



OUT OF SCHOOL HOURS CARE SERVICE

Vacation Care

Information Sheet

April 2025

Vacation Care Dates

Week 1: Monday 14th April– Thursday 17th April 2025

Week 2: Tuesday 22nd April– Thursday 24th April 2025

Service Closure: 18/04/25, 21/04/2025, 25/04/2025

School resumes on Monday 28th April 2025

Important Vacation Care Documents

All documents are located on the SZ App and school website.

- Vacation Care Policy
- Vacation Care Consent Form **(required to be completed each Vacation Care)**
- Vacation Care Information Sheet
- Vacation Care External Students Additional Information
- Vacation Care Program
- OSHC/Vacation Care Enrolment Form **(complete for new enrolment)**

ST FRANCIS SCHOOL OSHC – VACATION CARE

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**. An enrolment form is only required for new children to our service.

A current OSHC/Vacation Care Enrolment is required to make an OSHC/Vacation Care booking. Enrolment Forms can be downloaded from the school website or alternatively a hard copy can be collected from the OSHC Room or School Front Office. Please allow at least three working days for your child/ren's enrolment details to be entered into our Child Care Management system SPIKE. **New Enrolment Forms must be received no later than Wednesday 26th March for the upcoming Vacation Care Program.** St Francis School OSHC Website: <https://www.sflockleys.catholic.edu.au/community/oshc>

Bookings OPEN (SFL Families): Wednesday 26th February from 6:00pm on SPIKE

Bookings OPEN (External Families): Wednesday 19th March from 6:00pm on SPIKE

Bookings, Cancellations and Amendments CLOSE: Wednesday 9th April at 6:00pm on SPIKE

*If you are unable to make amendments on SPIKE due to technical issues, we will need to receive written communication via email prior to 6:00pm.

Cancellations

Any cancellations and/or alterations to bookings must be received by EOB Wednesday 9th April 2025.

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

Cancellations due to illness must be made by 6:00pm, the night before and provide a medical certificate for two or more days of absence. 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 INCUR THE FULL FEE-

ST FRANCIS SCHOOL OSHC – VACATION CARE

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**. Your child may not be able to start on the same day the necessary items/documents are submitted, as we also need to complete a 'Risk Minimisation Plan'. 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 does not have access to medication stored in the school office.

Allergy Awareness

OSHC/Vacation Care is in line with 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 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.

Food from Home

Children are provided with an afternoon snack each day, however we find that children are hungrier than normal, due to the high energy activities. We recommend packing your child/ren extra food compared to a normal school day.

We ask that you refrain from packing foods, such as two-minute noodles, as we are unable to provide hot water or the use of a microwave to heat children's food from home.

ST FRANCIS SCHOOL OSHC – VACATION CARE

Hats

As part of our commitment to children's safety and wellbeing during excursions, hats are compulsory for all children participating in outdoor activities. If a child arrives without a hat, a hat will be provided for them to keep for future use. ***The cost of the school hat will automatically be charged to the family's OSHC/school account.*** Due to the schedule on excursions, we are unable to provide alternative indoor only activities. We appreciate your understanding and support with SunSmart safety.

Changes to Operational Service Times

Not applicable for April Vacation Care.

Further information is provided in our Parents/Carers Handbook, Vacation Care Policy and Program.

Thank you, St Francis School OSHC