



OOSH NORTHERN BEACHES St Johns Vacation Care Program September / October 2020



In accordance with Government guidance regarding Coronavirus (COVID-19), we are currently prioritising the safety of our community and staff and assessing the risk posed by all events, activities and programs. Please check back regularly for updates and cancellations.

We are closely following all advice provided by the Federal and State health authorities. Please follow all Government guidelines regarding social distancing, self-isolation and personal hygiene.

In light of this, we have again modified the September / October vacation care program. To support social distancing measures, there will be no excursions during this holiday period. We will encourage all staff and children to follow recommended hygiene procedures including sneezing and coughing etiquette and handwashing practices. Centre staff will intentionally teach and actively promote correct hygiene practices at every opportunity with the children. We will have hand sanitiser available to families at the entrance to each service to use as you enter and leave the premises. We will be asking parents/carers to ensure that their hands are clean before using the iPad to electronically sign in/out and to sanitise the iPad after they sign in/out with wipes provided.

We have increased the cleaning regimes with the services.

As recommended by NSW Health we will advise families and staff not to attend the service if they are sick with influenza/cold-like symptoms, even if they are mild. If a staff member or child becomes ill while they are at the service, they will be asked to go home immediately.

We will be enforcing the current advice from the Australian Government Department of Health:

- Anyone arriving in Australia from overseas or interstate via Victoria will be required to self-isolate for 14 days and will not be able to attend vacation care.
- Any confirmed case of COVID-19 will be excluded until they are medically cleared to return.
- Anyone in close contact with a person with a COVID-19 infection while they were ill, will need to be isolated for 14 days and will not be able to attend Vacation Care during this period.

A close contact is someone who has been face to face for at least 15 minutes or been in the same closed space for at least 2 hours as someone who has tested positive for the COVID-19 when that person was infectious.



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St Johns Kids Club, Narraweena
OPERATING HOURS - 7.00am to 6.00pm
NOTE: On excursion and incursion days, child/ren should be at the centre by no later than 8.30am.
 Please advise if your child/ren require collection earlier than 3.30pm on any day.

Week 1: Monday 28th September to Friday 2nd October 2020

Week 2: Tuesday 6th October to Friday 9th October 2020

Monday 5th October 2020 closed - Public Holiday

Locations and addresses	<u>Narraweena (St John's Catholic School) – 57 Waratah Parade,</u> (please walk down the pedestrian pathway to the left of the church)
Phone:	Narraweena Kids Club: 0430 074 015 Head Office: 02 9984 8089
Web Page:	Visit our web page www.ooshnb.com.au
Email:	manager@ooshnb.com.au

Important Note on CCS - Kids Club Vacation Care Provider Number:-

To receive the Childcare Subsidy (CCS) families must register with Centrelink. You must confirm your bookings in the MYGOV app to ensure you will get your subsidy. **This is a parent's responsibility the centre will not be responsible if families have not completed this.**



HAVE YOU VISITED OUR WEBSITE YET? www.ooshnb.com.au

Vacation Care Information and Conditions

(Important - please read thoroughly)

Bookings:

All Vacation Care and Pupil Free Day bookings need to be made via our **casual booking calendar**, through your My Family Lounge phone app. *Please do not make your vacation care bookings through the recurring booking option.* Please see instructions if you are unsure.

<https://ooshnb.com.au/wp-content/uploads/how-to/how-to-make-a-casual-booking-mfl.pdf>

Should you need any assistance in this matter please contact Head office on 02 9984 8089 (during business hours)

Fees & Closing Date:

The cost per day is \$62.50 (less any applicable Childcare Benefit) which includes afternoon tea, entry fees to excursions and in-house incursion costs. There is a small cost of \$10 for the bus hire on excursions. For new families there is an annual OOSH Northern Beaches enrolment fee of \$52.50 / family. This will register families to include future vacation care and before & after school care services for 2020.

Certain days will have restricted availability imposed on us by the excursion provider, so we urge you to make your booking through My Family Lounge prior to Friday 18th September 2020 but any booking (even before this date) will be subject to availability. *Due to our growing waiting list each day, and feedback from parents, our cancellation policy has had to change. Families are required to give 7 days' written notice to manager@ooshnb.com.au to cancel any bookings.*

Refunds:

Refunds are normally not available for absent days. Please contact the centre by 8.00am should your child not be attending on any day. There will be no refunds for sickness, suspension and inability to attend, unless in exceptional circumstances.

