







St Finbar's OSHC Holiday Program- 2022

Monday 11 April	Tuesday 12 April	Wed 13 April Excursion	Thursday 14 April Incursion	Friday 15 April
 <p>*FunArt4Kids Josh Muir, a Yorta Yorta, Barkindji and Gunditjmara artist</p>  <p>*FunGameChallenge4Kids Line tiggly; Rats and Rabbits</p>	<p>*FunArt4Kids Fun VEG Posters</p>  <p>*FunGameChallenge4Kids Identify the vegetable and fruit game</p> <p>Musical games *FunCooking4Kids Fried Rice</p>	<p>Movies</p>  <p>Based on: The Bad Guys; by Aaron Blabey. Cost: \$15 per child Please provide a, drink bottle signed excursion form and be at the service by 9am sharp</p>	<p>*FunArt4Kids Inspired by Dawn Michael</p>  <p>*FunGameChallenge4Kids Easter Hunt using Funny bunny money: Person with the greatest value wins</p> <p>*FunCooking4Kids Hot cross buns</p>	<p>Good Friday OSHC Closed</p> 
Monday 18 April Excursion	Tues 19 April Excursion	Wed 20 April Excursion	Thursday 21 April Incursion	Friday 22 April
<p>*Easter Monday OSHC Closed</p> 	<p>*FunArt4Kids Tori-Jay Mordey is an established Indigenous Australian illustrator and artist</p> <p>*FunCooking4Kids</p> <p>Tacos</p>  <p>*FunGames4Kids</p> 	<p>twisted science</p> <p>cost \$32 per child Please provide a, drink bottle signed excursion form and be at the service by 9am sharp</p> <p>*FunArt4Kids</p> 	<p>First Aid for kids</p>  <p>Please be at the service by 9am</p> <p>Cost: \$26 per child</p> <p>*FunCooking4Kids Nutty Rice Cakes</p> <p>*FunArt4Kids</p> 	<p>*FunArt4Kids</p>  <p>Inspired by Pete Cromer</p> <p>*FunGameChallenge4Kids Gym Ball relay race Pass the parcel with a twist</p> <p>*FunCooking4Kids Date muffins</p>
Monday 25 April	Monday 26 April			
<p>ANZAC DAY OSHC Closed</p>	<p>Return to school TERM2 BSC 7.15-8.45 ASC 3.30-6</p>			

St Finbar's OSHC Holiday Program 2022 Helpful Hints

Dear families,

In order to secure your attendance for the holiday program, payment must be received upon booking.

An invoice will be issued with transfer details and CCS which must be finalised immediately.

Thank you for your understanding.

Location: Enter via Centre rd entrance; park in the car park and head to the black gates; If gate is closed enter via the pedestrian gate; walk by the lower playground/ equipment towards the Fr Heriot sign; enter via the left side entrance

Parent Handbook and Enrolment record available on line (St Finbar's School Website-Community Tab-OSHC)

All Bookings: made via email stfinbarsaftercare@gmail.com

Casual bookings by email will only be accepted with a return confirmation email to state that a child is able to attend. OSHC **will not accept any walk ins on the day without confirmation from the service. Regretfully children will be taken to the school office to be collected by their parents.** Thank you for your understanding in this very important matter. This procedure is put in place in order for us to run a safe and compliant program.

Program Information: Page 4 (Program can be subject to change)

Enrolment- An **enrolment form** must be completed **BEFORE** making a booking. Children must be 5 years of age and enrolled in school to be permitted to use the service. Enrolment record available on line (St Finbar's School Website-Community-OSHC)

Registration Fee of \$30 for one child and \$15 for subsequent children needs to be paid **BEFORE** making a booking. (Please note this is a once only payment, not an annual fee)

Cost: \$47 per child per day base rate. Incursions and excursions are extra and must be paid upon booking

The service does not charge for absences (base rate \$47 minus rebate) no matter what the reason, however, any incursion/excursion costs will be retained as our providers still charge the fees for the initial booking, which also includes bus hire. The last day to cancel without incurring the fees for incursions and/or excursions will be Friday midnight 8th April.

Child care subsidy: (please read information further on page 4)

*Complete our registration form, noting birthdates and reference numbers of both parents and children. (Please ensure that these numbers are correct and that each family member has an individual reference number) *the service will process your information where it will be matched and verified against the entitlement information held by the DHS by email. St Finbar's OSHC will then send an email to say your information is pending and needs to be confirmed. Please **CONFIRM CASUAL SESSIONS** of \$47 as part of CCS Reporting details.

Fee Payment: Holiday Program fees must be paid upfront to secure your booking.

NEW FAMILIES: An invoice will be emailed with the enrolment costs, bookings and transfer information on the day of making the booking and must be paid immediately to secure your attendance.

