



Our Lady Queen of Peace School  
106 Botting Street  
Albert Park 5014  
P: 8345 4036  
(During school hours)  
OSHC Mobile 0417 840 700  
Email: [jfahey@olqp.catholic.edu.au](mailto:jfahey@olqp.catholic.edu.au)  
**OSHC Entry VIA Selth Street**

**ALL BOOKING SHEETS TO JO BY FRIDAY 7 DECEMBER PLEASE**

## Vacation Care Program

December 2018 – January 2019

### Operating Hours

Monday- Friday 7:00 am – 6:00 pm

### Vacation Care Dates

Monday 17 December – Friday 21 December

Monday 7 January – Friday 25 January

### Vacation Care Fee

Incursion Vacation Care Day \$55.00

Excursion Vacation Care Day \$60.00

CCS Reductions apply to those who are eligible and who have registered with  
Centrelink

### **Cancellation of Bookings**

**Cancellation is required 2 days prior to attendance.**

**Full payment of fees may be required if cancellations are not made 2 working days  
prior to booking. No refunds for cancellation of excursion days.**

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## Vacation Care Information

### HATS AND CLOTHING

- Sun safe hats are standard items which you need to provide each day your child attends the Vacation Care Program. A sun safe hat is compulsory from September to April and on all excursions. A NO HAT, NO PLAY policy applies. Every child that attends vacation care on an excursion day will be required to have a red hat. This can be a red school hat or you can purchase a hat from the service for \$10.00. This is a once off purchase unless lost or damaged. **If your child does not arrive on an excursion day with a red hat they will be provided with one and the cost of \$10.00 will be added to your account.**
- Please ensure your child is wearing appropriate clothing according to weather forecasts and the daily activities planned. **No thongs or string shoulder straps.** Please be sun safe. Enclosed footwear is preferable, as physical activity is planned regularly each day
- If water play is prearranged please ensure children have named bathers, towel, rash vest or t-shirt to cover shoulders. Also include a change of named clothes and a plastic bag.

### CHILDREN MUST BRING

- Recess, lunch(unless stated that lunch is provided) and a refillable drink bottle
- If your child has a diagnosed medical condition requiring medication, you must pack the medication and ensure that OSHC Staff have seen an action plan (Asthma or Anaphylaxis) or that you have a letter from your GP stating the required medication, dosage, time and frequency. OSHC Staff will ask you to complete a 'Medication Data Sheet'.

### PLEASE BE AWARE

- Children enrolled at this service have been diagnosed as being at risk of Anaphylaxis. Therefore, it is expected that your child will attend the service with foods free from nut products (e.g. peanut butter, Nutella).
- If your child chooses to bring toys to the service, the toys are the responsibility of your child.
- Please encourage your child to keep all electronic devices at home unless stated on the program. Our Staff encourage all children to socialise with one another; electronic devices may limit their interactions with other children.

### OPERATING HOURS AND COLLECTION

- Our hours of operation are 7:00am to 6:00pm. If you collect your child after 6:00pm, you will be charged a late fee of \$1.00 per minute.
- Children must be accompanied by an adult to be signed in each morning.
- At the end of your child's session, you are required to sign your child out. If an unauthorised person is collecting your child, you must inform OSHC staff that this is occurring, so that identification can be requested.

## **ADMINISTRATION, FEES & CCS**

- Families using our services for the first time will need to complete an OSHC enrolment form; this is in addition to the Vacation Care enrolment form.
- If you need to contact your child at any point during the day, please call the OSHC mobile (0417840700).
- Vacation Care invoices will be issued at the end of vacation care; payments need to be finalised within 7 days or negotiated with Jo or Maureen at the front office.
- A Risk Assessment for excursions and relevant incursions is available on request.
- Limited spaces may be available for preschool children.
- You can apply for your childcare subsidy by entering the mygov website and creating an account. Follow the prompts and enter your details as required. Once approved your subsidy will be deducted from your Child Care Fees.
- **Care may be cancelled due to insufficient bookings**

