

St Michael's Collegiate School Vacation Care Important Information.

Dear families,

We hope you are as excited as we are with the program we have on offer & we look forward to sharing a fun-filled Vacation Care Program with you all. **Please Note – Risk Assessments are available to view for all excursions.**

By signing the **Booking Form**, you acknowledge, agree and consent to activities that may include travel to & from excursions by various means & may involve contact with members of the general public. In the event of illness or injury suffered whilst attending, you authorize educators, at their discretion, to obtain medical attention for your child & you will be responsible for associated costs (reasonable efforts will be made to contact you). You understand that session times are 7:30am-6pm & you are liable to pay fees as per the Fee Schedule.

Booking Process -

As spaces are limited, please return your child's completed enrolment form as soon as possible or prior to the date specified on the booking form to asc@collegiate.tas.edu.au or hand directly to a team member at After School Care. **Please note – late bookings may not be catered for.**

Fees/Cancellations/Absences -

Please note –where your child has not attended Collegiate OSHC for 8 weeks or more, or has previously had a casual booking, you may be also required to re-confirm your child's enrolment via MyGov to ensure any relevant CCS is applied. Please check your MyGov App.

You are liable to pay fees for the care of your child/ren as per the OSHC fee Schedule.

Fees are inclusive of excursions, bus costs, resources and afternoon tea unless otherwise stated on the program.

'What You Need' -

In addition to the 'What You Need' daily items, please ensure your child brings with them **every day**.....

- A wide brimmed sun hat clearly named. **(We do not have spares and no caps please).**
- Lunch and morning tea everyday (unless otherwise stated in the program. On excursion days no lunches that require heating please).
- Afternoon tea is provided.
- A water bottle clearly named.
- Clothing – Spare clothes/underwear depending on the nature of the day's activity and your child's personal needs. **(We do not have spares clothes).**

Program description -

The description on the program is the main attraction of the day. Throughout each day children will be involved in, and offered, a huge variety of experiences.

Changes to the Program -

The Service reserves the right to make changes to the program due to weather conditions, unforeseeable circumstances or minimum numbers. Where possible, parents/guardians will be notified prior to any changes.

COVID - 19

Please Note – Children cannot attend if they are showing any cold or flu-like symptoms.

Personal Electronics-

In line with the St Michael's Collegiate Digital Technologies Policy, and to support a safe environment for all the children attending Vacation Care, it is requested that all personal electronics are left at home. This includes smart phones, watches and all other Information Communication Technology (ICT) devices. Where an ICT device is brought to the Program, it will be stored in a secure location until collection.

Other Information -

The Vacation Care Program will be displayed each day on the white board. Please read each of the daily activity descriptions carefully as particular days may require specific clothing or other important information.

Medication -

All children with a known medical condition enrolled in the program must have a **Medical Action Plan**, signed by the Doctor and provided at enrolment. If medication is required to be administered to your child during Vacation Care a completed **Medication Consent Form** will be required to be filled at commencement.

Please note: Only a pharmacist label with your child's name, current date, dosage and name of medication will be administered.

Excursions -

We strive to leave on time. To support this, we ask that you **arrive at Vacation Care no later than 15 minutes prior to our departure time.** (Times are on the whiteboard daily and on the advertised program). Unfortunately, we cannot be responsible for late arrivals.

All of our excursions will meet our **legal ratio of 1:15**, at times we will have extra Educators to accommodate the day's activities

Behaviour -

To support the enjoyment and safety of all children and educators, we reserve the right to refuse access to the children who do not act in accordance with our behavioral and safety expectations.

Sign In & Out -

The iPad is situated at the entrance to Alkira. All parents or authorised persons who deliver and collect their child are required to sign them in and out.