Vacation Care Service Information – Autumn 2015

To increase the capacity of the service to care for your child whilst in attendance at Mercedes College OSHC, is there any other relevant information that you wish to share with staff? This may include information relating to emotional, social or physical development, or environmental concerns. If a professional report has been conducted, we would appreciate recommendations that are relevant for an OSHC/Vacation Care setting to further support your child.

If you wish to speak to the Director regarding any issues, you are welcome to phone the service on 83723248 or you can detail any thoughts on the accompanying Vacation Care Excursion Information Sheet.

CONDITIONS OF ENROLMENT

To provide a well organised and safe programme, the following conditions have been devised. Your co-operation in complying with the following conditions will assist us to provide a safe and enjoyable Vacation Care programme for your children.

Please ensure that your child brings a hat and sunscreen during the holidays. Our OSHC policy follows that of the College and states – No hat, no play. We are very reluctant to limit the choices that children can make during the holidays but are obliged to follow this policy.

HOURS OF OPERATION AND FEE STRUCTURE

Our Vacation Care programme operates from 8:00am to 6:00pm every school holidays. The cost (before government subsidy) is $45 per child per day on incursion days and $60 on excursion days. Movie Days will cost $68 when the service takes advantage of the candy bar.

Parents of children not collected by 6:00pm sharp will be charged a late pick-up fee of $1.00 per minute.

CHILD CARE BENEFIT AND CHILD CARE REBATE

Child Care Benefit is a payment made by the Government to families to assist with the costs of childcare. Child Care Benefit for approved care can be received as a reduced fee through the approved childcare service. Mercedes College OSHC is an approved service. The Australian Government has two payments to assist families with the cost of childcare – the Child Care Benefit (CCB) and the Child Care Rebate (CCR). Child Care Benefit is available to all parents at a variable rate depending on parental income. There is no income test for the CCR. Alternatively, you may wish to claim your childcare benefits at the end of the financial year.
CHILD CARE BENEFIT AND CHILD CARE REBATE (continued)

Parent/Caregivers can register with the Family Assistance Office (FAO) by –
Phone – 136150
Internet - www.familyassist.gov.au

Please quote the following CRN number when applying for benefits –
Mercedes College Vacation Care - 407004955C

Once a claim has been approved, the parent registered with the FAO must supply Mercedes College OSHC with their Parent/Caregiver CRN and their birth date together with their child/ren’s CRN to enable the service to claim their CCB entitlements.

BOOKINGS AND CANCELLATIONS

Mercedes College OSHC has 40 places available during Vacation Care. To comply with the National Regulations with regards to staff/student ratios, we are unable to exceed this number.

To ensure that you secure a place for your child/children during our Autumn Vacation Care programme, we ask that completed forms are returned to us by – Thursday 2 April 2015.

If you have not already completed the Family and Child Enrolment forms for 2014 please return these with your Vacation Care forms. This will ensure that our records remain up to date. You will find these forms on the website.

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. Bookings will not be accepted until any previous accounts have been paid in full.

Once your booking has been accepted, unless there are extenuating circumstances, it will be final. We can no longer accept cancellations, nor can days be swapped.

PLEASE NOTE –

CCB (Child Care Benefit) is paid for up to 42 absence days for each child per financial year. These absence days can be taken for any reason. If your child does not attend Vacation Care, you will be charged the full fee but are still able to claim CCB.

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.

EXCURSIONS

Excursion times noted on our forms are approximate but all children must arrive at Vacation Care by no later than 9:00am on these days, unfortunately we are unable to wait if you are running late. If on some occasions, children are permitted to take spending money on an excursion, it will be noted for you on the excursion form.
LOST PROPERTY

Please label all clothing, lunch boxes, drink bottles and any other items that your children bring to Vacation Care. We accumulate a lot of lost property during the holidays. Should your child misplace anything, be sure to look in our LOST PROPERTY BOX which is located underneath the whiteboard.

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. Your co-operation in paying OSHC accounts on time is very much appreciated.

HEALTHY SNACKS

We take pride in providing a homemade afternoon tea for the children each day. We will also provide lunch once a week, you will find this noted on our programme. Please remember that we are a nut free service. With an increasing number of children having allergic reactions to fish, we have also decided to exclude all fish products from our service, including cans of tuna.

Children are expected to bring a substantial and nutritious morning tea and lunch, please do not send meals that need to be heated in the microwave. Please do not send soft drinks or junk foods.

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. The Federal Government has stated that this is mandatory as parents are handing over duty of care to our programme.

BEHAVIOUR MANAGEMENT

Children in the programme are expected to behave with the same courtesy and consideration for others as they would during the school day. Should any serious misbehaviour occur an appropriate action will be followed according to the discretion of the Director.

TECHNOLOGY – ACCEPTABLE USE POLICY

In line with Mercedes College practice, the OSHC service utilises the Student ICT Acceptable Use policy which requires all children (whether they attend Mercedes College or another school), 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; this includes all iPods and mobile phones. This decision has been taken to ensure the safety and privacy of each child in the programme.