## Our Lady Queen of Peace Vacation Care

**December 2018**

All bookings and enquires please phone 0417840700 or email: [jfahey@olqp.catholic.edu.au](mailto:jfahey@olqp.catholic.edu.au)

Monday 17 Dec	Tuesday 18 Dec	Wednesday 19 Dec	Thursday 20 Dec	Friday 21 Dec
<b>Christmas Craft Day</b>	<b>Bubbles Day</b>	<b>Excursion Reading Movie Day</b>	<b>Christmas Cooking Day</b>	<b>Wheels Day &amp; Electronics</b>
 We will be making lots of Christmas themed craft to take home.	Bubbles Bubbles Bubbles Bubble fun all day 	We are travelling to Reading Cinemas at West Lakes by public bus.  Candy Bar \$6.00 for a small popcorn and a drink	Come and make some delicious christmas treats 	 Bring your bike, skateboard or scooter! Closed in shoes and <b>Helmets</b> are a <b>MUST</b> .
		<b>We depart for the bus at 9:00am</b> <b>Return at approx. 12:45</b>		<b>Electronics allowed</b> <b>No sharing iPads or wheels etc.</b> <b>Strictly G or PG Only</b>
<b>Lunch</b> Bring recess and lunch from home.	<b>Lunch</b> Bring recess and lunch from home.	<b>Lunch</b> Bring recess and lunch from home.	<b>Lunch</b> Bring recess and lunch from home.	<b>Lunch</b> Bring recess and lunch from home.

Please ensure your child has a **sun safe hat** and a **refillable drink bottle** every day.

## Our Lady Queen of Peace Vacation Care

January 2019

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Monday 7 Jan	Tuesday 8 Jan	Wednesday 9 Jan	Thursday 10 Jan	Friday 11 Jan
<b>Excursion OSHC Sports Day</b>	<b>Incursion Water Slide</b>	<b>Minute To Win It</b>	<b>Incursion Pottery Day</b>	<b>Messy Play Day</b>
 <p>We are travelling by train to the Le Fevre Community Centre for a day of Roller Skating, Basketball, Netball, Indoor soccer and lots of fun &amp; Music <b>11:00-1:00</b></p>	<p>A day of sliding fun Bring bathers, a towel and change of clothes Your sun safe top, rashie or t-shirt no bare shoulders please.</p> 	 <p>Test your skill and team work at the Minute To Win It games Including Dizzy Mummy, Match Maker and many more</p>	<p>Come and play with clay "Pottering Around" will be here to help us <b>11:00-12:30.</b> Make a take home tile and more.</p> 	<p style="text-align: center;"><b>DRESS FOR MESS</b></p>  <p>Let's play in our new nature area, mud and water Bring your super soakers and a dry set of clothes</p>
<p><b>Children to arrive by 9:30</b> <b>We depart for the train at 10:00</b> <b>We return by 2:00pm</b></p>				
<b>Lunch</b> Bring recess and lunch from home.	<b>Lunch</b> Bring recess and lunch from home.	<b>Lunch</b> Bring recess and lunch from home.	<b>Lunch</b> Bring recess and lunch from home.	<b>Lunch</b> Bring recess and lunch from home.

