



## OUT OF SCHOOL HOURS CARE SERVICE

### Vacation Care Information Sheet July 2025

#### Vacation Care Dates

Week 1: Monday 7<sup>th</sup> July– Friday 11<sup>th</sup> July 2025

Week 2: Monday 14<sup>th</sup> July– Friday 18<sup>th</sup> July 2025

#### Important Vacation Care Documents

All documents are located on the 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**)

#### 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 if your child/ren are not already enrolled. Please book sessions via the SPIKE App.

A new Enrolment Form is required for children 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.

## ST FRANCIS SCHOOL OSHC – VACATION CARE

Please allow a minimum of three business days for your child/ren's enrolment details to be entered into our Child Care Management system SPIKE. You will receive a confirmation email once your child is enrolled.

St Francis School OSHC Website:

<https://www.sflockleys.catholic.edu.au/community/oshc>

### Important Dates

#### **Bookings OPEN (Children who attend St Francis School Lockleys):**

Friday 30<sup>th</sup> May from 6:00pm on SPIKE

*\*Communication to families 28/05/2025 regarding amended booking date.*

#### **Bookings OPEN (Children commencing Reception mid-term at St Francis School Lockleys):**

Monday 9<sup>th</sup> June from 6:00pm on SPIKE

*\*Children commencing at St Francis School OSHC in Term 3, are eligible to access 'incursion days' only. If you wish to book your child into Vacation Care, their OSHC account can be accessed upon request from Monday of Week 7, ahead of Term 3.*

#### **Bookings OPEN (External Families, Children from neighbouring schools):**

Wednesday 11<sup>th</sup> June from 6:00pm on SPIKE

#### **Bookings, Cancellations and Amendments CLOSE:**

Wednesday 18<sup>th</sup> June 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.***

[oshcbookings@sflockleys.catholic.edu.au](mailto:oshcbookings@sflockleys.catholic.edu.au)

#### **Vacation Care Consent Form Due By:**

Wednesday 18<sup>th</sup> June at 6:00pm

*\*The online Vacation Care Consent Form is located on the school website.*

### Cancellations

**Any cancellations and/or alterations to bookings must be received by EOB Wednesday, two weeks prior to the commencement of Vacation Care or as per the date published on our 'Vacation Care Information Sheet' each term.**

\*The dates may vary slightly depending on the length of the school 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 the booked 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. A medical certificate is required for two or more days of absence when your child is absent due to illness, in order to waive the session charge.

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

***Any cancellations and/or alterations to bookings for the July 2025 Vacation Care, must be received by EOB Wednesday 18<sup>th</sup> June 2025.***

### Medication

For children with medical conditions requiring potential administration of medication in OSHC/Vacation Care, labelled and in-date medication, along with a current hard copy Medical Action Plan and a Communication Plan must be supplied prior to your child/ren's attendance. The medication must match the Medical Action Plan and 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 prior to your child's first attendance, will result in OSHC/Vacation Care being unable to care for your child/ren, as advised by CESA (Catholic Education South Australia).

## ST FRANCIS SCHOOL OSHC – VACATION CARE

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).

**Your child may not be able to attend on the same day the necessary items/documents are submitted, as we also need to complete a 'Risk Minimisation Plan'.**

### Allergy Awareness

At St Francis School 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 children 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.

### Food from Home

Children are provided with an afternoon snack each day, however we find that children are sometimes more hungry 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

### Dress Code

Please refer to the information in the Vacation Care Policy and Vacation Care Program.

**\* Children must wear their school t-shirt on excursion days and will be provided with a wristband ID. If children need to wear a jacket or jumper on an excursion, it must be their school uniform jacket/jumper.**

### Hats

As part of our commitment to children's safety and wellbeing, hats are required for all sessions and are mandatory for excursions. Due to the schedule on excursions, we are unable to provide alternative indoor only activities. **If your child doesn't have a hat on an excursion day, a school branded hat will be automatically charged to your OSHC/school account and your child will receive the hat to keep. \$15.00 per hat.** We appreciate your understanding and support with SunSmart safety.

### Changes to Operational Service Times

Not applicable for the July Vacation Care.

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

Thank you, St Francis School OSHC