



OUT OF SCHOOL HOURS CARE SERVICE

Vacation Care

Information Sheet

December 2024 / January 2025

Vacation Care Dates

Week 1: Thursday 12th December – Friday 13th December 2024

*Monday 9/12/24 – Wednesday 11/12/24 School Days

Week 2: Monday 16th December – Friday 20th December 2024

Week 3: Monday 13th January – Friday 17th January 2025

Week 4: Monday 20th January – Friday 24th January 2025

Service Closure: 21/12/24 – 27/01/25 (inclusive)

School resumes on Tuesday 28th January 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

ST FRANCIS OSHC – VACATION CARE

Bookings

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. **New Enrolment Forms must be received no later than Monday 25th November for the upcoming Vacation Care Program.** St Francis School OSHC Website: <https://www.sflockleys.catholic.edu.au/community/oshc>

Bookings OPEN (SFL Families): Wednesday 13th November from 6:00pm on SPIKE

Bookings OPEN (children commencing Reception at SFL in January 2025): Friday 29th November from 6:00pm on SPIKE

Bookings are limited to January sessions and incursions only.

Any December sessions or excursion bookings will be automatically removed.

*The shortened school term has led to bookings being scheduled earlier.

Bookings OPEN (External Families): Friday 29th November from 6:00pm on SPIKE

*The shortened school term has led to bookings being scheduled earlier.

Bookings, Cancellations and Amendments CLOSE: Wednesday 4th December 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 4th December 2024.

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 INCUR THE FULL FEE-

ST FRANCIS 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. 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.

Changes to Operational Service Times

Not applicable for December/January Vacation Care.

Further information is provided in our Vacation Care Policy and Program.

Thank you, St Francis OSHC