



Vacation Care Policy

Introduction

Our Vacation Care Program is provided to families within our school community and neighbouring schools, during the school term breaks. Our program is designed in alignment with the 'My Time Our Place' learning framework and our aim is to provide a variety of play, learning and recreational activities to meet the needs and interests of children.

Contact Details

458 Henley Beach Road
Lockleys, S.A 5032

OSHC/Vacation Care staff monitor phone calls daily during our Vacation Care operational service hours. Please leave a voicemail outside of these times or call back. General enquiries received throughout the school holiday period will be addressed when the new school term commences.

Phone: 08 8150 2400 (Extn 2)

OSHC/Vacation Care Mob: 0418 800 419

Email: oshcbookings@sflockleys.catholic.edu.au ([general enquiries – i.e New Enrolments, Booking/Cancellation Enquiries, Notification of Absence](#))

OSHC/Vacation Care Director Email – Alexandra Curtis:

acurtis@sflockleys.catholic.edu.au (other OSHC/Vacation Care matters)

OSHC/Vacation Care Assistant Director Email – Kaitlyn Tomlinson:

ktomlinson@sflockleys.catholic.edu.au (other OSHC/Vacation matters. Please CC OSHC/Vacation Director if emailing Assistant Director).

Session Dates

Vacation Care is offered to families during the school term breaks and over the Christmas/New Year holiday period. Our Vacation Care dates are published each term on the 'Vacation Care Information Sheet'.

Important Information

Families are required to read our Vacation Care Policy, Vacation Care Information Sheet and Vacation Care Program prior to making a booking. This information is published on the SZ App and school website on Wednesday, Week 5 of each school term. All OSHC and Vacation Care policies and procedures are applicable during the Vacation Care period, unless otherwise stated. The online Consent Form is required to be completed and signed each Vacation Care, by the booking close date.

By making an OSHC/Vacation Care booking for your child/ren, you are agreeing to adhere to our OSHC and Vacation Care Policies and Procedures.

Priority of Access

First Priority - St Francis School Lockleys Students

Second Priority – St Francis School Lockleys, Children commencing Reception mid-term or at the beginning of the school year.

Third Priority - Neighbouring School Students (available 3weeks after the first release to SFL families)

Bookings

ALL BOOKINGS are taken on a 'First Come, First Serve' basis, so please return your OSHC/Vacation Care Enrolment Forms A.S.A.P and book via the SPIKE App.

A new Enrolment Form is required for students who have not attended our OSHC/Vacation Care service. New Enrolments will need to be submitted by Friday, Week 3 of each term. We cannot guarantee access to bookings for New Enrolments received after this time. Enrolment Forms can be downloaded from the school website, or alternatively a hard copy can be collected from the OSHC/Vacation Care Room or school Front Office.

A **signed Consent Form** must be returned electronically to OSHC/Vacation Care each Vacation Care (please refer to the deadline published on our 'Vacation Care Information Sheet').

Students must be currently enrolled and actively attending a primary school, to be eligible for Vacation Care. However, children who are enrolled to commence Reception at St Francis School Lockleys mid-term or at the beginning of the new school year will be eligible to access **'incursion days'** at OSHC/Vacation Care, prior to officially commencing school. Children commencing mid-term will have access to the July Vacation Care Program and children commencing at the beginning of the new school year will have access to the January Vacation Care Program.

OPEN - Bookings available each term, from 6:00pm:

- St Francis School Lockleys Students: *Wednesday of Week 5*
- St Francis School Lockleys, Children commencing Reception mid-term or at the beginning of the new school year: *Monday of Week 7.*
- Once these children become students at St Francis School Lockleys, their booking dates and access will be in line with current students.
- Neighbouring School Students: *Wednesday of Week 8*

Please refer to the opening dates published on our 'Vacation Care Information Sheet' each term.

CLOSE – Bookings and amendments close on Wednesday, one week prior to the commencement of our Vacation Care Program.

Please refer to the closing date published on our 'Vacation Care Information Sheet' each term.

NB: Where we can, bookings can be made via phone call to the OSHC Director or OSHC Assistant Director, up to the morning of a session. However, we cannot guarantee that there will be a booking. Your child/ren will need to be currently enrolled in OSHC/Vacation Care.

Cancellations/Booking Amendments

Any cancellations and/or alterations to bookings must be received by EOB Wednesday in the final week of term. The date is published on our 'Vacation Care Information Sheet' each term.

IF YOUR CHILD IS UNWELL, PLEASE CANCEL YOUR VACATION CARE BOOKING

Cancellations due to illness must be made by 6:00pm, the night before. Cancellations and absences later than this may incur a late cancellation fee equal to the cost of the booked session, depending on individual circumstances.