Payment must be made to:

St Finbar's Outside School Hours Care BSB: 083 347A/c: 55055 9263. Please include your surname and child's name in the Ref area). Thank you in advance.

Accounts will be distributed via email.

Overdue Accounts- Should accounts fall into arrears then access to the program will be denied.

Extra Forms to complete if necessary: Excursion form, Medication form

BYO HEALTHY LUNCH, SNACKS AND DRINK BOTTLE WITH WATER: where food is brought from home, the service encourages families to provide food that is consistent with the: Australian Government guidelines Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood, and/or Dietary Guidelines for Children and Adolescents in Australia. We encourage parents to provide extra fruit and vegetables for afternoon snack and "sometimes foods" to be kept to a minimum. Store lunches in our fridge (chilled water is always available @ the service) Snack time 10.15am - Lunch 12.15pm daily.

Please note that the service aspires to be a nut and egg free environment.

Anaphylaxis:

Directory:



Under regulations children who have been prescribed an adrenaline auto-injection device such as an EpiPen® must bring it to the service. Please note that the school office will be closed during holidays and as such OSHC staff cannot access the first aid room.

To ensure parents/guardians of the child/ren diagnosed at risk of anaphylaxis are provided with a copy of the policy (r. 20(2A)), the service has now posted the policy on the school website. (Community tab; OSHC; Anaphylaxis policy)

Asthma

Actions required by parents or guardians

If a child is diagnosed with asthma all medication and asthma action plan must accompany the child to the service. It's important to note that the school is a separate entity and as such permission by the parent must be given for the child to bring their medication from the office to the After care.

Asthma medication must be provided during Holiday Program.

COVID: Face masks will be worn by all children if social distancing is unable to be maintained indoors.

All families to keep an eye out for the following symptoms and seek testing immediately if any, no matter how mild, should present: **Fever, Dry cough, Runny nose, Difficulty breathing, Body aches and pains, Headache, Stomach complaints (new to the omicron variant) General uneasiness or changes in behaviour**

In line with the department of health it is a requirement that all positive cases isolate for 7 days before returning to normal activities. This is however subject to how the infected individual is feeling and whether their symptoms have ceased by this point.

Infectious disease: If children show signs and symptoms of being unwell, then we ask that children remain at home. If children present with symptoms whilst at the program, parents will be contacted to collect their children.

Behaviour- Children are expected to follow the rules and practice positive behaviour, where a mutual respect between staff and children shall be fostered. If a child/rens behaviour is deemed unsatisfactory, behaviour management action will take place to positively change the behaviour (redirect to quieter activities) if unsatisfactory behaviour persists, then an incident record will be completed and parents/guardians notified. The Co-ordinator/Directress reserves the right to exclude the child/ren from participating in the program.

Accident / injury reporting: Any blows to the head will be reported to parents via a phone call and staff will be advising to seek medical advice.

Excursions- additional cost: Children must be @ the centre by 9am. A cut lunch and snacks must be provided. ALL who wish to book for excursions/incursions, MUST email stfinbarsaftercare@gmail.com . A confirmation email by the service needs to be made so that the booking is valid.

Duration of excursions 9am-3.30pm

*****PLEASE NOTE: Excursions may be cancelled due to COVID or extreme weather conditions. In-house activities will be programmed and the fee for the excursion refunded.**

Incursions: Additional cost; Special events are organised by the service and everyone booked in for the day are expected to participate. The cost of the incursion will be added to each families invoice as an adhoc billing procedure.

Open from 8-6pm daily unless otherwise stated below. A **late fee of a \$1 a minute** will be charged if children are not “picked up” by 6pm.

Theory of Philosophy Embedded in an integrated approach to child development and learning is the idea that children are competent and active learners from birth and have the ability to influence or co-construct their own learning. (E 1.1.6) The ability to influence the activity or the people a child is involved with is called ‘**agency**’ (Kennedy& Surman, 2006, p. 45). Macfarlane and Cartmel (2008, p. 44) describe agency as ‘the ability to assert subjectivity and to exercise power.

Activities that enhance agency, wellbeing, belonging, development and learning:: Vacation Care Centre staff develop a program of holiday activities through consultation with the children and families as well as through being aware of opportunities for children to participate in external activities. Activities listed support middle childhood development. We focus on the process **and** product. We also incorporate a free and undirected play element. We set up many “workstations” or “play areas” that allow children the ability to choose activities that appeal to them. We aim to complete most planned activities between 9- 12 leaving a great proportion of day for children to direct their own play and leisure experiences with their peers. Each child’s current knowledge, ideas, culture, abilities and interests are the foundation of the program. (E 1.1.2)

SunSmart (Dec to March) Sunsmart behaviour is regularly reinforced and promoted however we require parents to provide their children with a hat and sunscreen. Staff will ensure that the children are protected from high UV. The sun protection times are a forecast from the Bureau of Meteorology.

