical certificate is provided during the holiday period.

#### **ELIGIBILITY**

According to government guidelines and the services priority of access policy, only children currently attending primary school or special school are eligible to attend SSPS Holiday Program.

-Syndal Sth students have priority until **MONDAY 31<sup>ST</sup> AUGUST 2009**

-We accept bookings from children who don't attend Syndal South Primary School from **MONDAY 31<sup>ST</sup> AUGUST 2009** if places are still available.

#### **ENROLMENT PROCEDURE**

Please read the program guide carefully before completing an enrolment application.

We accept enrolment applications in person, by fax and by mail.

Telephone or verbal bookings cannot be accepted.

Payment for care is required with enrolment application.

**APPLICATION CLOSING DATE MONDAY 14<sup>TH</sup> SEPTEMBER 2009.**

*WE SUGGEST APPLICATIONS ARE RETURNED AS SOON AS POSSIBLE TO AVOID DISAPPOINTMENT.*

**ENROLMENT IS AVAILABLE FOR NON SYNDAL STH STUDENTS  
FROM MONDAY 31<sup>ST</sup> AUGUST 2008**

## INFORMATION FOR FAMILIES

### 1. ENROLMENT PROCEDURE

Check cancellation policy before making a booking.

Complete all sections of enrolment form.

Read all Information material enclosed.

Hand in/ fax or post your Enrolment application with payment to the O.S.H.C program.

### 2. ALLOCATION OF PLACES

Places will be allocated on a first in first served basis according to the priority of access guidelines from the Commonwealth Department of Family and Community Services, as follows.

Priority 1: SSPS students only til 31<sup>ST</sup> AUGUST 2009

Priority 2: Non SSPS students from 31<sup>ST</sup> AUGUST 2009

Priority 1: Children at risk of abuse or neglect.

Priority 2: Families with recognised work or work-related commitments.

Priority 3: All other families.

To ensure a place on the days you require care, send your enrolment form in as soon as possible.

### 3. CANCELLATIONS

Payment is required for all booked days. Refunds will not be available for Cancellations

**after MONDAY 14<sup>th</sup> SEPTEMBER 2009.**

To make a cancellation or alter a booking call the Coordinator on (03) 9886-8483.

### CANCELLATION POLICY

The SSPS Holiday Program operates on a booked care system. Bookings may be altered and/or cancelled up to one week prior to the program commencing, without incurring a fee. After this date any changes to bookings or cancellations will be charged at the regular daily fee less CCB unless a family from the waiting list can fill the position.

To avoid incurring this fee please ensure that ALL leave arrangements, family holidays and appointments etc are all in order as none of these instances warrant a waiving of the cancellation fee. A copy of the policy is available from the parents policy folder on site.

### 4. CHILD CARE BENEFIT (CCB)

If claiming CCB for the 1<sup>st</sup> time contact the Family Assistance

Office Ph.136 150 you will need Ref no. 406-960-473B

### 5. CALCULATING YOUR FEES & CCB

The following information is provided to help you calculate your fees.

There are 3 ways to calculate your fees:

1. Look at your previous account statements.

2. Manual calculation

For each child and each week, complete the following steps  
a. Add up the total fee for the week, (\$42.00 per child per day)  
b. Calculate the Child Care Benefit. Using the following sum (\$3.47 x (eligible hours x CCB%))

SSPS Holiday Program operates for 11.25hrs per day calculate according to your care needs *note your FAO letter will indicate your limit 24hrs or 50 hrs per week.*

For CCB% refer to your letter from the Family Assistance Office or contact them for your percentage.

3. Ask the coordinator to calculate it.

### 6. FEE PAYMENT

Fees can be paid by the following methods:

-Complete orange credit card slip & include with enrolment application.

-Pay by cheque & include with enrolment application.

-Pay by cash at the O.S.H.C program.

*Please have exact money*

### 7. CONFIRMATION OF ENROLMENT

No confirmation letter is sent.

You will only receive notification if places you require are NOT available. If places are Not available you will be put on the waiting list and notified by phone as soon as a place becomes available.

Or we can advise you of other programs in the area.

### 8. FEE SCHEDULE

**7.15am-6.30pm INCURSION \$42 per child per day  
EXCURSION \$46 per child per day**

**Late pick up fee \$1.00 per min after 6.30pm**

### 9. BEHAVIOUR MANAGEMENT

SSPS Holiday Program staff will work with families to positively guide children's behaviour at the service. Our behaviour management policy (available in parent hand book) combines positive reinforcement of good behaviour and the relevant consequences for inappropriate behaviour. We do, however, reserve the right to cancel a child's booking (in consultation with parents/guardians) when their behaviour continually threatens the positive & safe environment we create.

