



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 V2' 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)
Mob: 0418 800 419**

General Enquiries Email: oshcbookings@sflockleys.catholic.edu.au
(I.e. New enrolments, booking/cancellation enquiries, notification of absence, etc)

OSHC/Vacation Care Director Email – Alexandra Curtis:
acurtis@sflockleys.catholic.edu.au
(other OSHC/Vacation Care matters)

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 generally published on the 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, at the time of making a booking, but no later than 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, and to pay all associated fees.

Priority of Access

First Priority – Children who attend St Francis School Lockleys

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

Third Priority – Children from neighbouring schools (generally available 1-2weeks after the first release to St Francis School Lockleys 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 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.

A **signed Vacation Care 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').

Children 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 on the SPIKE App:

- Children from St Francis School Lockleys: *Wednesday of Week 5*
- Children commencing Reception mid-term or at the beginning of the new school year at St Francis School Lockleys: *Monday of Week 6 or 7*.
Once these children become students at St Francis School Lockleys, their booking dates and access will be in line with current children.
- Children from neighbouring schools: *Wednesday of Week 6 or 7*

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

*The dates may vary slightly depending on the length of the school term.

CLOSE – Bookings, cancellations and amendments close on Wednesday, two weeks prior to the commencement of our Vacation Care Program or as per the date published on our 'Vacation Care Information Sheet' each term.

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

*The dates may vary slightly depending on the length of the school term.

NB: Once bookings have closed, where we can, bookings can be made via phone call to the OSHC Director / OSHC Assistant Director or Responsible Person, up to the morning of a session. However, we cannot guarantee that there will be a booking available. 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, 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-

SPIKE App

Access to our childcare SPIKE app is available at

<https://franchishub.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 the cinema.

Disclaimer: St Francis School Lockleys and St Francis School OSHC are not responsible for how the cinema or any other venue 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.

For additional information regarding the Child Care Subsidy (CCS), please visit the Services Australia website - <https://www.servicesaustralia.gov.au/child-care-subsidy>

Additional Fee - (A **late collection fee** of **\$10.00 per minute** will 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.

Hat Fee – Hats are required for all sessions and are mandatory for excursions. 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**

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

Children **must arrive 45 minutes prior to our scheduled departure time** for all excursions. **Children 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. Children 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 children are present for this prior to departure.

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. This is to ensure maximum visibility of St Francis School OSHC children to ensure their safety. We often encounter other vacation care groups when on excursion, and we need to be able to clearly identify our children.

We ask that all valuable items, electronic devices, toys and money remain at home throughout Vacation Care.

Dress Code

Incursion – Sun Smart appropriate clothing. Children 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”.

*See ‘Hat Fee’ if your child does not have a hat.

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.

We recommend that children wear clothing appropriate for messy play or bring a smock. We also recommend that children pack a jumper and/or an extra set of clothes in their bag, in case they need them.

What to Bring

- Backpack
- Hat (wide-brimmed hat recommended)
- First lunch (recess)
- Second lunch
- Additional food (optional)
- Water bottle

What to Bring (continued)

- Optional own sunscreen (we provide Auscreen SPF 50+ water resistance sunscreen)
- Appropriately labelled Medication and current Medical Action Plan (required to be provided prior to the commencement of Vacation Care)

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). 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)

* We may not be able to accommodate breakfast requests after this time, as it helps us maintain an efficient and organised morning routine, ensuring that all children are ready and settled for their activities on time.

Afternoon Snack – from 3:30pm

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.

Children’s Behaviour

OSHC/Vacation Care staff encourage and support positive behaviour in accordance with our Behaviour Policy. Staff will guide children 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 child is unable to adhere to our Behaviour Policy.

Electronic Devices

Please ensure that children's 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 child 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 inline with our Activated OSHC Policy, for children to use during OSHC/Vacation Care time, where usage and content is monitored by staff.

COVID-19 & Illness

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

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

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

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 generally open to external families, 1-2 weeks after St Francis School Lockleys 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 School 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 school website, generally 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, SeeSaw, 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/Children – 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 2025	St Francis School OSHC Alexandra Curtis (OSHC Director)	Written in consultation with Phil Schultz (School Principal and service Nominated Supervisor). Document Version 5	May 2027

Signed..........

Position: School Principal / Nominated Supervisor
 Review Date May 2027