For the time of day UV levels are forecast to reach 3 or higher then, sun protection is recommended for all skin types. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April. NO HAT, NO Play will be implemented for children who cannot meet Sunsmart protocols.

Activities available every day

Indoor activities; Music and movement; language and books; creative expression, drama and cultural experiences; Floor and mat experiences; table activities; cooking; art craft; construction; group games; free choice of activities; quiet area; playdoh; gym balls; dress ups; cd player and music; board games; “Chill Out Couch”, CD player, DVD's (PG,G); whiteboard drawings; “think, play, invent & create” activity centre , *Fun Art 4 Kids projects that spark imagination; hall facility and more.

Outdoor activities: sand pit, four square court, play/climbing equipment, open unencumbered space for group games that develop prosocial behaviour, basketball court, vast selection of sports equipment, sustainability garden, cubby house, scooters with helmets etc. (E3.2.1) The outdoor environments are not only places for children to release energy and engage in physical activity but also for exploration, problem solving and creative expression. (E3.2.2) There is evidence that the outdoor environment is regularly rearranged or adjusted to provide additional interest, variety and challenge

Electronic games are welcome although items bought from home are the children's responsibility. **St Finbar's OSHC will not take responsibility for lost or broken games.**

KIDS ON WHEELS- you're welcome to bring anything with wheels and a helmet for safety

CHILDREN WITH ADDITIONAL NEEDS OSHC supports all children including children with additional needs. Please contact the Holiday Program Directress (Melissa) **at least 4 weeks before** the program is due to commence. Each case will be looked at individually, in some cases we will need to apply for funding for extra staff to support your child's participation in the program.

Fee relief- *Child care subsidy*

If you are already enrolled with Centrelink then simply forward your CRN's and DOB to the service by completing the information on page 9 of the enrolment record.

NEW ENROLLMENTS TO CCS

STEP1- Enrol for CCS

Dear families

You need to complete a Centrelink Child Care Subsidy Assessment

Complete your assessment through myGov using your Centrelink online account or through the Express Plus Centrelink mobile app. This is important, because if you don't complete your assessment, you may not receive any subsidy. Please do this as soon as possible.

STEP2 – How much CCS can get

The amount of Child Care Subsidy you can get depends on your circumstances.

Use our Payment and Service Finder to estimate how much Child Care Subsidy you may get.

To work out how much Child Care Subsidy you're eligible for we'll look at all of the following:

- ☐ your family's income
- ☐ the hourly rate cap based on the type of approved child care you use and your child's age
- ☐ the hours of activity you and your partner do.

The amount of subsidised child care you can access per fortnight applies to each child.

STEP3- Complying Written Arrangement (CWA)

As a part of the CCS changes in July 2018, there is a requirement to document with Guardians more information than previously done as a part of the Complying Written Arrangement (CWA). This is located on page 10 of the enrolment record and changes can be made via email.

STEP4– Complete our registration form, noting birthdates and reference numbers of both a parent and children. (Please ensure that these numbers are correct and that each family member has an individual reference number)

****the service will process your information where it will be matched and verified against the entitlement information held by the DHS***

STEP 5 Confirm casual sessions

- ☐ Once St Finbar's OSHC has successfully migrated your family information then please log onto MyGov and confirm your status.

- ☐ PLEASE NOTE: Every family wishing to claim CCS must ensure they CONFIRM CASUAL SESSIONS

STEP 6 Casual usage of the service after 14 weeks

Families who book ad-hoc must be aware that after **not** using the service after 14 weeks, the Department will cease enrolment. Parents must notify the service if they wish to continue usage **and then need log back into MyGov and confirm enrolment again as it has passed the 14 week grace period.**

Child Care Subsidy. If you received Child Care Subsidy (CCS) for 2020-21, you must confirm your income with Centrelink. This includes CCS paid directly to you and CCS paid on your behalf to a child care provider.

Most parents have already confirmed their income, but if you haven't, do it now.

If you don't confirm your income, your CCS will stop.

To confirm your income with Centrelink, you and your partner need to either:

- lodge your tax returns with the Australian Taxation Office (ATO)
- complete an 'Advise non-lodgement of tax return' with Centrelink, if you don't need to lodge a tax return.

You complete the 'Advise non-lodgement of tax return' in your [Centrelink online account](#) through [myGov](#) or your [Express Plus Centrelink mobile app](#).

If you've already confirmed your family income for 2020-21, there's nothing else you need to do.