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**January 2019**

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Monday 14 Jan	Tuesday 15 Jan	Wednesday 16 Jan	Thursday 17 Jan	Friday 18 Jan
<b>Excursion Semaphore Waterslide Complex</b>	<b>Pokémon Day</b>	<b>Incursion Radicool Reptiles</b>	<b>Survivor Day</b>	<b>Excursion SAPOL Road Safety School</b>
<p><b>10:00am - 2:00pm</b> Fun on the waterslide, at Semaphore Lunch on the foreshore &amp; Putt Putt</p>  <p>Please bring underwear, bathers, a towel, rashie or t-shirt</p>	 <p>Bring your own cards, make some new cards, Bring your Beyblades &amp; Yu-Gi-Oh Cards. Dress as your favourite Pokémon. We will have a Pokémon tournament. There will be other card games to play as well. <b>NO TRADING</b></p>	<p><b>10:30-12:00</b> All the reptiles and native birds you would love to see, learn about and touch will be here.</p> 	 <p>Vacation Care's Survivor Challenge is on. Follow clues, take on team challenges and race around the school.</p>	<p><b>10:00am – 12:00pm</b> We are off to the Road Safety School and to have lunch in Bonython Park (subject to the weather)</p> 
<p><b>Students to arrive by 9:00.</b> <b>Bus departs at 9:30.</b> <b>Returns at 1:30</b></p>				<p><b>Children to arrive by 9:00</b> <b>Bus departs at 9.30</b> <b>Bus returns at 2.30pm</b></p>
<b>Lunch</b> Bring recess and lunch from home	<b>Lunch</b> Bring recess and lunch from home.	<b>Lunch</b> Bring recess and lunch from home.	<b>Lunch</b> Bring recess and lunch from home	<b>Lunch</b> Bring recess and lunch from home.

Please ensure your child has a **sun safe hat** and a **refillable drink bottle** every day.

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All bookings and enquires please phone 0417840700 or email: [jfahey@olqp.catholic.edu.au](mailto:jfahey@olqp.catholic.edu.au)

Monday 21 Jan	Tuesday 22 Jan	Wednesday 23 Jan	Thursday 24 Jan	Friday 25 Jan
<b>Excursion Adelaide Gaol</b>	<b>Excursion Waterworld</b>	<b>Incursion Laygo</b>	<b>Great Southern Land</b>	<b>Wheels and Electronic Party</b>
<p style="text-align: center;"><b>10:30-12:30</b></p> <p>Come along to see the Old Adelaide Gaol. Learn about its history and explore inside.</p> 	<p style="text-align: center;"><b>10:00-2:00</b></p>  <p>A day of fun in the water at Waterworld. Please bring your sun safe top, towel and dry clothes to change into. This is an outdoor venue, no rash or tshirt-no swimming</p>	<p style="text-align: center;"><b>10:00 – 11:30</b></p> <p>Lego is coming to us. Come and build with the thousands of lego bricks coming to the school</p> 	 <p>We are doing all things Aussie today. Craft, art, family style races, 3 legged races, sack races</p>	<p>Bikes and electronics are allowed Closed shoes and helmets a must if you're on wheels No sharing of helmets and bikes is permitted</p> 
<p><b>Students to arrive by 9:30. Bus departs at 10:00. Returns at 1:30</b></p>	<p><b>Students to arrive by 8:30. Bus departs at 9:00. Returns at 2:30</b></p>			<p><b>Electronics allowed. Strictly G &amp; PG only No sharing iPads etc</b></p>
<p><b>Lunch</b></p> <p>Bring recess and lunch from home.</p>	<p><b>Lunch</b></p> <p>Bring recess and lunch from home</p>	<p><b>Lunch</b></p> <p>Bring recess and lunch from home.</p>	<p><b>Lunch</b></p> <p>Bring recess from home. <b>Sausage sizzle for lunch</b></p>	<p><b>Shared Lunch</b> Recess from home. <b>Shared Lunch, Boys Sweets, Girls Savouries Please</b></p>

Shared Lunch today. Please send something with your child as listed below

Please ensure your child has a *sun safe hat* and a *refillable drink bottle* every day.



## PARENT CONSENT FORM

Child/ren's names: \_\_\_\_\_

Parents/ Caregiver Name: \_\_\_\_\_

I consent to my child/ren viewing PG movies (**Signature required**) \_\_\_\_\_

Children's names must be written in space provided and signed on all required days.