-NON-CANCELLATION OF BOOKINGS WILL INCURE THE FULL FEE-

SPIKE App

Access to our childcare SPIKE app is available at

<https://francishub.spike.economicoutlook.net/clients/>

An active OSHC/Vacation Care Enrolment is required to access SPIKE bookings and cancellations. Please use your registered email address and pin code. If you don't know your email address and pin code, the password can be changed at the sign in prompt. Only available sessions will be visible on the SPIKE App.

Wait List

A manual wait list for Vacation Care will be created if necessary and reviewed once all bookings close. Families will be contacted if we are able to offer a place.

While bookings are open on the SPIKE App, we recommend monitoring availability in case a place becomes available for your preferred session.

Vacation Care Session Times

7:00am – 6:00pm*

*In the event of changes to our operational service times, please refer to our termly 'Vacation Care Information Sheet'.

As a Duty of Care children should not be dropped off prior to 7:00am under any circumstances.

For the wellbeing of your child/children attending OSHC/Vacation Care we request that you collect them by 6:00pm, our closing time. Our late collection policy and fees will apply from 6:00pm or from the alternative closure time.

Vacation Care Fees and Additional Charges

IncurSION \$62.00 per child, per session (prior to CCS)

Excursion \$72.00 per child, per session (prior to CCS)

Movie Day Excursion \$77.00 per child, per session (prior to CCS) all-inclusive.

Movie Day Snack Combo (all-inclusive in cost). Children attending the Movie Day Excursion will be provided with bottled water and popcorn from Hoyt's Cinema.

Disclaimer: St Francis School Lockleys and St Francis OSHC are not responsible for how Hoyt's Cinema prepares and serves food and beverages.

***Child Care Subsidy (CCS)** – applicable to families that have provided the CRN and DOB for the account holder and the child/children attending OSHC/Vacation Care. Claiming for CCS can significantly reduce your child/ren's session fees. If your child/ren have not attended OSHC/Vacation Care for 14 weeks, you will need to re-confirm with Centrelink that they are still attending OSHC/Vacation Care, to re-activate the CCS.

Additional Fee - (A **late collection fee** of \$10.00 per minute may apply after 6:00pm or from the alternative closing time, CCS not applicable).

Admin Fee - A \$5.00 admin fee may be added per child, where an emergency booking is made for a child not previously enrolled in OSHC/Vacation Care.

Payment - Fees can be paid via the QKR App, BPay or cash/card at the Front Office. By booking your child/ren into OSHC/Vacation Care, you are agreeing to all associated fees and ensuring that your account is paid on a weekly basis. Payments made during the term breaks, will be receipted/deducted from your account when school returns.

Excursions

Students **must arrive 45minutes prior to our scheduled departure time** for all excursions. **Students who arrive later than the advertised departure time may not be able to attend the excursion. In this instance, the account holder will incur the full session fee.** Buses will not wait for late arrivals. Students will be given a safety talk, wristband, important information for the day and time to use the toilets prior to departure. It is imperative that all students are present for this prior to departure.

Students must wear their school t-shirt on excursion days and will be provided with a wristband ID. This is to ensure maximum visibility of St Francis students to ensure their safety. We often encounter other vacation care groups when on excursion, and we need to be able to clearly identify our students.

We ask that all valuable items and money remain at home.

Dress Code

Incursion – Sun Smart appropriate clothing. Students shoulders should be covered. Enclosed shoes required (flip flops and slides can be brought to water play sessions). Hat - “no hat, no play” + sunscreen.

Excursion –School t-shirt, enclosed shoes and hat - “no hat, no play”.

Other – Some incursions and excursions have clothing restrictions, which are required to be worn to participate in particular activities. This information will be published on the Vacation Care Program.

What to Bring

- Backpack
- Hat (wide-brimmed hat recommended)
- First lunch (recess)
- Second lunch
- Additional food (optional)
- Water bottle
- Own sunscreen (we provide Auscreen SPF 50+ water resistance sunscreen)
- Appropriately labelled Medication and current Action Plan

Medication

For students with medical conditions requiring potential administration of medication in OSHC/Vacation Care, labelled and in-date medication, along with a current hard copy Action Plan, must be supplied prior to your child/ren's attendance. The medication is required to be labelled by the pharmacist with your child's full name and dosage requirement. Failure to provide the required medication and requested documentation by the first attendance, will result in OSHC/Vacation Care being unable to care for your child/ren, as advised by CESA (Catholic Education South Australia). Session fees will still apply, if you cancel due to not supplying the above. Please note that OSHC/Vacation Care does not have access to medication stored in the school office).

