



MAGILL
SCHOOL

Magill School Out of School Hours Care

December 2020 - January 2021 Vacation Care Program



Monday 14th – Friday 18th December 2020

and

Monday 4th – Friday 22nd January 2021

Monday to Friday: 7:30am – 6:00pm

Fee: \$50.00 per session – Child Care Subsidy may apply

Please book in by Monday 30th November 2020 at 6pm

Bookings can be made through the [Xplor Home app](#) from Monday 16th November 2020 at 10am!

PLEASE NOTE: The [My Family Lounge app](#) *should be deleted* by all families, as all bookings and cancellations must be done through the new Xplor Home app from now on.

Book in fast to avoid disappointment!

Booking priority will be given to Magill School Families

Endeavours will be made to accommodate all children who wish to attend, but this may not always be possible.

Limited Spaces Available - Ensure bookings are made ASAP!

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

Vac Care Enrolment:

Families using our service for the first time will need to complete and submit to OSHC an online enrolment form outlining emergency and medical details **before** care can be given. If you require an enrolment form **or** need to **update your details** please head to the school website and check out our 2021 Parent Handbook or use this link to create a new enrolment for Magill OSHC:

https://prodadmin.myxplor.com/enrollment_v2/centre/9RhSJuZCPCkrtSrCollReA

Bookings:

Bookings need to be made on the new **Xplor Home App**, in the **Bookings section**. First, select the date on the calendar, then press "+New" in the top right corner, and under booking sessions, select "Vacation Care". You can then select a new date from the calendar and mark the related session. 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: check all listed dates and sessions are correct, then press "Request" to create bookings. Once you have created these bookings, the associated days on the calendar will display an orange dot (you can then scroll upwards on the "Sessions List" to show the details of these bookings).

BOOKINGS WILL OPEN ON **Monday, 16th of November, around 10am**. By booking via the app, you agree to all terms and conditions of the Vacation Care Program, Magill OSHC policies & procedures. Alternatively, please fill in the relevant paper booking form and return to OSHC.

Please note: Families booking through the Xplor Home App will be able to book in faster. Manual booking forms may have to wait for staff to check for available spaces, which may not be available right away due to supervision.

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

Vacation Care Cancellations & Waiting List Procedure:

Once a Vacation Care booking is made, **full fees will apply to any cancellations of booked care**. Full session fees will apply if you cancel a booking *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). If a day is full the service will have a Waiting List to determine if they can get an additional educator to work, however in the meantime, any parents that mark their child as absent and an additional space becomes available, it is the parents responsibility to book in through the Xplor Home App and notify the service they have secured a space if on a Waiting List.

Child Care Subsidy:

The cost of care in Out of School Hours Care and Vacation Care varies according to each families Child Care Subsidy (CCS), which is based on their activity test. Contact the Department of Human Services (DHS) on 13 61 50 for further information.

If you do not utilise care in an 14 week period and your enrolment with MyGov and the service is ceased, you will need to notify the service via email. This is only necessary if you plan on reutilising 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 utilise the service for an 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 authorised on a programmed day.

We Are Food Allergy Aware!

Please note we have children attending the program with severe allergies (nuts, eggs and dairy products etc) so we ask that you 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

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 "Magill OSHC Parent Information", Please obtain a copy from the Magill School website: www.magillschool.sa.edu.au or obtain a copy from the online enrolment process. Please check if your details are correct on the enrolment for yourself and child/children or update enrolment **prior** to the commencement of Vacation Care.

Check list

- ⇒ I understand I must sign my child/children in **20 minutes prior to excursion leaving times.**
- ⇒ I understand that my child must wear a **Magill School Uniform top and/or jumper on excursions.**
- ⇒ I understand I must provide my child with a **sun safe hat every day they attend – no caps.**
- ⇒ I understand I must provide my child with a **morning snack, lunch, afternoon snack and drink bottle every day they attend. We do not supply breakfast during Vacation Care.**
- ⇒ I understand **it is required that children wear sleeves (covering shoulders) and enclosed shoes for all outdoor activities and excursions.**
- ⇒ I understand I cannot send food for my child **that will requires re-heating.**
- ⇒ I understand that once I give this booking form or make a booking to OSHC, full fees will apply to any cancellation of booked care without the provision of a medical certificate. Please notify us ASAP if your child is not going to attend.

Sun Protection

SPF 30+ broad spectrum water-resistant sunscreen will be provided for all children (should your child require a specific type of sunscreen we ask that the family 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.

A sun safe hat is:

- * Legionnaire hat
- * Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm)
- * Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm)

Attendance Records

All children must be signed IN and OUT of the program with exact times of dropping off and collection. Please advise staff when you arrive and when you collect your child/children.

Please inform OSHC immediately when you know your child 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. Children must be signed out by their parent, or other authorised person, before they leave the Out of School Hours Care. **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 Fee for Late Collection Policy**).

Food

Please note 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, lunch, and afternoon snack must be brought every day. Please note: we **do not** provide breakfast. It is requested that you **do not send meals that staff need to cook or heat, including noodles.** Should your child have 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.

Staffing Ratios at OSHC Vacation Care:

- ◆ On site - one staff member per 15 children.
- ◆ On excursion - one staff member per 8 children unless stated otherwise on the program and risk assessment.
- ◆ At all times there will be a minimum of one staff member with an approved qualification per 30 children.