### 10. DROPPING OFF & COLLECTING OF CHILDREN

All children are required to **be signed in by their parent/guardian** when dropped off & signed out when collected at the end of each day.

Parents/guardians are required to inform any other people nominated to pick up their child/ren that the service will ask for ID if they are unfamiliar to them.

### 11. WHAT TO BRING / WEAR

All children must bring:

-Backpack-*school bag is suitable*

-A packed lunch.

*We have facilities to reheat food. We appreciate it being named & PLEASE check daily activities as some excursions require a packed lunch.*

-Refillable drink bottle.

-Shoes & socks. **-no thongs allowed**

-Appropriate clothing should be worn for indoors and outdoors.

-Hat for sun smart periods-Term's 1, 2 & 4

(includes holiday programs following each term).

**NO BASEBALL CAPS**

### 12. WHAT NOT TO BRING

Children are not permitted to use Nintendo DS, Ipod or any other personal game or music device in the program. If they are brought in, they will be taken off the children and locked away for safe keeping and returned at the end of the day to the parent.

### 12. LOST PROPERTY

Please label your child's clothing clearly & check the lost property box daily. We do not accept responsibility for the loss of children's belongings during the program.

### 13. ANAPHALAXIS/PEANUT ALLERGY MANAGEMENT

**No NUT PRODUCTS to be sent to the program, or you will be putting our children at risk of death.**

# S.S.P.S HOLIDAY PROGRAM ENROLMENT/BOOKING FORM

Parent/Guardian must complete this form. Please complete ALL INFORMATION on this application in BLOCK LETTERS.

Centrelink Reference Number for this family \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

This is a NEW requirement as of JULY 2008

Parent's (parent that has set up CCB) FULL NAME \_\_\_\_\_ and

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

**This enrolment application will not be processed unless a Centrelink Reference Number and date of birth is clearly indicated here.** Call the Family Assistance office on 13 61 50 to get your number if you do not have it. If you DO NOT intend to claim Child Care Benefit as reduced fees, we will still need your Centrelink Reference Number to comply with government reporting requirements.

## PARENT/GUARDIAN DETAILS (This must be the person whose reference number is listed above)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Street address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Mobil Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

D.O.B: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is this person authorised to collect your Child/ren? YES NO Are you responsible for Payment? YES NO  
If no, please provide details of responsible person:

## PARENT/GUARDIAN DETAILS

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Street address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

D.O.B \_\_\_\_\_ E-mail: \_\_\_\_\_

Is this person authorised to collect your Child/ren? YES NO

## ADDITIONAL ADULT CONTACT DETAILS (must be over 18 years old)

Please nominate 2 adults (other than Parent/Guardian listed above) to contact in case of emergency:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Relationship to child \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Is this person authorised to collect your child/ren? YES NO

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Relationship to child \_\_\_\_\_

Mobil Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Is this person authorised to collect your child/ren? YES NO

## BACKGROUND INFORMATION

Has your Child/ren attended SSPS Holiday Program Before? YES / NO

Are you an Aboriginal or Torres Strait Islander family? YES / NO

Do you give permission for your child/ren to be photographed during the program? YES / NO

Do you give your permission for your child/ren to watch PG rated movies under the supervision of staff at the program? YES/NO

Are there any court orders that affect any of the children listed on this enrolment application (please attach)? YES / NO

What is the primary language spoken at home?

## CHILD CARE BENEFIT (please tick)

I would like to claim Child Care Benefit (CCB) as reduced fees.

(Note-Contact the Family Assistance Office on 136150 to link ALL your children.)

I would like to claim CCB as a lump sum

Have you advised and registered with the Family Assistance Office that your child/ren will be attending the SSPS H.P? Y  N

I do not want to claim Child Care Benefit.

## PRIVACY

SSPS holiday program is collecting this information for the purpose of registering your child. The information will be used for administration purposes & to contact you in the event of an emergency, but will not be disclosed to any other party except as required by law. If you fail to provide this information, the registration may not be processed.

