



Magill School

Out of School Hours Care

April 2023

Vacation Care Program

Monday April 17th 2023 – Friday April 28th 2023

Open Monday to Friday: 7:30am – 6pm

Fees: \$50.00* per *Home* day session

\$55.00* per *Incursion* day session

\$60* per *Excursion* day session

Bookings can be made through the [Xplor Home app from Monday the 20th of March at 10am!](#)

Bookings will close on Friday the 7th of April at 6pm

*Bookings and cancellations made after this date may not be accepted.

To [Notify of Absences](#), please mark booking absent on Xplor App

Please Note: Any absent bookings made after April 7th will be subject to our Vacation Care Cancellation Policy, where a medical certificate must be provided to NOT be charged for the booking.

Email: oshc@magillschool.net (Preferred Method)

Contact: 08 8332 5762 (Outside 8:15 – 9:00am & 2:45—3:45pm)

During Vacation Care we ask you to email throughout the day if you have any questions.

On excursion: 0418994032

[Vacation Care Enrolment:](#)

Families using our service for the first time will need to complete and submit an online enrolment form on OSHC webpage (under *Parent Information* on school website). If you need to **update your details** please email us.

[Bookings:](#)

Bookings need to be made on the **Xplor Home App** in the [Bookings Section](#):

1. Select date/s required on calendar
2. Press "+New" in the top right corner
3. Select Child/ren
4. Add any timeframe (OSHC will then change booking to Incursion, Excursion or Home Day)
5. Once you have selected all the session dates that you would like to book, click on the Cart icon (top right corner) which will indicate the number of new bookings you are requesting
6. Check all listed dates and sessions are correct, then press "Request" to create bookings

Once you have created these bookings, the dates on the calendar will display an orange dot (you can then scroll upwards on the "Sessions List" to show the details of these bookings).

[By booking on the app, you agree to all terms and conditions of the Vacation Care Program, and Magill OSHC Policies & Procedures.](#)

Please note: Term time bookings do not roll over into Vacation Care.

[Vacation Care Cancellations:](#)

Once a Vacation Care booking is made, **full fees will apply to any cancellations of booked care**. Unless the cancellation is a result of illness, OSHC will waive the cancellation fees on presentation of a Medical Certificate (be mindful of dates on sick certificates).

[Waiting List Procedure:](#)

If a day is full, the service will have a Waiting List. If a spot becomes available we will contact you via phone or email. Please respond promptly to secure the booking for your child/ren.

[Child Care Subsidy:](#)

The cost of care in Out of School Hours Care and Vacation Care varies according to your Child Care Subsidy (CCS), which is based on your activity test.

If you do not use care in a 14 week period and your enrolment with MyGov is ceased, you will need to notify the service via email. This is only necessary if you plan on using the service within 8 weeks. You will need to re-confirm your child's enrolment in MyGov or you will be liable to pay the full fee.

If you do not use the service for a 14 week period and if your child's last booked session(s) were marked as absent, you will be liable for paying full-fee on all absent sessions. Even though CCS may have been applied initially, Centrelink will revoke this and your account will go into debit.

Note: Mobile phones, iPods and computer gaming systems are not permitted unless authorized on a programmed day.

[Staffing Ratios During Vacation Care:](#)

- ◆ On site - One Educator per 15 Children and additional Inclusion Educators.
- ◆ On excursion - One Educator per 8 Children and additional Inclusion Educators.
- ◆ At all times there will be a minimum of One Educator with an approved qualification per 30 Children.

Important Information for Vacation Care Families

Please read carefully as information is updated regularly

If you are using the OSHC service for the first time, or have not recently read the Information Documents on the Magill OSHC Webpage, please do so.

