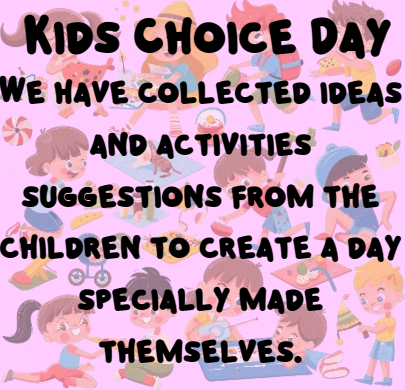





# APRIL VACATION CARE PROGRAM

Booking forms due: **Monday 03/03/25** Bookings confirmed for priority 1 & 2: **Monday 24/03/25** Bookings confirmed for priority 3: **07/04/25**

**Incursion** **Bus excursion**

Monday 14/04/25	Tuesday 15/04/25 10.30am – 11.30am	Wednesday 16/04/25 9am – 12.30am	Thursday 17/04/25	Friday 18/04/25
<p><b>KIDS CHOICE DAY</b> WE HAVE COLLECTED IDEAS AND ACTIVITIES SUGGESTIONS FROM THE CHILDREN TO CREATE A DAY SPECIALLY MADE THEMSELVES.</p> 	<p><b>SLIME MAKING DAY</b> get ready to dive into a world of gooey fun with this slime making incursion! an awesome sensory experience that kids adore.</p>	<p> <b>Funtopia</b><sup>®</sup> CHILDREN WILL HAVE THE CHOICE OF PLAYING AT A PLAYGROUND WORLD AND/OR CLIMBING WORLD WITHIN FUNTOPIA</p>	<p><b>EASTER CELEBRATION DAY</b> The Easter bunny is coming to OSHC, so be prepared for fun Easter-themed crafting activities and an Easter egg hunt.</p>	<p><b>PUBLIC HOLIDAY</b> <b>GOOD FRIDAY</b></p>
Monday 21/04/25	Tuesday 22/04/25 10.30am – 1.00pm	Wednesday 23/04/25 8.30am – 1.00pm	Thursday 24/04/25	Friday 25/04/25
<p><b>PUBLIC HOLIDAY</b> <b>EASTER MONDAY</b></p>	<p><b>Colour Run Day</b> As the children navigate through the obstacle course, educators and entertainers will unleash bursts of vibrant colours into the air. Then a disco party to finish the incursion.</p>	<p><b>JOIN OSHC AS WE GO TO ONE OF OUR FAVOURITE EXCURSIONS TO AFL MAX.</b></p> 	<p><b>STAR WARS DAY</b> Children will have the opportunity to make a BB8 paper plate, Baby Yoda, Chewbacca paper bag puppet, R2D2 craft, Star Wars mask and your own lightsabre.</p> 	<p><b>PUBLIC HOLIDAY</b> <b>ANZAC DAY</b></p>

## **OSHC CHECKLIST FOR CHILDREN:**

- Drink bottle**
- Crunch & sip**
- Recess**
- Lunch**
- Hat**
- Sun safe clothing (t-shirt)**
- Enclosed shoes (sneakers)**

## **OSHC CHECKLIST FOR PARENTS:**

- I have received a confirmation text from OSHC regarding approved bookings**
- My child has packed all items that are required for OSHC**
- I have double checked excursion and incursion times**
- I am aware of Reagan's admin times during vacation care**

# HILLCREST PRIMARY SCHOOL OSHC POLICIES

Please sign the attached form to show that you have read, understood and agree to the following policies.

## SESSION FEES:

Vacation care home day: \$45.00

Vacation care Incursion/ walking excursion: \$50.00

Vacation care Excursion with a bus: \$65.00

## CANCELLATION POLICY:

Families have until the end of **Week 8** to cancel any booking(s) they have made for vacation care and no longer require.

The only cancellations which will result in no payment after Friday Week 10 will be cancellations made due to sickness with a medical certificate needing to be produced within 24 hours.

## LATE COLLECTION POLICY:

Any collection after 6:00pm will incur a late fee of **\$1.00** a minute for every minute after 6:00pm.

## ADMINISTRATION OF MEDICATION:

Hillcrest Primary School OSHC prioritises the administration of appropriate and prompt first aid as required, to ensure the safety and wellbeing of the children at the service.

### Educators will only be permitted to assist and administer medication if:

- The service is provided with medication and an action plan upon enrolment from their medical practitioner.
- A prescribed labelled medication, in its original package accompanied by a letter from a medical practitioner stating the time it is to be administered. The medication must have a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing and expiry date.
- All medication will be kept by the Director (or nominee) and stored appropriately in the office. Storage should prevent unsupervised access and damage to medicines e.g. may require refrigeration.
- All administration of medication will be recorded and will require documented parental authorisation.
- All medication will be measured and dispensed by the Director (or nominee certified in first aid) and witnessed by another educator.
- All unused medication will be returned to the parent on collection of the child.

