



## SUMMER 2023/2024 VACATION CARE PROGRAM

School Student Fees: Home Day \$51 / Excursion Day \$65 (Tuesdays and Thursdays)  
- per child, per day.

Kindy Student Fees: Home Days \$71, NO EXCURSIONS  
(children are considered to be kindy until they have completed their first term of school).

If you exceed your fortnightly CCS hours (from Centrelink, based on sessions), you will pay full fees for the remaining hours.

**Opening Hours: 7:00am to 6:15pm**

**Bookings close 7 days prior to each day.**

**Places based on availability. Bookings are essential and places fill quickly, we recommend booking early to avoid disappointment.**

### **In order to book:**

- Your child must be enrolled on Fullybooked (instructions on following page)
  - All overdue fees on your account must be paid
- You must use Fullybooked to make your bookings

**All cancellations need to be made via Fullybooked 7 days prior to the day. You will be charged for all booked care unless you have cancelled it on Fullybooked, regardless of the reason care was not used.**

**Director & Nominated Supervisor: Rebecca MacQueen**

**Assistant Director & Operational Leader: Kris Giles**

**Assistant Director & Educational Leader: Abbey Helliard**

**Accounts & CCS: Joshua Cardone**

**Dietary / Nutritional Needs: Joshua Cardone**

**Telephone: 8365 5677 Kids' Zone office mobile: 0407 872 192**

**Excursion Mobile 1: 0403 357 024 Excursion Mobile 2: 0403 112 904**

**Email: [oshc.stradbroke833@schools.sa.edu.au](mailto:oshc.stradbroke833@schools.sa.edu.au)**

**Stradbroke School, 73 Koonga Ave, Rostrevor 5073**

# Essential Information

If you are using our service for the first time or have not recently read the Stradbroke School OSHC Information Guide, please ensure you view it on the school's website, under the OSHC/Kids' Zone tab (updated August 2023).

## ENROLMENT

Please ensure you have enrolled your child to our service using Fullybooked via this link:

<https://kidszone.fullybookedccms.com.au/family/login>

You will not be able to make bookings until every section of the enrolment has been completed and you have verified your email address.

**Child Care Subsidy:** If you wish to receive rebates from Centrelink you MUST ensure you say yes to this when prompted and enter your CRN numbers as required. The Centrelink 'Activity Test' determines how many Child Care Subsidy funded hours you are entitled to, it is your responsibility to liaise with Centrelink regarding this. If your child is attending for the first time or their enrolment has ceased (due to 14 week nonattendance) and they are absent on the first or last day of bookings Child Care Subsidy will not apply.

**Payment of fees:** We request all families to move on to a weekly Ezidebit system. You will not be able to place your bookings until this has been set up. If you have any concerns with this please email our service to discuss [oshc.stradbroke833@schools.sa.edu.au](mailto:oshc.stradbroke833@schools.sa.edu.au)

## BOOKING USING FULLYBOOKED

Please be mindful when booking into excursions that you choose carefully from the multiple options. Please only book into the excursion you want your child to go to. When booking into an excursion with a younger/older age split please select the correct option carefully, following the instructions on the screen.



The screenshot shows a form titled "Booking activities/options for new bookings" for Tuesday 14 Dec 2021. It contains two sections for age group selection:

- AFL Max - YOUNGER \*** (Year 2 in 2021 & below) with "Yes" and "No" buttons.
- AFL Max - OLDER \*** (Year 3 in 2021 & above) with "Yes" and "No" buttons.

At the bottom are "Next" and "Cancel" buttons. Two arrows point from the text on the right to the "Yes" buttons for both age groups.

Please click 'yes' for the correct age group and 'no' for the incorrect age group.

## BOOKINGS AND PAYMENT CONDITIONS

Once the program is full, children will be placed on a waiting list. Waiting lists will be managed according to the suggested government guidelines for priority of access.

## VACATION CARE BOOKING DEADLINE:

If a child is booked after the booking deadline (**1 week prior to the day**), a Late Booking Fee of \$5.00 per child applies.

If a child arrives without being booked in, a No Booking Fee of \$10.00 applies (if a place is available).

If a child is picked up after 6:15pm, a Late Pick-Up Fee will be charged at \$1.00 per child per minute.

## CANCELLATIONS

All cancellations must be made via FullyBooked 7 days prior to the day. Cancellations after this time will be marked as absences.

## EXCURSIONS

All children must be at the centre at the times outlined on the program in order for us to conduct necessary safety checks and counts, for them to hear the safety talk to understand rules and responsibilities, collect their wrist bands and ensure that they have all the necessary equipment for a safe and enjoyable excursion. If your child/ren arrive after the outlined times, they will be unable to join the excursion for safety reasons and you will still be accountable for the fees for that day. Please note on excursion days it is not possible for your child to stay at the service or go with a different group if they arrive after the outlined time on the program.

When we are offering a choice of two different excursions on the same day please ensure that your child/ren discuss with you and their friendship group which one they will be attending. Due to staff to child ratios and venue bookings we are unable to allow them to swap at a later date. In the case of younger/older excursions, please be aware that it may be necessary for staff to swap children from one group to the other due to number caps. If this occurs, you will be notified before the excursion date.