**CONFIDENTIAL CHILD/REN DETAILS**

Child's name(1):  
 Date of Birth:  
 Year Level: Male/Female  
 Allergy to bandaids: YES/NO  
 Allergy to elasterplast: YES/NO  
 Asthma: YES/NO  
 Medical condition: YES/NO  
 Medication: YES/NO  
 If yes fill out medication form  
 Does your child have any additional or special needs that we need to be aware of? YES/NO  
 Please clarify.....  
 .....  
 .....  
 Additional information about your child:  
 .....  
 .....

Child's name(2):  
 Date of Birth:  
 Year Level: Male/Female  
 Allergy to bandaids: YES/NO  
 Allergy to elasterplast: YES/NO  
 Asthma: YES/NO  
 Medical condition: YES/NO  
 Medication: YES/NO  
 If yes fill out medication form  
 Does your child have any additional or special needs that we need to be aware of? YES/NO  
 Please clarify.....  
 .....  
 .....  
 Additional information about your child:  
 .....  
 .....

**BOOKING INFORMATION**

Please circle the days you would like you children to attend the holiday program.

**CHILD 1**

	MON	TUE	WED	THUR	FRI
<b>WK1</b>	21/9	<b>22/9</b>	23/9	<b>24/9</b>	25/9
<b>WK2</b>	28/9	<b>29/9</b>	30/9	<b>1/10</b>	2/10

**CHILD 2**

	MON	TUE	WED	THUR	FRI
<b>WK1</b>	21/9	<b>22/9</b>	23/9	<b>24/9</b>	25/9
<b>WK2</b>	28/9	<b>29/9</b>	30/9	<b>1/10</b>	2/10

**PARENT / GUARDIAN DECLARATION**

I (the undersigned parent/guardian of the above named child/ren) agree to allow the above named child/ren to participate in the SSPS holiday program, & authorise the staff to take the above named child/ren on excursions. I agree to indemnify & keep indemnified & to hold Syndal South Primary School, it employees (hereinafter referred to as the said parties) from & against all actions, costs, claims, whatsoever which the above named child/ren & I may have against them or any of them arising out of or in relation to the Holiday Program, other than where negligence attaches to them.

I authorise the said parties to administer or cause to be administered such as medical & like treatment that they consider is needed for the welfare of the above named child/ren, provided that such person is otherwise legally able to administer such treatment. I further agree to hold the said parties harmless for any such medical treatments sought for the above named child & that I will be totally responsible for the costs of such treatment.

I agree to pay for all of the days my child is successfully enrolled, regardless of whether my child actually attends, this includes changed holiday plans/time off work and children's events.

I understand that the SSPS holiday program takes no responsibility for any lost or misplaced toys, game consoles and games or clothing. They are my child/ren's responsibility.

**Date:**.....

**Parent/guardian's printed name:**.....

**Parent/guardian's signature:**.....

## SEPTEMBER/OCTOBER 2009 DAILY ACTIVITY SCHEDULE & INFORMATION.

### MONDAY 21<sup>ST</sup> SEPTEMBER     *Please ONLY PROVIDE A PACKED LUNCH today.*

We will start the day with Free play.

Our Morning activity will be going on **EXCURSION WALKING TO PINWOOD CINEMA**  
**LEAVE: 9AM RETURN:130PM CHILDREN CANNOT BUY ITEMS FROM THE CANDY BAR-**  
**EACH CHILD WILL RECEIVE PRIMA/SNACK SIZE CHIPS & LOLLY POP SUPPLIED BY**  
**THE PROGRAM After lunch we will PLAY LOTS OF GAMES**

We will finish the day with Afternoon tea, outside play and quiet free play.

#### IMPORTANT INFORMATION OR NEEDED ITEMS FOR THE DAY

Appropriate clothing for indoor and outdoor play (closed toed shoes/ coat/ hat)

**MOVIE TITLE WILL NOT BE ANNOUNCED TILL LAST WEEK OF TERM**

**CHILDREN CAN NOT BUY ITEMS FROM THE CANDY BAR SNACK PACK PROVIDED BY PROGRAM –see choice sheet in program.**

**DRINK BOTTLE NEEDED                      NO HOT FOOD OR LUNCH ORDERS TODAY**

### TUESDAY 22<sup>ND</sup> SEPTEMBER     *We accept Lunch orders and lunches that need to be heated today.*

We will start the day with Free play, Outside play then Morning tea.

Our Morning activity will be **SPORTS –SOCCER & BASKETBALL** run by **COACH APPROACH**  
After lunch we will do have **BIKE, SKATE, SCOOT AND BLADE ARVO** -bring your child's  
**equipment NO SAFETY EQUIPMENT (HELMET) –NO PLAY**

We will finish the day with Afternoon tea, group games and quiet free play.