Authorised Collectors:

Emergency contacts are also authorised collectors, however they will need to set up a pin number on our new digital sign in/out system the first time they use it (a very simple process and staff are there to assist).

Sickness:

We regret that we are unable to care for sick children. Prescription medication will be administered to child/ren by staff only under written authorisation from parents/guardians. Please do NOT let your child administer medicines themselves.

What to bring:

- **Clothing (to get messy/dirty) – hats and jumpers that are clearly marked**
- **Sunscreen** should be applied to your child every day before dropping them to Vacation Care. Sunscreen may be reapplied during the day by staff as deemed necessary, please indicate if you do not wish this to occur.
- **Shoes:** closed-in shoes **MUST** be worn at all times. Bowling & outdoor activities require closed-in shoes/socks.
- **Water bottle** and **Food:** Children are to bring enough food and drink for morning tea and lunch. Afternoon tea is provided unless we are advised your child has any special dietary requirements. Please ensure lunches will not spoil in the warmer days (include an ice pack for example). If your child requires additional food, please include this in their lunchbox.
- **PLEASE NOTE NO VALUABLES. Money is not the educators responsibility so please make sure your child has a safe place to keep their money & they know how much they have been given. Children will not be allowed to make purchases at any excursion facility.**

Excursion information

All excursions will begin and end at the centre. No child/ren are to be taken to the excursion site or picked up from the excursion site unless prior written notice and prior approval has been given. We usually leave the centre between 8.45am and 9am please ensure your child is at the centre by 8.30am for a briefing session on these days. Should your child not be present by 8.45am they may miss out on the excursion for the day (a sign will be posted on the door advising the bus has left). We usually return between 2.30pm and 3:30pm. Should you wish your child returned prior to 3.30pm please let the staff know the time you wish your child to return and we will attempt to satisfy this request. Buses used for excursions are driven by a hired bus driver from the supplying bus company with full insurance. A small cost of \$10 will be added to your account to cover this cost.

Casual Booking confirmation information

When you confirm your child's booking through my family lounge app for excursion days, please make sure you read the description as it includes the following information regarding excursions;

- (a) The child's name; and
- (b) The reason the child is to be taken outside the premises; and
- (c) The date the child is to be taken on the excursion (unless the authorisation is for a regular outing); &
- (d) a description of the proposed destination for the excursion; and
- (e) The method of transport to be used for the excursion; and
- (f) The proposed activities to be undertaken by the child during the excursion; and
- (g) The period the child will be away from the premises; and
- (h) The anticipated number of children likely to be attending the excursion; and
- (i) The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- (j) The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
- (k) That a risk assessment has been prepared and is available at the service.

By clicking confirm booking you are agreeing to these terms, any questions please call head office.

Children are updated on the rules of travel and behavioural code expected on excursions prior to leaving the centre. We do walk the children the short distance to & from some excursions and this is supervised by our staff who wear reflective traffic vests. Children are briefed on road rules & safety rules and appropriate behaviour whilst in high traffic environments. However, every effort is made to avoid busy areas and a full risk assessment is completed for each excursion. St. Johns First Aid recommended first aid kits and asthma kits are taken to all excursions and at least two members of staff hold a senior 1st aid certificate. Any medication that has been signed in by a parent will be included in our 1st aid kit.

Our staff takes excursions very seriously and we have strict guidelines in place. Senior staff members are more than happy to talk you through our excursion procedures at any time.

It is very important that your children are sun protected.

Please make sure that a hat is brought in to wear and sunscreen is applied in the morning (staff will reapply when deemed necessary throughout the day).

Stay sun smart!

Activities/clothing:

Each day apart from the scheduled program, there is sport, games, art & craft experiences provided. **Electronics cannot be brought to the centre.** Any loss or breakage of device brought is at the children's own risk. On in-centre days, morning tea is at approx. 9.30am & lunch is at approx. 12.30pm. We attempt to have afternoon tea between 3.30pm – 4.00pm, but this is usually prepared by the children so the time may vary slightly (and dependent on the return time from an excursion).