Breakfast and Afternoon Snack

The OSHC/Vacation Care staff and families in consultation with the children, plan nutritional, healthy and well-balanced breakfast and afternoon snacks, whilst following all Australian standard food and handling procedures.

Breakfast 7:15am – 8:20am (please note that breakfast may finish earlier on excursion days and when we have visitor incursion experiences)

Afternoon Snack – from 3:30pm

Allergy Awareness

At St Francis OSHC we prioritise the identification, management and prevention of allergen exposure for individuals with allergies. We do this by implementing our food and medical management procedures to promote a safe environment for people with various allergies, including food and environmental.

OSHC/Vacation Care is in line with the information provided by St Francis School Lockleys in the Parent Handbook regarding allergies, and therefore because we have students with life threatening allergies to nuts, we request the following items are not sent to school, OSHC or Vacation Care: nuts of any variety, peanut paste and any product containing traces of nuts.

As an “**allergy-aware**” service, we aim to promote and create a safer and more inclusive environment for individuals with allergies, with your support.

Students Behaviour

OSHC/Vacation Care staff encourage and support positive behaviour in accordance with our Behaviour Policy. Staff will guide students to self-regulate their emotions and make positive choices. As a duty of care, families/carers may be contacted and asked to collect their child/ren from our OSHC/Vacation Care service or excursion location, in the event where a student is unable to adhere to our behaviour policy.

Electronic Devices

Please ensure that students personal electronic devices, such as phones, smart watches with phone/message capacity, laptops, iPads and handheld gaming devices remain at home. OSHC/Vacation Care is in line with the school IT User Agreement and any student breaching this through using their personal device, will have it confiscated until they are collected from our OSHC/Vacation Care service. OSHC/Vacation Care provides access to iPads and laptops for students to use during OSHC/Vacation Care time, where usage and content is monitored by staff.

COVID-19 & Illness

To ensure the wellbeing of all students and staff, please ensure that students who are experiencing symptoms of illness do not attend our OSHC/Vacation Care service. Please notify OSHC/Vacation Care supervisor by email or phone.

Cancellations due to illness must be made by 6:00pm the night prior to a session. Cancellations and absences later than this may incur a late cancellation fee equal to the cost of the booked session depending on individual circumstances.

Drop Off & Collection

Students are required to be signed in and out of our service by a parent, guardian or authorised adult.

External Families

External families are required to read our Vacation Care Policy, External Families Information Sheet, Vacation Care Information Sheet and Vacation Care Program prior to making a booking. Vacation Care bookings are open to external families, 3 weeks after SFL families. A current OSHC/Vacation Care Enrolment is required and can be downloaded from the school website. School Website: <https://www.sflockleys.catholic.edu.au/community/oshc>

Reminders

As a courtesy, St Francis OSHC will provide reminders to families regarding important information, dates and deadlines whenever possible. Reminders will be communicated through one of the following: on our OSHC/Vacation Care communication board/window, OSHC/Vacation Care sign in/out desk, SPIKE App, SZ App and Seesaw App. Please note that planning for Vacation Care is a timely process and we may not always be able to provide reminders.

Vacation Care Program

Please find our upcoming Vacation Care Program on the SZ App and school website, from midday on Wednesday of Week 5 each term. Dates and other important information is published on our 'Vacation Care Information Sheet' each term.

Notice of Program Change

Please note that the Vacation Care Program is subject to change without notice. Due to unforeseen circumstances, our Vacation Care Program may be cancelled, rescheduled or relocated. Parents/carers will be notified of changes through the SPIKE Child Care Management messaging system, email or phone call.

References and other Relevant Documents:

- OSHC/Vacation Care Booking and Enrolment Form
- OSHC/Vacation Care Parents/Carers Handbook
- Vacation Care Policy
- Vacation Care Program
- Vacation Care Information Sheet
- External Students – Additional Information
- Vacation Care Consent Form (online only)
- Letter to families with children commencing Reception mid-term or at the beginning of the new school year
- All OSHC/Vacation Care Policies and Procedures
- National Quality Framework and My Time Our Place
- St Francis School and OSHC/Vacation Care Website:
<https://www.sflockleys.catholic.edu.au/community/oshc>

Document Control:

REVIEWED AND UPDATED:			
POLICY REVIEW DATE	AUTHOR	COMMENTS	NEXT REVIEW DATE
May 2024	St Francis OSHC Alexandra Curtis (OSHC Director)	Written in consultation with Phil Schultz (School Principal and service Nominated Supervisor). Document Version 4	May 2026

Approval Date.....
 Signed.....
 Position.....
 Review Date May 2026

Thank you, St Francis OSHC