<b>Week 1</b>	
<p><b>Monday 17 December 2018</b> I give my child/ren consent to participate in Christmas Craft Day and indoor and outdoor play on the courts and playground</p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Tuesday 18 December 2018</b> I give my child/ren consent to participate in Bubbles Day and indoor and outdoor play on the courts and playground</p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Wednesday 19 December 2018</b> I give my child/ren consent to travel by public transport (bus) to and from Reading Cinema, West Lakes to view "The Grinch", and indoor and outdoor play at school.</p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Thursday 20 December 2018</b> I give my child/ren consent to participate in the Christmas Cooking Day and indoor and outdoor play on the courts and playground</p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Friday 21 December 2018</b> I give my child/ren consent to participate in Wheels &amp; Electronic day and in indoor and outdoor play on the courts and play ground. The School does not take responsibility for lost or damaged property bought from home. <b>Equipment is not to be shared among students</b></p>	<p>Childs name: _____</p> <p>Signature: _____</p>





## PARENT CONSENT FORM

Child/ren's names: \_\_\_\_\_

Parents/ Caregiver Name: \_\_\_\_\_

I consent to my child/ren viewing PG movies (**Signature required**) \_\_\_\_\_

Children's names must be written in space provided and signed on all required days.

<b>Week 2</b>	
<p><b>Monday 7 January 2019</b> I give my child/ren consent to travel by public transport (train) to and from the Le Fevre Community Centre to participate in sporting activities. Also indoor and outdoor play on the courts and playground when at school.</p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Tuesday 8 January 2019</b> I give my child/ren consent to participate in the Water Slide activities. Then indoor and outdoor play on the courts and playground <b>Rashie Vests or t shirts are a must, no bare shoulders</b></p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Wednesday 9 January 2019</b> I give my child/ren consent to participate in Minute to Win It day and to in indoor and outdoor play on the courts and play ground.</p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Thursday 10 January 2019</b> I give my child/ren consent to participate in the Pottery Day. Also indoor and outdoor play on the courts and playground</p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Friday 11 January 2019</b> I give my child/ren consent to participate in Messy Play Day. Then to participate in indoor and outdoor play on the courts and play ground.</p>	<p>Childs name: _____</p> <p>Signature: _____</p>



## PARENT CONSENT FORM

Child/ren's names: \_\_\_\_\_

Parents/ Caregiver Name: \_\_\_\_\_

I consent to my child/ren viewing PG movies (**Signature required**) \_\_\_\_\_

Children's names must be written in space provided and signed on all required days.

<b>Week 3</b>	
<p><b>Monday 14 January 2019</b>            I give my child/ren consent to travel by chartered bus to the Semaphore Waterslide Complex and participate in outdoor activities followed by lunch on the foreshore weather permitting. Then indoor and outdoor play on the courts and playground  <b>Rashie Vests or t shirts are a must, no bare shoulders</b></p>	<p>Childs name:            _____</p> <p>Signature:            _____</p>
<p><b>Tuesday 15 January 2019</b>            I give my child/ren consent to participate in Pokémon Games Day and indoor and outdoor play at school.</p>	<p>Childs name:            _____</p> <p>Signature:            _____</p>
<p><b>Wednesday 16 January 2019</b>            I give my child/ren consent to participate in a Radicool Reptile Day and in indoor and outdoor play on the courts and play ground.</p>	<p>Childs name:            _____</p> <p>Signature:            _____</p>
<p><b>Thursday 17 January 2019</b>            I give my child/ren consent to participate in a Survivor Day and in indoor and outdoor play on the courts and play ground.</p>	<p>Childs name:            _____</p> <p>Signature:            _____</p>
<p><b>Friday 18 January 2019</b>            I give my child/ren consent to travel by chartered bus to The Road Safety School at Thebarton with lunch at Bonython Park (weather permitting) and indoor and outdoor play on the courts and play ground when at school.</p>	<p>Childs name:            _____</p> <p>Signature:            _____</p>



## PARENT CONSENT FORM

Child/ren's names: \_\_\_\_\_

Parents/ Caregiver Name: \_\_\_\_\_

I consent to my child/ren viewing PG movies (**Signature required**) \_\_\_\_\_

Children's names must be written in space provided and signed on all required days.

