



MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

MERCEDES COLLEGE OSHC

Booking Request Form Vacation Care Autumn 2017

Booking Details

Please complete, sign and return this form by Monday 3 April to ensure that you secure a booking for your child/children in Vacation Care.

Please indicate your child's attendance by ticking the appropriate box(es) below. Excursion days are shaded.

L☐: indicates when the service provides lunch – for catering purposes please tick if your child/ren will eat the lunch provided. Please provide a packed lunch if your child/ren will not eat this meal.

Date Attending		M 17/4	T 18/4	W 19/4	Th 20/4	F 21/4	M 24/4	T 25/4	W 26/4	Th 27/4	F 28/4	M 1/5
Child's Name(s)						L☐	L☐					
	Easter					L☐	L☐	Anzac				
	Monday					L☐	L☐	Day				
						L☐	L☐					

Enrolling Parent/Guardian	Name.....
	Mobile.....
	Email.....
	Enrolment form received.....
	Booking form received.....





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Excursion Details and Permission Form

	Destination	Time	Travel	Please Note
Tues 18 April 2017	Wallis Cinemas Mitcham Square, 119 Belair Rd, Torrens Park SA 5062 Phone: (08) 8305 4444 Lunch: Mitcham Reserve Between Old Belair Rd, Norman Walk & Evans Ave, Old Belair Rd, Mitcham SA 5062	9:00am - 2:00pm	Walk	Backpack, packed lunch, snacks, hat and refillable water bottle An additional \$8 will be charged to your account for the candy bar. (NO SPENDING MONEY PERMITTED) <u>OSHC SERVICE MOBILE:</u> <u>0427 796 425</u>
Thur 20 April 2017	Gymnastics SA State Training Centre Oaklands Rd & Rosedale Ave, Morphettville SA 5043 Phone: (08) 8294 6488	12:30am - 3:00pm	Private Bus	Backpack, packed lunch, snacks, hat and refillable water bottle. (NO SPENDING MONEY PERMITTED) <u>OSHC SERVICE MOBILE:</u> <u>0427 796 425</u>
Wed 26 April 2017	Urrbrae Wetlands Cross Rd, Netherby SA 5062 Phone: (08) 8272 6010 Lunch: Balham Reserve Balham Ave, Kingswood SA 5062	9:00am - 2:00pm	Walk	Backpack, packed lunch, snacks, hat and refillable water bottle (NO SPENDING MONEY PERMITTED) <u>OSHC SERVICE MOBILE:</u> <u>0427 796 425</u>
Fri 28 April 2017	Star Theatre 145 Sir Donald Bradman Dr, Hilton SA 5033 Phone: (08) 8234 1800	12:15pm - 2:30pm	Private Bus	Backpack, packed lunch, snacks, hat and refillable water bottle (NO SPENDING MONEY PERMITTED) <u>OSHC SERVICE MOBILE:</u> <u>0427 796 425</u>





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Please read the following conditions before signing the Excursion permission form below.

- I have completed a Mercedes College Enrolment Form (above) and am listed as a Parent or Guardian.
- The contact details, including all health and emergency contacts listed on my child/rens Enrolment Form are up to date.
- Transport will be by private bus or walking as indicated in the above table.
- Your child must be at OSHC 15 minutes before excursion departure time.
- The service has conducted an Excursion Risk Assessment that is available for your review upon request.
- We operate on a ratio of 1 educator to 15 children onsite and 1 educator to 8 children on excursions. When water is involved in the activity we operate on a ratio of 1 educator to 5 children.
- We anticipate we will have 30 children attend each excursion and 4 educators.

Medical details we should be aware of on excursions:

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Best Contact Details

Name..... **Mobile**.....

I give permission for to attend the Autumn 2017 excursions as outlined above, and have read and agree to the requirements for each excursion

Signature..... Date:.....





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Mercedes College Vacation Care Programme – Autumn 2017

Our service caters for children from Reception to Year 7. Your co-operation in complying with the following expectations will greatly assist us to provide a safe and enjoyable Vacation Care programme for your children.

Hours of Operation, Fee Structure and Cancellation Policy

Our Vacation Care programme operates from 7.20am to 6:00pm every day during the school holidays, as well as on Pupil Free days. The cost of Vacation Care (before government subsidy) is \$45 per child per day on incursion days and \$60 on excursion days. Any additional costs associated with incursions or excursions will be listed on the 'What to Expect on the Day' form and charged to your OSHC Fees account. **Late Collection Fee** - Parents of children not collected by 6:00pm sharp will be charged a late collection fee of \$1.00 per minute.

To ensure that you secure a place for your child/children in our Vacation Care programmes, we ask that completed forms are returned to us no later than Monday 3 April 2017.

You will be contacted only if your booking has not been accepted; booking by the due date will help us determine availability of places and staffing. Once accepted, unless there are extenuating circumstances, your booking will be final. We can no longer accept cancellations, nor can days be swapped. Please remember to ring us on the service phone number 8372 3248, or mobile phone - 0427 796 425 by 8:00am if your child/children are not attending a day they are booked for.

It is most important that the Service holds a Family Enrolment Form for each child. This form needs to be returned with your Vacation Care forms (if you have not already done so).

Payment of Accounts

Parents are required to fill out a Direct Debit authorisation form when enrolling their children into the Mercedes College OSHC programme. This is our preferred method of payment; otherwise we have a strict 7 day payment policy. An invoice with the outstanding balance will be emailed to the account holder listed on the child's enrolment form each week. Direct Debits are processed on a fortnightly basis.

Excursions

Excursion departure times noted on our forms are approximate but all children must arrive at the Service at least 15 minutes **before** the departure time listed on the programme when an excursion is scheduled. This ensures that they are in time for roll call, safety discussions and group organisation.

Clothing, Lost Property and Sun Protection

Please ensure your child wears enclosed shoes, no thongs or slip on shoes are permitted as this affects your child being able to participate in some activities. Please label all clothing, lunch boxes, drink bottles and any other items that your children bring to Vacation Care. Should your child misplace anything, be sure to look in our LOST PROPERTY BOX. At our OSHC service, children and staff are actively encouraged to be sun smart. We follow the College policy of 'No hat, no play' and if children do not have a hat, they will be asked to remain in the shade

Healthy Lunch and Snacks

Lunch will be provided on designated days as stated in the programme, dietary needs will be catered for where possible. If your child does not like the option supplied, please provide them with a packed lunch. **Due to health regulations we are not able to heat up any food brought from home.**

Signing In and Out

Parents must sign their children in and out of the programme each morning and afternoon, this is a legal requirement. Please inform a staff member that you are collecting your child/children.

Technology – Acceptable Use Policy

The OSHC service utilises the Student ICT Acceptable Use policy which requires all children to sign an agreement stating that they will treat the College's ICT equipment with care and use it responsibly. Additionally, children will not be permitted to bring any hand held gaming consoles to the service except when invited to do so as part of our programme.