Please ensure before selecting the movie for your child/ren, you have viewed and read any information regarding the content as some of the movies selected are PG.

Please note spending money is not permitted.

Some excursions may need to be cancelled due to the heat, wet weather or change to Covid-19 restrictions. If this happens, a decision will be made by 6:15pm the day before (when possible).

Excursions are transported by Kanga Coachlines. All coaches have seatbelts.

Risk assessments are conducted for all venues. Information is available upon request.

## SIGNING IN & OUT

It is a legal requirement that your child/ren are escorted into Kids' Zone, signed in electronically on the iPad upon arrival and signed out upon departure by their parent / caregiver. This must be done for safety reasons and subsidy purposes. Please also make sure to let an educator know when you have dropped off or are picking up your child/ren as per our centre policy.

If you are sending someone else to collect your child/ren please make sure you have added them as a contact on your FullyBooked account. Please note that if your child/ren are being collected by somebody that you have allocated as a collection authority and they have not collected your child/ren before or have only collected them a few times, it is a requirement that they bring photo identification so that we can ensure this is the person you have allocated.

## RATIOS

### Educator to Child Ratios for Home Days

We expect 90-130 children to attend on home days. We implement a minimum 1:15 educator to child ratio on home days. Increased educator to child ratios of 1:10 will be implemented when preschool children are attending. Increased ratios will be implemented for activities with increased risk.

### Educator to Child Ratios for Excursion Days

We expect to have a maximum of 160 children attend on excursion days. Risk assessments will be conducted prior to each excursion which will consider factors such as water, hazards, additional needs of children, medical conditions and additional skills required by educators, to determine an appropriate educator to child ratio specific to each excursion (at least 1:15).

## ADDITIONAL NEEDS

In order to best support your child with additional needs we require you to notify us via email at the time of booking the arrival and departure times for each day of attendance to enable us to roster staff appropriately. Please provide any relevant reports or documentation regarding your child's additional needs so we can provide appropriate support while attending the service.

## CLOTHING

Please ensure your child/ren wear t-shirts covering shoulders rather than singlets or tank tops.

Please ensure your children wear safe and comfortable shoes (no thongs or heels).

Paint smocks are provided when necessary, however, it is not unusual for your child to get messy and participate in physical activities while engaging in play at Kids' Zone so please keep this in mind.

## MEDICAL CONDITIONS

If your child has a medical condition, allergy or is required to take a regular medication during their time at the service you will need to upload the required documentation on FullyBooked. We may also contact you to complete additional forms. You are required to provide the pharmacy labelled medication to the educator at the desk prior to leaving your child at the service, or inform us if you need us to access medication from the school.

If your child will be taking a medication short term during their time at the service you will be required to provide the pharmacy labelled medication to the educator at the desk prior to leaving your child at the service and complete a Medication Record.

## FOOD & DRINK

Please ensure you have provided your children with a nutritious recess and lunch every day.

Please be aware we are unable to heat up food.

Please put an ice pack in your child's lunchbox if needed as we are unable to store lunchboxes in the fridge.

We encourage you to reduce waste by providing food in containers rather than packaging.

Breakfast is provided between 7:15am – 8:15am.

Afternoon tea will be provided at approximately 3:00pm – 4:00pm, however our routine is flexible based on the children's needs.

Children must bring their own drink bottles, in the event a child comes without a drink bottle one will be provided and \$2.50 will be charged to the parent / caregivers account.

**PLEASE NOTE: WE HAVE A STRICT NUT FREE POLICY.  
PRODUCTS CONTAINING NUTS CANNOT BE BROUGHT ON SITE.**

## LUNCH ORDERS

Lunches can be ordered from Athelstone Bakery on home days only (please see attached menu).

Please fill out your order on the paper bags provided. Order bags must be given to a Kids' Zone Educator with the correct cash payment inside before 10:00am.

## SUN SAFE POLICY – “SLIP, SLOP, SLAP, SEEK & SLIDE!”

When UV levels reach 3 and above, sun protection is required in order to play outside and attend excursions as per the centre policy. This includes an approved hat, sunscreen and sunsafe clothing including t-shirts covering shoulders.

Approved hats include legionnaire, broad brimmed and bucket hats (no caps).

Hats can be kept in children's bags or in an individually labelled plastic bag in the Kids' Zone hat rack.

Children must wear sunscreen throughout the day when required. If your child/ren has a sunscreen allergy please discuss sun safe strategies with us or provide an appropriate sunscreen for them to use.

In the instance where a child does not have a legionnaire, broad brimmed or bucket hat at the service in the first instance the parent / caregiver will be given a reminder and a spare hat will be provided. On the next instance a hat will be provided to the child by Kids' Zone and \$10.00 will be charged to parent / caregivers account, this hat is then to remain at Kids' Zone for the child to use during their attendance.

## WHEELS DAY

On 'Wheels Day' children are able to bring **bikes or scooters** from home, no skateboards, Heelys or roller skates.

A helmet is the minimum safety equipment required, however knee/wrist/elbow pads etc. are also strongly encouraged. Children are not permitted to use each other's equipment unless they are from the same family.

Bookings will not be accepted if there are any outstanding amounts owing on previous OSHC or Vacation Care accounts. Payment in advance terms, for those who have been notified, strictly apply.