#### IMPORTANT INFORMATION OR NEEDED ITEMS FOR THE DAY

Appropriate clothing for indoor and outdoor play (closed toed shoes/ coat/ hat)

**DRINK BOTTLE NEEDED**

**YOU ARE REQUIRED TO BRING YOUR CHILDS EQUIPMENT (BIKE, SCOOTER, SKATE BOARD OR ROLLER BLADES) AND HELMET**

### WEDNESDAY 23<sup>RD</sup> SEPTEMBER     *Please ONLY PROVIDE A PACKED LUNCH today.*

We will start the day with Free play, Outside play then Morning tea.

Our Morning activity will be **NAIL ART, CRAZY HAIR & GROUP GAMES**

After lunch we will go on **EXCURSION to BAYSWATER ROLLERCITY (rollerskating)**

**LEAVE: 1PM RETURN:430PM AFTERNOON TEA SUPPLIED & DRINK BOTTLE NEEDED**

We will finish the day with a snack, and quiet free play.

#### IMPORTANT INFORMATION OR NEEDED ITEMS FOR THE DAY

Appropriate clothing for indoor and outdoor play (closed toed shoes/ coat/ hat)

**DRINK BOTTLE NEEDED**

**NO HOT FOOD OR LUNCH ORDERS TODAY**

### THURSDAY 24<sup>TH</sup> SEPTEMBER     *We accept Lunch orders and lunches that need to be heated today.*

We will start the day with Free play, Outside play then Morning tea.

Our Morning activity will be a **SELECTION OF CRAFT ACTIVITIES** for the children to choose from.

After lunch we will do **SPORT- ATHLETICS** run by **COACH APPROACH.**

We will finish the day with Afternoon tea, outdoor play and quiet free play.

#### IMPORTANT INFORMATION OR NEEDED ITEMS FOR THE DAY

Appropriate clothing for indoor and outdoor play (closed toed shoes/ coat/ hat)

**DRINK BOTTLE NEEDED**

### FRIDAY 25<sup>TH</sup> SEPTEMBER     *Please ONLY PROVIDE A PACKED LUNCH today.*

We will start the day with Free play, Outside play then Morning tea.

Our Morning activity will be **COOKING and APRON MAKING/DECORATING**

**FOR LUNCH we will have a BBQ** with sausages and veggie pasties.

After lunch **MORE COOKING and OUTDOOR PLAY**

We will finish the day with Afternoon tea, outdoor play and quiet free play.

#### IMPORTANT INFORMATION OR NEEDED ITEMS FOR THE DAY

Appropriate clothing for indoor and outdoor play (closed toed shoes/ coat/ hat)

**LUNCH PROVIDED- BBQ SAUSAGES AND VEGGIE PASTIES (VEGITARIAN OPTION)**

**Please ONLY PROVIDE A PACKED LUNCH today IF ABOVE NOT SUITABLE.**

**DRINK BOTTLE NEEDED- NO HOT FOOD OR LUNCH ORDER TODAY**

**MONDAY 28<sup>TH</sup> SEPTEMBER**     *Please ONLY PROVIDE A PACKED LUNCH today.*

We will start the day with Free play, Outside play then Morning tea.

Our Morning activity will be **HAMA BEADS magnets & badges & SCRATCH ART**

After lunch we will go on **EXCURSION to CLIFFHANGER Climbing gym (indoor rock climbing)**

**LEAVE: 1PM RETURN:4PM**

**WAIVER/PERMISSION SLIP NEEDED or CHILD CANT TAKE PART**

**DRINK BOTTLE NEEDED**     We will finish the day with Afternoon tea, and quiet free play.

**IMPORTANT INFORMATION OR NEEDED ITEMS FOR THE DAY**

**PLEASE NOTE:THIS EXCURSION IS YET TO BE CONFIRMED BY SCHOOL COUNCIL**

**Appropriate clothing for indoor and outdoor play (closed toed shoes/ coat/ hat)**

**DRINK BOTTLE NEEDED**

**NO HOT FOOD OR LUNCH ORDERS TODAY**

**TUESDAY 29<sup>TH</sup> SEPTEMBER**     *Please ONLY PROVIDE A PACKED LUNCH today.*

We will start the day with Free play, Outside play then Morning tea.