Medication

Please remember children who are not well should not attend the OSHC Program. Should you require Vacation Care staff to administer your child with any medications please inform us beforehand so that appropriate paperwork can be completed. **Medications must be correctly labelled with your 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

To avoid disappointment, get your booking in early as excursions book out quickly. Pack your child a light bag for excursions as we may need to carry bags with us, depending on the venue and its facilities. **Children are not to bring spending money on excursions.** We travel by Adelaide Star 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 10 minutes prior to the departure time stated on the program. (we will not wait for late arrivals).** This allows staff time to talk to the whole group 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 Magill School Uniform tops or jumpers when away from the centre.** Uniform tops may be replaced with casual wear once we return back to OSHC. Remember to label all items to avoid them being lost. Children may wear their choice of bottoms and enclosed shoes.

Risk Assessments

Excursions will be organised in compliance with Departmental OSHC Standards and the National Quality Framework. Staff will complete a risk management assessment for all excursions and this will be available to parents 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. See staff for a copy of OSHC Vacation Care Program excursion and risk assessment policy.

Payment of fees

Magill OSHC bills a week in arrears, therefore your bill will be received on a Thursday, 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 the Director being on the floor. Every effort will be made to keep the schedule as per normal. Payment is still required to be made within 14 days.





Child / Children's surname: _____

Child / Children's name: 1. _____

2. _____

3. _____

Child/ren initials	Date	Program activity	Parent initial
	Monday 14/12/2020	Incursion: Stay Active	
	Tuesday 15/12/2020	Excursion: Regal Theatre Cinema to see Travelling by Adelaide Star Buses to 275 Kensington Rd, Kensington Park SA 5068	
	Wednesday 16/12/2020	Incursion: Cube Sports	
	Thursday 17/12/2020	Excursion: : WOODHOUSE Travelling by Adelaide Star Buses to 37 Spring Gully Rd, Piccadilly SA 5151	
	Friday 18/12/2020	Incursion: Christmas Day	

	Monday 4/01/2021	Incursion: Revit Up Racing	
	Tuesday 5/01/2021	Excursion: Maritime Museum Travelling by Adelaide Star Buses to 126 Lipson St, Port Adelaide SA 5015	
	Wednesday 6/01/2021	Excursion: Regal Theatre Cinema to see Travelling by Adelaide Star Buses to 275 Kensington Rd, Kensington Park SA 5068	
	Thursday 7/01/2021	Incursion: Art & Craft	
	Friday 8/01/2021	Incursion: Slip & Slide	

I, as the parent / guardian, agree to abide by the information given in regard to the parent information, as outlined on the Magill School OSHC Vacation Care program. I give permission for my child/children to attend incursions and excursions as I have nominated by booking.

- ◆ I understand I must sign my child/children in **20 minutes prior to excursion leaving times on the program.**
- ◆ I understand that my child must wear a **Magill School Uniform top and/or jumper on excursions.**
- ◆ I understand I must provide my child with **a sun safe hat every day they attend – no caps.** If your child does not bring an appropriate hat you will be asked to come and collect your child or drop off at hat.
- ◆ I understand I must provide my child with **a morning snack, lunch, afternoon snack (no heating of food) and drink bottle every day they attend. We do not supply breakfast during Vacation Care.**
- ◆ I understand **it is required that children wear sleeves (covering shoulders) and enclosed shoes for all outdoor activities and excursions.**
- ◆ I understand the information as set out for the **child care subsidy and waiting list procedure on page 2.**
- ◆ I understand that once I give this booking form or make a booking to OSHC, **full fees will apply to any cancellation of booked care without the provision of a medical certificate. Please notify us ASAP if your child is not going to attend. Please see our parent handbook and fees policy for further information.**

Parent / Guardian signature: _____

Date: ____/____/____

Contact Number: _____

Office Use Only:

Date Received:



Dec 2020/Jan 2021 OSHC VACATION CARE BOOKING

Child / Children's surname: _____

Child / Children's name: 1. _____

2. _____

3. _____

Child/ren initials	Date	Program activity	Parent initial
	Monday 11/01/2021	Excursion: Latitude Travelling by Adelaide Star Busses to 13-15 Fosters Rd, Greenacres SA 5086	
	Tuesday 12/01/2021	Incursion: Lolly Jar Circus	
	Wednesday 13/01/2021	Excursion: Gorge Wildlife Park Travelling by Adelaide Star Busses to 30 Redden Dr, Cudlee Creek SA 5232	
	Thursday 14/01/2021	Incursion: Pottery Day	
	Friday 15/01/2021	Incursion: Cultural Day	

	Monday 18/01/2021	Excursion: AFL MAX Travelling by Adelaide Star Busses to 32 Butler Bvd, Adelaide Airport SA 5950	
	Tuesday 19/01/2021	Incursion: Scientifibubble Show	
	Wednesday 20/01/2021	Incursion: Basketball Clinic with Dwayne Nelson	
	Thursday 21/01/2021	Excursion: Megacourts Travelling by Adelaide Star Busses to 10-18 Albert Street, Windsor Gardens, Adelaide SA 5087	
	Friday 22/01/2021	Incursion: Australia Day	

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Parent / Guardian signature: _____

Date: ____/____/____

Contact Number: _____

Office Use Only:

Date Received: _____