

# NORTH ADELAIDE OSHC Vacation Care

North Adelaide PS, 62-80 Tynte St, North Adelaide 8267 5127

Operating Hours 7:30am – 6:00pm

Cost for a Vac Care day is \$54 per child for bookings made before Monday 6<sup>th</sup> April 2020

Cost for a Vac Care day is \$59 per child for bookings made after Monday 6<sup>th</sup> April 2020

See Centrelink for CCB reduction by phoning: 13 61 50 and quoting: 555 010 112H  
BOOKINGS MUST BE CANCELLED **7 DAYS** BEFORE THE DAYS PLANNED ACTIVITY OR YOU WILL BE CHARGED  
THE FULL PRICE FOR THAT DAY.

## April Vacation Care 2020

For further information please call

PH: 08 8267 5127

Places are limited, especially on excursion days. Forms completed will be processed in order of receipt. Advance bookings by Monday 6<sup>th</sup> April 2020 are highly recommended to avoid being placed on a child waiting list.

PLEASE NOTE: EXCURSIONS OR PLANNED ACTIVITIES MAY BE CANCELLED OR POSTPONED DUE TO WEATHER CONDITIONS. PLEASE NOTE THAT NORTH ADELAIDE PRIMARY OSHC RESERVES THE RIGHT TO CHANGE AN ACTIVITY DUE TO EXCEPTIONAL CIRCUMSTANCES DETERMINED BY THE LEADERSHIP TEAM.

# Daily Checklist: IMPORTANT

- **Children need to bring their recess and lunch everyday unless stated otherwise.** It is also best to pack a little extra as children do get hungry and we only provide a snack for afternoon tea.
- Children need to **bring a water bottle** daily and on excursions.
- **Lunch orders can be placed and we will also take children to Perryman's when we are not on excursions.**
- There is \$1 per minute late collection fee for any child that is picked up later than **6:00pm.**
- We are an **ALLERGY AWARE SERVICE.** Please provide details to the service where appropriate. **NO Nut products please. This includes peanut butter and some cereal bars.**
- Children need to wear appropriate foot wear that is safe and will not fall off their feet. **Thongs must not be worn on excursions unless specified otherwise.**
- Children need to wear helmets when riding their bikes, scooters, skateboards, rollerblades, and roller-skates or when otherwise specified.
- **All electronics are banned** and staff will not take responsibility for the loss of games. This includes Mobile phones, iPads, DVDs, PS2 games, PSPs, DSs and MP3 players. However on days where the program states that these are allowed, children may wish to bring them in but need to be responsible for their own belongings.
- Please read the program carefully taking note of departure and arrival times (these are estimated as close as possible). **Late arrival may result in missing the bus for excursions.**
- We have a **hat and sunscreen policy.** Please ensure your child has a hat at all times and if they cannot use our home brand sunscreen, please provide your own.
- The ratio for taking children on excursions is 1:10 and when we are attending the aquatics centre the ratio is 1:5. These ratios will be maintained at all times.
- Risk assessments have been prepared for each excursion and may be viewed on request. Please ask the responsible person on duty.
- The maximum number of children attending any excursion by bus will be 48.

**Ten Plus Excursions:** is for children aged 10 and above. Please specify your child(rens) age on the booking sheet. Please speak to the team if you have any queries.

## METHODS OF PAYMENT

- OSHC accounts are issued weekly via email
- OSHC accounts can be paid by EFTPOS machine at the service or via **BPOINT** (see below)
- Receipts will be attached to your next account
- Surplus payments will be kept in credit on your account for next usage



**BPOINT** is an online payment system that provides parents/caregivers with the option to make payments over the web, using their credit card (Visa & MasterCard only).

To access **BPOINT**, log onto the school website at the following address [www.nthadelaideps.sa.edu.au](http://www.nthadelaideps.sa.edu.au) and select "Enrolments", "Fees" and then the Pay your fees online with ease link.

1. How to process a payment:
2. Click on the "Online Payment Option"
3. Enter the word "OSHC" in the field "Family Code/ED ID "
4. Enter the account holders full name (the guardian who receives the invoices)
5. Enter the Invoice No for the payment (located on the left hand side of your invoice)
6. Enter the Amount of the payment
7. Click on either the icon matching your card type (MasterCard or Visa)
8. Enter your Credit Card Number
9. Enter the Credit Card Expiry Date
10. Enter the Card Verification Number/CVN (i.e. the 3 digit code on the reverse of your Credit Card)
11. Click on the Proceed button
12. After 3 to 5 seconds your payment will be processed and the receipt information will be displayed
13. Either click the Print View or enter you email address and click Send Email to get a copy of your receipt
14. You can now exit the Payment Page

**Please ensure that once the transaction is complete that a copy of the receipt or the transaction number is noted for your records.**

Ask to be assessed for Child Care Subsidy if you have not applied before. North Adelaide PS OSHC is an approved service.

**\*\*\*To secure your booking please ensure that your account is up to date\*\*\***

## CHILD CARE BENEFIT and CHILD CARE REBATE

The Australian Government provides families with financial assistance to help cover the cost of approved child care through the Child Care Benefit and Child Care Rebate.

You can apply for the Child Care Benefit (CCB) in person or online through Centrelink. Please note you need to apply for the CCB in order to claim the Child Care Rebate (CCR). If your income is too high for CCB you may still be eligible for the CCR.