Vacation Care Check list:

- ⇒ Sign your child/ren in at least **10 minutes before Excursion leaving times.**
- ⇒ Child/ren must wear a **Magill School Uniform top and/or jumper on Excursions.**
- ⇒ Child/ren must have **a sun safe hat every day they attend – no caps.**
- ⇒ Provide child/ren with **a morning snack, lunch, and drink bottle every day they attend. We do not supply breakfast during Vacation Care.** Afternoon Snack is provided by OSHC every day.
- ⇒ **Child/ren must wear sleeves (covering shoulders) and enclosed shoes for all outdoor activities and excursions.**
- ⇒ Do Not send food for your child/ren **that requires re-heating.**
- ⇒ **Once bookings are made, full fees will apply to any cancellation of booked care without providing a medical certificate. Please notify us ASAP if your child/ren is not going to attend.**

Sun Protection:

SPF 30+ Broad Spectrum Sunscreen will be provided for all children (If your child requires a specific type of sunscreen, please provide this). It is preferable that children wear long sleeves and collars for all outdoor activities and enclosed shoes for safety. Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors). **Please note:** Baseball caps or visors do not provide enough sun protection and therefore are not recommended. Children are required to wear sun safe hats that protect their face, neck and ears. Eg: Legionnaire hat or Bucket hat.

Attendance Records:

All children must be signed IN and OUT by parent/ caregiver when dropping off and picking up.

Please notify OSHC immediately when you know your child/ren will not be attending on a “booked” day.

Collection of Children:

For safety and security, children will only be released to authorised adults that are named on the enrolment forms for collection. Children must be signed out by their parent, or other authorised person, before they leave OSHC. **Children must be collected by 6.00pm.** If the collection person is late because of an emergency situation, please notify OSHC as soon as possible on 8332 5762 so that appropriate arrangements can be made. *Late fees apply after 6.00pm (**refer to Late Collection Policy for fees**).

Food:

We have children attending the OSHC Vacation Care Program with severe nut allergies so we ask that you **avoid bringing foods containing nuts.** A **packed recess and lunch must be brought every day.** **Please note: we do not provide breakfast.** **Do not send meals that need to be cooked or heated** (Eg: Noodles, etc). If your child has any specific dietary requirements please inform OSHC. Our service follows a Healthy Eating Policy and we encourage families to provide lunch and snacks accordingly. Ice blocks might be provided to your child/ren.

We Are Food Allergy Aware!

Many children attending OSHC have severe allergies to nuts, eggs, dairy products, etc) Please be mindful when bringing foods to OSHC and support us educating children on allergies. Our service follows a Healthy Eating Policy and we encourage families to provide lunch and snacks accordingly.

Medication:

Children who are not well should not attend the OSHC Program. If you require Vacation Care staff to administer your child with any medications please inform us beforehand, so appropriate paperwork can be completed. **Medications must be correctly labelled with child's name in original packaging and given to staff. Medication is not to be kept in children's bags. No medication will be administered without the correct updated documentation.**

Excursions:

Get your bookings in early to avoid disappointment, as excursions book out quickly. Pack your child/ren a light bag for excursions as they may need to carry their bag, depending on the venue and its facilities.

Children are not to bring spending money on excursions. We travel by Private Buses. Excursions may be cancelled if the forecast temperature exceeds 35 degrees or if it is raining heavily (alternative activities will be provided). **Children must arrive for excursions at least 10 minutes before the departure time stated on the program. (We will not wait for late arrivals).** This allows staff time to talk to all the children about:

- Safety issues
- Behaviour expectations
- Organise recess / lunches / drink bottles
- Toileting
- Apply sunscreen
- Arrange child groupings
- Allow time to answer any questions children may have about the excursion or venue

To ensure high visibility and safety of children attending excursions **children are required to wear Maagill School Uniform top or jumper on Excursion.** Uniform tops can be replaced with casual wear once we return back to OSHC. Remember to label all items of clothing to avoid them being lost. Children may wear their choice of bottoms and enclosed shoes.