Our Morning activity will be **CREATE YOUR OWN TEDDY BEAR** for our picnic.

FOR LUNCH we will go on **EXCURSION walking to VALLEY RESERVE for a TEDDY BEARS PICNIC LUNCH & LOTS OF GAMES AND OUTDOOR PLAY.**

**LEAVE: 12PM RETURN:4PM     DRINK BOTTLE NEEDED**

We will finish the day with Afternoon tea, and quiet free play.

**IMPORTANT INFORMATION OR NEEDED ITEMS FOR THE DAY**

**Appropriate clothing for indoor and outdoor play (closed toed shoes/ coat/ hat)**

**PACKED LUNCH & DRINK BOTTLE NEEDED**

**NO HOT FOOD OR LUNCH ORDERS TODAY**

**WEDNESDAY 30<sup>TH</sup> SEPTEMBER**     *We accept Lunch orders and lunches that need to be heated today.*

We will start the day with Free play, Outside play then Morning tea.

Our Morning activity will be **SPORTS –VOLLEYBALL & HOCKEY**

After lunch we will do **CRAFT with MAD ART WORKS Topic FREE CHOICE out of 4 items.**

We will finish the day with Afternoon tea, outdoor play and quiet free play.

**IMPORTANT INFORMATION OR NEEDED ITEMS FOR THE DAY**

**Appropriate clothing for indoor and outdoor play (closed toed shoes/ coat/ hat)**

**DRINK BOTTLE NEEDED**

**THURSDAY 1<sup>ST</sup> OCTOBER**     *Please ONLY PROVIDE A PACKED LUNCH today.*

We will start the day with Free play, Outside play then Morning tea.

Our Morning activity will be **CRAZY HAIR, NAIL ART & GROUP GAMES**

After lunch we will go on **EXCURSION to KIDS SPACE (indoor play park)**

**LEAVE: 1230PM RETURN:4PM     DRINK BOTTLE NEEDED**

We will finish the day with Afternoon tea, and quiet free play.

**IMPORTANT INFORMATION OR NEEDED ITEMS FOR THE DAY**

**Appropriate clothing for indoor and outdoor play (closed toed shoes/ coat/ hat)**

**SOCKS & DRINK BOTTLE NEEDED FOR EXCURSION**

**NO HOT FOOD OR LUNCH ORDERS TODAY**

**FRIDAY 2<sup>ND</sup> OCTOBER**     *We accept Lunch orders and lunches that need to be heated today.*

We will start the day with Free play, Outside play then Morning tea.

Our Morning activity will be **DINOSAUR DIGGERS, visiting dinosaur/ fossil activity**

After lunch we will have a **BIKE SKATE SCOOT & BLADE PLAY -bring your child's equipment**

**NO SAFETY EQUIPMENT (HELMET) –NO PLAY**

We will finish the day with Afternoon tea, outdoor play and quiet free play.

**IMPORTANT INFORMATION OR NEEDED ITEMS FOR THE DAY**

**Appropriate clothing for indoor and outdoor play (closed toed shoes/ coat/ hat)**

**DRINK BOTTLE NEEDED**

**YOU ARE REQUIRED TO BRING YOUR CHILDS EQUIPMENT (BIKE, SCOOTER, SKATE BOARD OR ROLLER BLADES) AND HELMET**

SEPT/OCT HOLIDAY PROGRAM 2009

**IMPORTANT INFORMATION FOR ALL  
HOLIDAY PROGRAM FAMILIES.**

**Our program has an Anaphylaxis  
Management Policy**

**This means we have children and staff at our service that live with life threatening peanut and food allergies, for some all it takes is to smell or touch an item that has had contact with a nut product to have a severe reaction.**

**To ensure their safety you CANNOT send your child/ren to the program with peanuts or any nut products.**

**NO peanut butter, almonds, trail mix, satay noodles, muesli bars with nuts etc**

**Thank you for your understanding  
Oshc Committee and Coordinator**

**MOVIE DAY - SNACK PACK OPTION REPLY SLIP**

**MONDAY 21<sup>ST</sup> SEPTEMBER 2009**

CHILDS NAME:.....

PLEASE CIRCLE 1 OPTION PER ITEM.

DRINK (PRIMA)                      APPLE / TROPICAL / ORANGE

CHIPS (SNACK SIZE)              PLAIN / CHICKEN / SALT & VINAGAR

LOLLY POP                          FRUIT / COLA

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LOLLY POP                          FRUIT / COLA