To apply online visit:

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-benefit>

Or

Call **the** Department of Human Services / Centrelink on 13 61 50

Centrelink will provide you with a CRN (Customer Reference Number). Each individual person has their own unique number. Please provide this number with your enrolment form in the space provided to ensure you receive your entitled benefits. The enrolling parent needs to provide their own personal CRN and date of birth for claims to be processed without complication. **If you are claiming Child Care Benefit for the first time, please arrange this prior to the commencement of care.**

If you believe you are not entitled to the CCB, it is still in your best interest to register your details with Centrelink and our service to ensure you receive the Child Care Rebate automatically. All families are entitled to the Child Care Rebate.

### Please make sure you read ALL information below before booking your child/ren in for vacation care

- **A fully completed written and signed booking form** must be returned for it be accepted for processing. **Text via email, SMS or KidsXAP guardian requests will not be accepted for processing of bookings.**
- Your child **MUST** have a **HAT, RECESS, LUNCH (SEE BELOW FOR EXCEPTIONS) & DRINK BOTTLE** every day! If they do not, you may be asked to return home and collect the missing items
- Please check the program permission forms carefully for excursion leaving times. **We will not be able to call parents if they are not here by 9am as we will be busy preparing to leave on time**
- You will be notified ASAP if your child(ren) are placed on the waiting list to confirm if you wish to keep them there or make alternative arrangements. If we do not receive your waiting list confirmation, their spot may be replaced by a confirmed child on the waiting list

### LUNCH WILL BE PROVIDED ON:

Thursday 16<sup>th</sup> April- Pizza will be provided for the children on this day

Wednesday 22<sup>nd</sup> April- Lunch will be provided

## Booking & Permission Form to be returned to the service

Family Name: \_\_\_\_\_

Contact Telephone: H-\_\_\_\_\_ Mob-\_\_\_\_\_

Child's name: \_\_\_\_\_

Age \_\_\_\_\_

Child's name: \_\_\_\_\_

Age \_\_\_\_\_

Child's name: \_\_\_\_\_

Age \_\_\_\_\_

**\*\*Please indicate by ticking  which days you require your child/children to be booked in for**

Week 1	Monday 13 <sup>th</sup> April <input type="checkbox"/>	Tuesday 14 <sup>th</sup> April <input type="checkbox"/>	Wednesday 15 <sup>th</sup> April <input type="checkbox"/>	Thursday 16 <sup>th</sup> April <input type="checkbox"/>	Friday 17 <sup>th</sup> April <input type="checkbox"/>
	PUBLIC HOLIDAY	<a href="#">Home Day</a>	<a href="#">Home Day</a>	<a href="#">Home Day</a>	<a href="#">Home Day</a>
	OSHC CLOSED	Wheels Day & Electronics Day	Crazy Creations	Pyjama Day + Movie	Be a designer
				Lunch Provided	
Week 2	Monday 20 <sup>th</sup> April <input type="checkbox"/>	Tuesday 21 <sup>st</sup> April <input type="checkbox"/>	Wednesday 22 <sup>nd</sup> April <input type="checkbox"/>	Thursday 23 <sup>rd</sup> April <input type="checkbox"/>	Friday 24 <sup>th</sup> April <input type="checkbox"/>
	<a href="#">Home Day</a>	<a href="#">Home day</a>	<a href="#">Home Day</a>	<a href="#">Home Day</a>	<a href="#">Home day</a>
	Disco + Carnival Games	Wood Work	Messy Day	Find the Missing Educator	Nature day & Electronics day
			Lunch Provided		

We expect to have 24-48 children and 3-6 educators for each excursion (1:8 ratio) & 25 – 60 children and 2-4 educators for an Incursion / Home Day (1:15 ratio). When we are attending the aquatics centre the ratio is 1:5

### HOME/INCURSION DAY PERMISSIONS – Compulsory

I give permission for .....to participate in the Home/Incursion day activities as specified on the April 2020 Vacation Care Program.

Caregiver Name \_\_\_\_\_ Signature \_\_\_\_\_

## AGREEMENTS/CONSENTS

- 1) I understand the cancellation policy and I will make payment for all fees I incur during this time. YES / NO
- 2) I give permission for my child to walk, with staff supervision, off of the school/OSHC site YES / NO
- 3) I give permission for my child to participate in all programmed activities unless specified YES / NO
- 4) I give permission for my child to be photographed by OSHC staff during activities & for these photos to be displayed in the OSHC room as the service deems appropriate YES / NO
- 5) I give permission for my child to be included in face painting experiences YES / NO
- 6) I consent for my child/ren to watch carefully selected family movies which may be rated PG YES / NO
- I understand that if I do not provide my child/ren with hats (bucket, wide brimmed or legionnaires) for outside activities or helmets for wheels activities, that my child /ren will not be able to participate in those activities YES / NO

Caregiver Name \_\_\_\_\_ Signature \_\_\_\_\_

### OSHC STAFF TO COMPLETE THE FOLLOWING

DATE **FULLY COMPLETED** FORM RECEIVED: \_\_\_\_\_

FULLY COMPLETED FORM RECEIVED BY (NAME): \_\_\_\_\_

DATE FULLY COMPLETED FORM ENTERED IN KIDSXAP: \_\_\_\_\_

FULLY COMPLETED FORM ENTERED BY (NAME): \_\_\_\_\_

**DOES A CHILD WAITING LIST APPLY? IF YES, SPECIFY DATES AND WHEN THE FAMILY HAS BEEN NOTIFIED BELOW. INCLUDE ALL RELEVANT FAMILY COMMUNICATION BELOW INCLUDING NAMES AND CONTACT DATE / TIMES.**

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