Payment of fees:

Maagill OSHC bills a week after, therefore your Account Statement will be received on a Wednesday, for the Monday to Sunday prior. Therefore any payments made after the period will appear on your next statement. Please be aware that transactions have processing days and sometimes not on the day you process it.

During Vacation Care invoices/statements and reconciliation of payments may be delayed due to Finance Team being on holidays. We ask that you keep track of relevant payments and pay the outstanding based on what you have previously paid. Invoices/Statements may also be delayed due to Public Holidays. Every effort will be made to keep the schedule as per normal. **Payment is still required to be made within 14 days.**

Risk Assessments:

Excursions will be organised in compliance with Department OSHC Standards and the National Quality Framework. Staff will complete a risk management assessment for all excursions and this will be available upon request at OSHC. A risk assessment for an excursion must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child participating in the excursion and specify how the identified risks will be managed and minimised. These also determine our ratios.



Magill School O\$HC: Vacation Care April 2023

April 17th 2023—April 28th 2023

Opening Hours: 7:30 am to 6:00 pm

BOOKINGS:

OPEN: 10am Monday 20th of March 2023

CLOSE: 6pm Friday 7th of April 2023

PLEASE REMEMBER:

- Once bookings are made, **full fees will apply to any cancellation without providing a Medical Certificate**
- Please **notify O\$HC if your child/ren will be absent**
- We DO NOT provide Breakfast
- Be ALLERGY AWARE. **No Nuts**
- **Uniform Top** required on **Excursions**
- Sign your child/ren in at least **10 mins before Excursion leaving times**
- Everyday your child/ren needs: **Recess, Lunch, Hat, Drink Bottle**
- Children must wear sleeves—**Covering shoulders**
- No technology permitted
- DO NOT send food that requires re-heating

Afternoon snack will be provided by O\$HC every day

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April 2023 Vacation Care Program

Monday 17th April	Tuesday 18th April	Wednesday 19th April	Thursday 20th April	Friday 21st April
<p>Home Day</p> <p>WHEELS DAY</p> <p>Bring your bike, scooter and roller skates</p> <p>Make sure you have a helmet!</p> 	<p>Excursion</p> <p>VICTOR HARBOUR</p>  <p>Granite Island GT Fisher Natural Playground</p> <p>Depart: 9.30am Return: 3.30pm</p>	<p>Excursion</p> <p>CAPRI THEATRE</p> <p>Super Mario Brothers</p> <p>Includes: Fruit Box Popcorn Lollipop</p>  <p>Depart: 10.30am Return: 1.30pm</p> <p>PLUS BOOST JUICE VAN</p> 	<p>Home Day</p> <p>COOKING DAY</p> <p>Make your own cookies and pizza!</p> 	<p>Incursion</p> <p>RADICOOOL REPTILES</p> <p>Spend an afternoon with some reptile friends</p>  <p>PLUS SILENT DISCO</p> 
Monday 24th April	Tuesday 25th April	Wednesday 26th April	Thursday 27th April	Friday 28th April
<p>Split Excursion</p> <p>Juniors—LIVING KAURNA CENTRE</p> <p>Depart: 9.15am Return: 12.30pm</p>  <p>Primary— KING PIN BOWLING</p> <p>Depart: 12pm Return: 2.30pm</p> 		<p>Excursion</p> <p>AFL MAX</p> <p>Don't forget there is Jumping Castles, Rock Wall Climbing and Trampolines as</p>  <p>Depart: 9.15am Return: 12.30pm</p>	<p>Excursion</p> <p>SHREK Jr THE MUSICAL</p> <p>See Shrek and Donkey on stage</p>  <p>Depart: 10am Return: 12pm</p> <p>PLUS SENSORY PLAY</p> 	<p>Incursion</p> <p>SURVIVOR</p>   <p>Includes: Bandannas and face paint Survivor torches and immunity bracelets</p>

PLEASE NOTE: In the event of extreme weather or other unforeseen circumstances, this program is subject to change. Families will be notified of changes at the earliest opportunity.