
METELLA ROAD OUT OF SCHOOL HOURS CHILD CARE INC

Metella Road Public School ~ Metella Road, Toongabbie ~ N.S.W 2146.
Phone 9636 1740 E-Mail: info@metellaoosh.com.au

VACATION CARE – Information Sheet

**NOTE: Enrolment forms to be returned to the Centre by
Wednesday 28 March 2018**

Join us on FACEBOOK: Metella Road OOSH

Operational Hours

- Centre opens at 7am and close 6pm. Late Fees will apply for children picked up after 6pm. \$20 for the first 10 minutes and then \$1.00 per minute thereafter per child.

Enrolment Procedure

- Ensure that emergency contact details are current over the vacation period.
- 1st Priority will be given to children attending Before and After school care at Metella Road. Enrolment form must be returned by Wednesday 28 March 2018
- Once 1st priority enrolments have been processed any vacancies will be offered to children attending Metella Road Public School.
- Any remaining places will be allocated to children living within the local area. (Places will be allocated as per Department of Family and Community Services guidelines.)

Fees

- Daily fees: - \$42.00 per child / Child Care Benefits available.
- Under the new Child Care Management System the centre will only be able to reduce your fees once a Formal Enrolment has been accepted by DEEWR, and the family has been assessed by FAO for fee reduction.

Food

- Parents must send along enough food to last the full day.
- Children must bring in 1 piece of fruit to be cut up and shared for afternoon tea - carrots, beans, cucumber and celery is popular as well.
- DO NOT SEND anything that needs to be cooked or prepared; send a packed lunch – LIKE YOU WOULD SEND FOR SCHOOL.
- Breakfast at the centre consists of Cereal, Toast and Juice ONLY: (7am – 8am only)
- Ideas for packing a healthy lunch can be found at:
 - ✓ <http://www.schoolatozns.w.edu.au/wellbeing/food/recipes>
 - ✓ <http://www.taste.com.au/recipes/collections/lunch+box+ideas>

Health and Safety

- Emergency drills are practiced randomly throughout the holidays. The evacuation plan is in place and located at each exit point.
- First aid kits are easily accessible and well stocked at all times.
- At all times we will have educators on the grounds and on excursions who hold a current first aid certificate, as well as asthma and anaphylaxis training.
- Parents will be contacted if their child becomes ill, injured or appears distressed.
- Parents will be informed if there are any infectious diseases in circulation.
- Sunscreen is available at the service, children will be reminded.

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VACATION CARE ENROLMENT

Enrolment form to be returned to the centre by Wednesday 28th March 2018.

**ENROLMENT FORMS RETURNED AFTER THE DUE DATE WILL INCUR A
\$30.00 ADMINISTRATION FEE.**

**Administration fee only applies to 1st priority children (Children currently
attending Before and After School Care)**

**Non-Refundable Deposit: \$50.00 per family payable with return of enrolment
form. (\$50.00 deposit will come off fees)**

Please use a separate enrolment form for each child.

Child's Name _____

Is this your child's first time at vacation care? Please circle. **YES / NO**

Please circle days required.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	16/4	17/4	18/4	19/4	20/4
2	23/4	24/3	Closed	26/4	27/4
3	30/4	School Returns			

**NOTE: All circled days will be charged for. To ensure correct staffing for the
holidays any request for change prior to the start of vacation care must be in
writing (email) to the Centre Manager.**

- I understand that the days I have circled above are a booking that I must pay for
even if my child is absent.
- Emergency details provided on the Before and After School care enrolments are
available throughout the Vacation Care period and up to date.

Acknowledgements and Consents

<p><u>General</u></p> <ul style="list-style-type: none">➤ Children must be dressed appropriately for the weather conditions.➤ Children must wear enclosed shoes and sun safe clothing which covers the shoulders. Midriff, crop or singlet tops do not provide adequate protection and may not be worn.➤ It is my responsibility to provide all medications for my child and complete the appropriate forms. As per Regulation 95, medication must be supplied in the original container. Medication cannot be administered if there is not a completed medication form or is not in its original container.➤ All children are expected to follow the service expectations and staff instructions.➤ I agree to abide by all Metella Road Out Of School Hours INC, policies and procedures. These can be viewed on request at the service or from our website. www.metellaosh.com.au	<p>I have read, Understood and agree to follow this section.</p> <p>Parent Initial</p>
<p><u>Sun Safety</u></p> <p>Slip! Slop! Slap! Seek! Slide!</p> <p>UV levels are on the rise, so it's time to dust off the sun protection gear and Slip, Slop, Slap, Seek, Slide whenever we are outside.</p> <p>It is a part of our Sun Safety Policy that children wear a hat when outdoors and the uv is above 3. Please ensure your child brings a hat each day!!</p> <p>I understand that it is a Centre requirement for my child to bring a HAT everyday he/she attends vacation care. I am aware that my child will be unable to attend vacation care if this requirement is not met.</p>	<p>I have read, Understood and agree to follow this section.</p> <p>Parent Initial</p>
<p><u>Hair Colour and Face Paint</u></p> <p>Over the holidays we may do face painting / hair colouring.</p> <p>Please tick the following circles if your child is able to participate in the following activities</p> <p><input type="radio"/> Face painting</p> <p><input type="radio"/> Hair colouring</p>	<p>I have read, Understood and agree to follow this section.</p> <p>Parent Initial</p>

Arrival, Departure, and Absences

- I must come into the service each morning and sign my child into care. The service cannot be held liable for any child not signed into care.
- I must come into the service each afternoon before 6:00pm and sign my child out of care. A late fee will apply after 6:00pm.
- If my child is absent on a booked day, I must contact the service and inform educators of my child's absence.
- I will be charged for any absent days.

