



MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

Service Information –

Welcome to the Mercedes College Vacation Care Programme. We would like to share with you information about our Service and 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.

Who Can Attend Vacation Care

Our Service caters for children from Reception to Year 7. We aim to provide a safe, stimulating environment for the children to enjoy their school holidays.

Enrolment is also open to children in our wider community.

We aim to release our Vacation Care program and booking forms in Week 5 or 6 of each term, however this is subject to change when we are experiencing delays in confirmation from our excursion venues and/or special activities.

Hours of Operation and Fee Structure

Our Vacation Care programme operates from 7.20am to 6:00pm every day during the school holidays as well as on Pupil Free days. Unfortunately we are unable to offer half day sessions.

Fees are set to cover the cost of the programme and to meet the projected budget for the Service. The Out of School Hours Care Programme operates on a not for profit basis. Fees are subject to change.

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 Parent Booking Record 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.

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.

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.

If a day is fully booked your child(ren) can be placed on a waiting list and we will notify you if a place becomes available.

A Family Enrolment Form needs to be returned with your Vacation Care forms (if you have not already done so). This will ensure that our records remain up to date. Please note that we require student information forms filled out for each child. This form gives detailed information that helps us to provide informed quality care for your child/ren. Following receipt of this form, we will no longer require parents/carers to fill out an enrolment form annually. Should there be any changes to your details, please inform the Service as soon as possible.

You will find these forms on the Mercedes College website –

<http://www.mercedes.catholic.edu.au/facilities/out-of-school-hours-care/>



Please note: Bookings will not be accepted until any previous accounts have been paid in full. This includes Before and After School Care as well as Vacation Care accounts.

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.

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. Your co-operation in paying OSHC accounts on time is very much appreciated. Should you be experiencing any difficulty in meeting the required payment, please speak to the Director to make an alternative arrangement. Consistent late payment of fees may mean that your child is unable to attend the Service.

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. This payment covers 50% of out of pocket child care expenses for approved child care, up to an annual limit per child, in addition to any other child care assistance.

Parent/Caregivers can register with the Family Assistance Office (FAO) by Phone 136150 or 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.

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.

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.

Your Parent Record (which is for you to keep) outlines each day's activities including reminders of everything that your child will need to bring on excursion days.

Bus information: All bus excursions are booked privately with Southside Roadlines. Buses are fitted with safety belts. For further information please see the Director.

Risk assessments are completed for excursions and can be viewed upon request.

Sun Protection

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 although we are reluctant to limit the play experiences available, if children do not have a hat, they will be asked to remain in the shade. Children are expected to wear a hat that protects the face, neck and ears whenever they are outside; playtime outdoors will not be permitted in extreme heat.

The Service will provide SPF 30+ broad-spectrum water resistant sunscreen for children and staff. Children will be reminded to re-apply sunscreen during the day. Should your child be allergic to the sunscreen used by the Service, you will be required to provide sunscreen for your child.

Medication

Should you require OSHC educators to administer medication to your child, please inform us so that we can ensure that all relevant documentation has been sighted and recorded. All medication plans must be filled in and signed by your doctor. No medication will be administered without the correct documentation and a doctor's signature.

Clothing

Please ensure all items of clothing and belongings are named. Please ensure your child wears enclosed shoes while at Vacation Care. No thongs or slip on shoes are permitted as this affects your child being able to participate in some activities. Bare feet are not acceptable whilst in attendance at our Vacation Care programme.

Tank tops, thin shoulder straps and short shorts are not permitted due to the risk of sunburn. Rash tops must be worn for water play.

Parents are reminded that children will be restricted in their play and will not be permitted to join excursions if they do not have a hat.

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 to the left of the staff board.

Healthy Lunch and Snacks

Lunch will be provided on designated days as stated in the programme. Please note that dietary needs will be catered for where possible. If your child does not like the option supplied, please provide them with a packed lunch as an alternative. For catering purposes we ask that you indicate your child's lunch preference on the booking form.

Due to health regulations we are not able to heat up any food brought from home, so please ensure any food your child brings is fully prepared and does not require heating.

We take pride in providing a homemade snack for afternoon tea for the children each day. Children are expected to bring a substantial and nutritious morning tea and lunch. Please do not send soft drinks. **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.

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. Children must be signed in to care at least 15 minutes **before** the departure time listed on the programme when an excursion is scheduled.

Behaviour Management

Children enrolled in our Service 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 Nintendo Ds, iPods, iPads and other electronic toys. This decision has been taken to ensure the safety and privacy of each child in the programme.

Mobile Phones

Children are not permitted to bring mobile phones to the Service at any time. If you need to contact your child throughout the day, please use the Mercedes College landline or mobile number. Messages between parents and children can be relayed via our staff throughout the day if necessary. Please be aware that mobile phones brought to the Service will be kept in a locked drawer.