<b>Week 4</b>	
<p><b>Monday 21 January 2019</b> I give my child/ren consent to travel by chartered bus to The Old Adelaide Goal in Thebarton and indoor and outdoor play on the courts and play ground when at school.</p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Tuesday 22 January 2019</b> I give my child/ren consent to travel by chartered bus to Water World at Ridgehaven and participate in aquatics. Then to participate in indoor and outdoor play on the courts and play ground. <b>Rashie Vests or t shirts are a must, no bare shoulders.</b></p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Wednesday 23 January 2019</b> I give my child/ren consent to participate in the Laygo incursion and indoor and outdoor play at school</p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Thursday 24 January 2019</b> I give my child/ren consent to participate in the Great Southern Land day and indoor and outdoor play at school</p>	<p>Childs name: _____</p> <p>Signature: _____</p>
<p><b>Friday 25 January 2019</b> I give my child/ren consent to participate in "Wheels and Electronic Day" including games, wheels and electronics from home, a shared lunch and indoor and outside play on the courts and playground. The School does not take responsibility for lost or damaged property <b>Equipment is not to be shared among students</b></p>	<p>Childs name: _____</p> <p>Signature: _____</p>



Student names: \_\_\_\_\_

CRN: \_\_\_\_\_

Parent/ guardian name: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Parent/ guardian name: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Emergency contact & Collection Authority

1: Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Emergency contact & Collection Authority

2: Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Please circle yes or no and provide details where necessary:

Any current custody orders? (If yes please provide a copy)	Yes/No
I understand that if my child develops a fever or demonstrates general illness, myself or one of the other contacts (in the above order) will be called to collect my child.	Yes/No
I understand that once booked, <b><u>excursion days cannot be cancelled</u></b> and I will be charged regardless of my child's attendance.	Yes/No
<b><u>In service days may be cancelled if a full 48 hours notice is given</u></b> , or I will be charged. NB. Cancellation for sickness can be an allowable absence if a doctor's certificate is provided.	Yes/No
I understand that if my child demonstrates persistent disruptive behaviour that I or one of my contacts will be called to collect my child and further bookings may be cancelled at the discretion of the Director as per the signed agreement.	Yes/No
I understand that it is my responsibility to advise staff if I do not wish my child to participate in a particular activity as indicated in the permission documents.	Yes/No
I agree to pay the fees as indicated by my account. If I have <b>not</b> supplied the service with my and my child's dates of birth and CRN numbers, I understand that I will be paying full fee.	Yes/No



**Emergency medical contact**

As a parent/ guardian to .....

If your child becomes unwell or is injured, medical attention will be sought if needed. Please provide name, address and telephone number of any medical personal currently treating your child who may have information that may help emergency services.

(Name)	(Phone)	(Address)
(Other information)		

**Special Circumstances**

My Child has a medical condition(s) requiring particular treatment in the event of accident, illness or emergency. Details of medical condition:	(YES/NO)
Is there a Medical Management Plan in place?	(YES/NO)
<i>If Yes, does the school have a current copy?</i>	(YES/NO)
Does your child require modifications to this Plan? <i>If yes, please provide details:</i>	(YES/NO)
If no, are you aware of any other medical emergency that could arise?	(YES/NO)

**Checklist and Risk Management**

Please provide details of the emergency and how to recognise it:

Emergency Treatment (Please attach additional information if necessary)

I understand that if at any time the staff of the Service consider that my child requires emergency medical/hospital/ambulance assistance, they will have an ambulance attend my child. Ambulance/Medical cover is provided for all OSHC/Vacation Care children who are enrolled at a Catholic School. Children with pre-existing conditions i.e. Asthma, Anaphylaxis, Diabetes are not covered by the schools ambulance cover.

In the event of an accident of illness, staff will call an ambulance if an emergency situation arises. Staff will make every attempt in the event of an accident or illness to contact you or the alternate emergency contact person. Ongoing attempts to contact the parent or alternative emergency contact will be made until successful contact occurs. In the event that contact is impossible or delayed, are there any special instructions to be given to the ambulance staff? If so, please add below:

**Parent/Guardian Signature:**

**Date:** ...../...../.....