I have read, Understood and agree to follow this section.

Parent Initial

Electronic Games

- Children can bring along their electronic device to be played with during the allocated times.
- All cameras must be covered at all times.
- **One** device per child is to be brought in.
- Games and Apps used need to be – rated G or PG only.
- Educators may not allow children to play games they deem as inappropriate.
- Please label all devices with names.
- Children are only permitted to play their own device.
- All devices must have internet capabilities shut off.
- Anyone not following the rules will not be permitted to play.

I have read, Understood and agree to follow this section.

Parent Initial

Excursion to Ninja 101 @Wetherill Park**Thursday 19th April 2018**

All children MUST be at the centre by 8:00am, to ensure that they do not miss out on the excursion and to ensure that they have been provided with an excursion shirt, have had their name marked off the roll

Children will be travelling to and from the venue by chartered coach, Baxters bus Lines, the coach will be driven and insured by the hire company.

The educator to child ratio on this excursion is 1 – 8 or part thereof

I have read, Understood and agree to follow this section.

Parent Initial

Extra Activities

I understand that all children enrolled will participate in the extra activities that have been programmed. The cost of each activity will be added to your bill.

Monday 23rd we will be having a 'Super Camp' Incursion. During the day the children will be participating in a series of challenges followed by a colour run. All children will need to wear old clothes and bring a spare set of cloths to change into afterward.

I have read, Understood and agree to follow this section.

Parent Initial

Excursion to Ninja 101

Date: Thursday 19th April 2018

Where: Ninja 101 Wetherill Park

Transport: Baxter's Bus Line

Departure: 9am (All children must be at the centre by 8.30am. Children missing the bus will not receive a refund)

Return: Approximate return to the centre 2pm

Cost: \$35.00 per child includes transport, and

Staff: Up to 60 children, with a staff to child ratio of 1:8 or part thereof will be attending.

First Aid: A number of first aid trained staff will be attending this excursion.

What to bring: Centre's T-Shirt must be worn, hat and enclosed supportive shoes with socks (no sandals, thongs, crocs, ballet flats.)

Children will be required to take their recess and lunch with them. Please provide a healthy snack with plenty to drink.

Contact number: 9636-1740 Phone diversion will be in place.

Risk assessment: A risk assessment has been prepared and is available at the service.

Note: All children attending vacation care on this day will be required to participate in this activity.

Permission Slip

I have read and understood the above information regarding the excursion on - Thursday 19th April 2018 to Ninja 101 and give my consent for my son / daughter to attend.
I understand that my child will be travelling with Baxter's Buses to and from this activity.

Child's name: _____

Parent Contact details for Thursday 19th April 2018

Home: _____

Work: _____











Mobile: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

What's on during April Vacation Care??

<u>Monday 16th</u>	<u>Tuesday 17th</u>	<u>Wednesday 18th</u>	<u>Thursday 19th</u>	<u>Friday 20th</u>
<p><u>The Discovery Zone</u></p>  <p>Come along, explore and discover. Loads of science activities, experiments and mess!!</p>	<p><u>Super Challenge Day</u></p>  <p>Incursion workshop Mobile games theatre Bumper balls Laser tag</p>	<p><u>All Italian Workshop</u></p> <p>Everything Italian!! Art work, cooking, Create your own pizza.</p>  <p>Italian pasta Lunch</p>	<p><u>Ninja 101</u></p>  <p>Excursion to Ninja 101 Wetherill Park</p> <p>Inflatable Ninja Course Indoor Soccer Court Trampolines</p>	<p><u>Super Survivor</u></p>  <p>Join us in a day filled with super challenges, sports games and activities</p>
<u>Monday 23rd</u>	<u>Tuesday 24th</u>	<u>Wednesday 25th</u>	<u>Thursday 26th</u>	<u>Friday 27th</u>
<p><u>Super Camp Colour Run</u></p>  <p>Campers are put into squads of colours they must complete physical challenges together to move onto the next level. Race and be covered in colour!!</p>	<p><u>Go for Green and Gold</u></p>  <p>Come dressed in your green and gold as we cook up some Anzac cookies, Lamingtons and fairy bread!! Let's make and create traditional food from the land down under.</p>	<p><u>Closed</u></p> <p><u>Anzac Public Holiday</u></p>	<p><u>Calling all Super Hero's</u></p>  <p>Dress as your favourite super hero or villain and prepare to be amazed!!</p>	<p><u>Art Attack</u></p> <p>Crazy Canvas Painting Incursion with artist Donna Gilbertson</p> 
<u>Monday 30th</u>				
<p><u>Potting Around</u></p> <p>— THE —</p>  <p>POTTING SHED</p> <p>Working in our school garden, clay creations, painting pots and planting seeds!! What food can we create from things that grow in the garden??</p>	<p><u>Return To School Term 2</u></p>			

Our Programmed Activities and Costs

All children will be participating in the below scheduled activities

Date	Activity	Cost
16/4	The Discovery Zone	
17/4	Super Challenge Day + Games 2 U Incursion	\$15
18/4	All Italian Workshop	
19/4	Excursion to Ninja 101 @ Wetherill Park Children to be at the centre by 8.30am	\$35
20/4	Super Survivor	
23/4	Super Camp Incursion with Colour Run Please wear old clothes and bring a change of clothing with you on the day!	\$15
24/4	Go for Green and Gold Wear Green and Gold	
25/4	Closed Anzac Day	
26/4	Calling all Super Hero's Super Hero fancy dress	
26/4	Art Attack Donna Gilbertson Incursion	\$15
30/4	Potting Around	

Please ensure you bring your hat each day!!