## SUNSMART POLICY:

Our service ensures that appropriate clothing is worn by children at all times.

### Children will not be allowed outside or taken on an excursion if they do not have appropriate sun safe clothing:

Sneakers, sandals with a strap on the back (**NO THONGS**), Bucket, broad brimmed or legionnaire hat (**NO BASEBALL CAPS**), Tops that cover the entire shoulder (**NO SINGLETS OR STRAPLESS TOPS**)

If the UV level reaches 3 or above the children are required to wear hats and apply sunscreen. When UV levels reach 11 and above or the temperature is 36° and above the children will not participate in outdoor play.

## ELECTRONICS POLICY:

In accordance with our school electronics policy, we ask that the children do not bring electronic equipment to OSHC. **The only exception is during vacation care, children are able to bring electronic items on planned electronic days (excluding phones, smart watches and chargers).**

Children are not allowed on any form of social media (Facebook, Instagram etc.) or taking photos/ videos with the electronic device, otherwise items will be confiscated and returned to the parent/ caregiver upon collection. Any photos will be required to be removed due to the safety and protection of the children's identities.

## NUTRITIONAL REQUIREMENTS POLICY:

Our service encourages all children to follow the National 'Rite Bite' policy role modelled at our service. This is accessible on our parent information board. **Vacation care includes 'Crunch and sip' eating time in the morning where children are able to eat fruit & vegetables only.**

OSHC is unable to store any children's food in the fridge/freezer or heat/cook any food provided for them by parents/caregivers due to cross-contamination, allergies and temperature control

## BEHAVIOUR POLICY:

The OSHC behaviour policy is followed by educators at all times and can be located in our **policies folder**.

If a child's behaviour is affecting their own and other children's safety and wellbeing, the child's parent / caregivers will receive a call and will be asked to come and collect their child as soon as possible.

**If a child's behaviour is a cause for concern immediately prior to an excursion, the child may be excluded from the excursion and will be required to be collected by parents / caregivers.**

**ANY PERSONAL BELONGINGS AND ELECTRONICS will remain the sole responsibility of the child at all times and Hillcrest Primary School OSHC will not accept any responsibility for any items lost, stolen or broken.**

# Request for Bookings Form: April 2025

Child/ren's name/s:

**Due to limited places at OSHC, we are following the Priority of Access Guidelines**

**Priority of Access**

The Australian Government has determined Priority of Access Guidelines for allocating places in childcare services. These guidelines set out the following three levels of priority:

**Priority 1** – A child at serious risk of abuse and neglect.

**Priority 2** – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test.

**Priority 3** – any other child

- Families with non-work, training or study related commitments.
- Children who do not attend Hillcrest Primary School.

**Positions will be given to Priority 1 & 2 first. Priority 3 will only have a guaranteed place on days where there is no waiting list or vacancy.**

**Please tick the box you require your child/ren to attend:**

Monday 14/04/25	Tuesday 15/04/25	Wednesday 16/04/25	Thursday 17/04/25	Friday 18/04/25
				Public Holiday
Monday 21/04/25	Tuesday 22/04/25	Wednesday 23/04/25	Thursday 24/04/25	Friday 25/04/25
Public Holiday				Public Holiday

By signing below, I am acknowledging that I have read and understand **Hillcrest Primary School OSHC policies and procedures**. I understand that any cancellations I make need to be done by Friday of **week 10** Term 1 to avoid an absent fee, unless able to provide the service with a doctor's certificate within 24 hours of illness.

**Please tick the box of the priority you fall into:**

<u>Priority 1</u>	<u>Priority 2</u>	<u>Priority 3</u>
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Sign: \_\_\_\_\_ Date: \_\_\_\_\_

# Excursion Authorisation Form

Ph: 83678639

Mobile: 0403443641

Email: [Reagan.fraser796@schools.sa.edu.au](mailto:Reagan.fraser796@schools.sa.edu.au)

## Any other relevant information

Please provide any changes to dietary, development, family or any other relevant information (including new collection authorities)

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## Agreement:

I have provided my booking form within the due to date. I have read all the information provided and agree to all policies, excursions, incursions and charges. I agree to pay all fees and my direct debit details are up to date.

Sign: \_\_\_\_\_

## Details

Please write your child/ren's full name below:

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## Consents

I agree for my child/ren's participating in all activities

## Excursions

All excursion travel is with a private bus company. Unless stipulated as other.

**All children need to arrive by the time listed in the program for excursion drop off.**

<b>Date and Time</b>	<b>Place</b>
Wednesday 16/04/25 9am – 12.30am	Funtopia Prospect 259-269 Main N Rd, Sefton Park SA 5083
Wednesday 23/04/25 8.30 – 1pm	ALF MAX 32 Butler Bvd, Adelaide Airport SA 5950

## **Risk assessments available at request**

Estimated 60 children in attendance

1:10 Educator Ratio