

Surrey Downs Vacation Care December/January 2023/2024 - Booking Form



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Surname: _____

Child: _____ Child: _____

Child: _____ Child: _____

Please indicate the number/ name of children attending in the boxes below.

| | Monday 18/12/23 | Tuesday 19/12/23 | Wednesday 20/12/23 | Thursday 21/12/23 | Friday 22/12/23 |
|-----------------|----------------------------|-------------------------------------|---------------------------------------|--------------------------------------|---------------------------------|
| WK 1 | Rainbow Day (Home Day) | Animals Anonymous (Incursion) | Christmas Party Day (Incursion) | CLOSED | CLOSED |
| | Monday 01/01/24 | Tuesday 02/01/24 | Wednesday 03/01/24 | Thursday 04/01/24 | Friday 05/01/24 |
| WK 2 | CLOSED | CLOSED | CLOSED | Happy New Years Day (Home Day) | Movie Marathon (Home Day) |
| | Monday 08/01/24 | Tuesday 09/01/24 | Wednesday 10/01/24 | Thursday 11/01/24 | Friday 12/01/24 |
| WK 3 | Super Disco (Incursion) | Teddy Bear Picnic (Incursion) | Wacky Wednesday (Home Day) | Water Wars (Incursion) | TTG Gym Sports (Excursion) |
| | Monday 15/01/24 | Tuesday 16/01/24 | Wednesday 17/01/24 | Thursday 18/01/24 | Friday 19/01/24 |
| WK 4 | Hawaii (Home Day) | Lolly Jar Circus (Incursion) | Sea Stars Play Café (Excursion) | Pamper Party (Home Day) | DIY DAY (Incursion) |
| | Monday 22/01/24 | Tuesday 23/01/24 | Wednesday 24/01/24 | Thursday 25/01/24 | Friday 26/01/24 |
| WK 5 | Arcade Day (Incursion) | Summer Party (Incursion) | Nerf Wars (Incursion) | Australia Day (Home Day) | CLOSED |

By booking into Vacation Care I give permission for my child/ren to participate in all programmed activities at the Service:

Activities that are run by the Service and supervised by OSHC staff.

Incursions including Animals Anonymous, Christmas Party Day, Super Disco, Teddy Bear Picnic, Water Wars, Lolly Jar Circus, DIY DAY, Arcade Day, Summer Party and Nerf Wars

Excursions including TTG Gym Sports and Sea Stars Play Café

I have read and understood the 'Family Information' and agree to the terms and conditions that are stated within. (Attached to both program and booking form)

Name: _____ Sign: _____

Date: _____ Ph: _____

Office Use Only

Entered into SPIKE

Signed _____ **Date** _____

Family Information - Terms and Conditions 2023

Program subject to change due to weather, ratio, and C19 in consultation with SA Health and Department of Education.

Open Times & Bookings

- Open from 7:00am – 6:00pm - Fees apply for late pick up, \$35 per 15min block, please contact the service if you are running late.
- Arrive by 8:30am for excursion days **unless otherwise notified** to ensure efficient running of the day; we will not wait for late arrivals on excursion days.
- Spaces are limited and will be filled according to our priority of access guidelines, waiting lists are available if spaces are full on a particular day but there is no assuring you will get a place once bookings are full. **Limit of 30 for ALL days due to staffing limits.**
- Bookings are entered and confirmed when a filled in and signed booking form is returned. They can be returned via email or in person to staff
- Bookings will be taken up to the end of week 10 (and then only offered for vacancies).
- New families wishing to book will need to fill in enrolment forms and pay a \$50 bond prior to care.
- By booking your child/ren into the Service you are agreeing to the terms, conditions, policies and fees.

Cancellations & Accounts

- All cancellations, absents or changes to bookings must be in writing via **SMS/email**
- In alignment with OSHC policies, 7 days' notice must be given for cancellations to bookings **or full charges will apply.**
- Please notify staff via **email/SMS** if your child is sick/absent on any day as soon as possible. Contact details are on the front of this form or as above.
- Planned days may be cancelled due to extreme weather conditions, such as heat or rain, and we will notify you as soon as possible of the change of activity and charge.
- Invoices will be emailed out weekly each Monday (assuming there are no issues with processing) as per usual.
- Payments can be made at OSHC via EFTPOS, cash and we have payment plans available.
- All children **MUST** be signed in/out of the service by an approved person listed on their OSHC enrolment form and use their allocated pin.

What to Bring/ What Not to Bring

- **We are a Nut Aware Service: please be mindful we do have children with severe nut allergies.**
- Please ensure all clothing is appropriate for the day; tops must cover shoulders and shoes must be suitable for outdoor and indoor play.
- **Children need to bring recess, packed lunch & water bottle every day;** extra snacks will be listed on the program and we will notify you if we are providing lunch on any particular day.
- **Please do not bring food that requires reheating or cooking, including 2-minute noodles, as we are unable to prepare these due to WHS regulations.**
- **Drink bottles are compulsory, a \$2 fee will be charged to families who don't provide their child with a drink bottle and a disposable drink bottle will be provided. This fee is not subsidised by CCS's.**
- Hats are provided at OSHC but you are welcome to bring your own for vacation care (as long as it is a bucket, wide brimmed or legionnaires). Make sure it is labelled.
- Bring sunscreen, particularly if you are allergic to specific sunscreens. We provide Cancer Council 50+ at OSHC for those who do not have any.
- Spending money is **not** needed for excursions.
- Personal items (i.e. toys, mobile phones, money, and electronic devices) are not encouraged to be brought, with the exception of planned days, and will be the responsibility of the child; it is at your own risk and staff will not be held accountable for damage or loss. Mobile phones/ electronic devices will need to be handed to the OSHC office upon arrival and will need to be collected when leaving.