

Our Lady of the Visitation School Out of School Hours Care Information Sheet

Opening Hours: 7.00am – 6.00pm daily *(late collection fees apply)*

Contact Information: Phone 8440 9710 or Mobile 0448863051

Email: oshc@olv.catholic.edu.au

Cost (per child): \$57.00 Vacation Care Incursion/In-house

\$64.00 Vacation Care Excursion day

\$64.00 Vacation Care Other Schools

Child Care Subsidy (CCS) is available for Vacation Care: for further information, please contact the Centrelink Family Assistance Office (FAO) on 13 6150 or come into OSHC for more information.

Booking & Cancellation Conditions:

- All outstanding Before and After school fees must be up to date.
- **Bookings must be made by Friday Week 9 of Term.** We need to confirm excursion, incursion bookings, and staff rosters by this date. Any bookings taken after this date will be placed on a waiting list and you will be notified as soon as a position is available.
- **Cancellations for Excursion days must be made at least 7 days prior to the day.**
- **Cancellations for other days must be made 48 hours prior to the day.**
- **All non-attendance or cancellations outside of correct times will be charged an "allowable absence fee".**

General Information

- Breakfast is available daily until 8.30 am each day (**excursion days breakfast will finish at 8.00am**) **Please advise staff if breakfast is required outside of these times.**
- All children must arrive on time specified for all excursions. All children must leave with us on the bus for all excursions. Children must not be dropped off at the excursion venue. This is for the safety of all children. Children are allocated to groups and particular staff before we leave on excursions. The safety of the children is compromised when we are adding children to the roll at different times.

- All children **must** bring a **bucket hat, or legionnaires hat** each day. As per Sun Smart Policy hats are not required 1st May-30th September unless the UV levels are at 3 or above between 10-3pm. Staff will check UV ratings daily. Hoods on jackets are not acceptable for use as hats. For health reasons sharing of hats is not acceptable.

Please make sure your child has a packed recess or lunch each day for Vacation Care, unless marked on the program that we are supplying lunch for that day. **Two-minute noodles are acceptable (in cups only, no packets). Please mark your child's name on the cups and hand into staff when you drop your child/ren off. Rugga's café is available for lunch orders each day via the QKR app only.**

- A bottle of drinking water should be brought every day, especially on excursions.
- Mobile phones are not needed by children during the program. If parents need to contact children, they can ring the OSHC mobile. Children can also use this phone to contact their parents if required.
- Toys from home including electronic games/equipment are not to be brought and used in the program.
- If your child/children require any medication, please make sure they are signed in and recorded by a staff member each day.
- Please make sure all hats and clothing have **labels** on them.
- During the summer months, children must wear t-shirts or shirts. **Tank tops and singlet tops are not appropriate clothing.** Children will not be allowed outside to play if inappropriate clothing is worn.
- Please be aware that we are a **NUT AWARE CENTRE**. We request that you **DO NOT** send food to Vacation Care that contains nuts. This includes all nuts, peanut butter and Nutella.

We look forward to seeing you and your children in Vacation Care. Please do not hesitate to contact myself or other staff members if you have any questions.

Kind regards,

Sue Paparella
OSHC Director.