Children are to wear clothing appropriate to the daily activities and we provide reflective vests for each child to wear on excursions. All belongings should be collected when the children are signed out each day, we cannot take responsibility for clothing left behind each day. Any clothing left at the end of vacation care will be taken to St Vincent De Paul.

Behaviour:

Disruptive and/or aggressive behaviour will be dealt with by the staff following the centre's behaviour management strategies. A report card will be submitted to Head office following disruptive behaviour. Three (3) Report Cards throughout the duration of a vacation care period will result in a meeting with the family and Licensee to discuss the suitability of this centre for your child and their attendance.

Nuts:

Due to increased numbers of children with life threatening allergies to peanuts, **we will not allow any peanut butter or nuts to vacation care.** If a child consumes peanut butter for breakfast, please wash hands/mouth thoroughly before arriving at the centre. We request your co-operation in this matter.

General Information:

At kids club we are able to offer lounges for relaxation or watching a movie quietly after a long day, a designated craft area with craft supplies in abundance, outside activities (ex. tennis, soccer, handball, cricket, ball games) and we make use of the school's hall and play area and play equipment structure.

Afternoon tea:

Afternoon Tea is provided during Vacation Care. This is a snack only and is usually served between 3.30pm and 4.00pm depending on each day's activities. All of our afternoons are from our healthy eating menu and afternoon tea snacks could include; antipasto plates, sandwiches, Quesadillas, homemade pizza, pasta, vegetables, and fruit. If your child needs more than a snack in the afternoon, please provide them with a little more food than usual.

OOSH NORTHERN BEACHES FAST FACT

DID YOU KNOW THAT OUR VACATION CARE HAS BECOME SO POPULAR DUE TO THE FANTASTIC PROGRAM, WE ARE CLOSE TO FULL ON MOST DAYS. BOOK IN AS EARLY AS POSSIBLE, AS CERTAIN DAYS WILL FILL QUICKLY.

Visit www.ooshnb.com.au for more information!



September / October Vacation Care 2020

Week 1				
Monday 28 th September to Friday 2 nd October 2020				
Monday 28 th	Tuesday 29 th	Wednesday 30 th	Thursday 1 st	Friday 2 nd
In House	In House	In House	In House	In House
Spring Fling Disco	Science Day	Mini Olympics	Scavenger Hunt	Pizza Party and Movie Day
Put on some tunes and bust a move with a fun disco party. Add in some party games, dancing competitions and have a rocking day!	It's a day of testing the limits of the natural world. Take part as we mix coke and Mentos, see what kinds of chemical reactions we can make and more!	Join us for a day to test our Olympic prowess. Participate in relay races, long jump, and more to see who will be holding the medals at the end of the day.	Put your thinking caps on to try and work out clues to figure out where the scavenger hunt is leading you.	What could be better than a day of pizza and movies? Make your favourite pizza and kick back to enjoy a day with friends.
Put your dancing shoes on.	Calling all mad scientists!	Wear clothes you can run in.	What will you find?	What's your favourite topping?
Afternoon Tea				
Sandwiches	Trail mix	Antipasto plate	Pasta	Mini quiche and spinach and feta triangles

Week 2				
Monday 5 th October – Friday 9 th October 2020				
Monday 5 th	Tuesday 6 th	Wednesday 7 th	Thursday 8 th	Friday 9 th
In House	In House	In House	In House	In House
Labour Day	Harry Potter Day	Bazaar Day	Space Invaders	Halloween
Public Holiday Centre closed. Enjoy the day.	Calling all Witches and Wizards. Join us for a Harry Potter themed day as we practice our magic, have a magical feast, and see what mischief is happening at Hogwarts.	Make your very own market stall today. Make loom bands, bracelets, crafts and more to swap among friends at our very own Bazaar day.	The planets have aligned for us to take deep dive into outer space. Explore the planets today, make alien crafts and ponder the universe with today's session.	All things spooky and scary! Get into the Halloween spirit today with a fun lolly hunt, spooky stories, face painting and more.
	Wands at the ready!	Make your own goods to swap.	Are we alone?	Spooky and scary!
Afternoon Tea				
	Wraps	Toasties	Soup	Fruit and yogurt

With such a fun filled program, electronic devices will **not** be allowed. Any mobile phones or devices are to be handed to staff at the beginning of each day. These will be given back upon collection

PUPIL FREE DAY

PLEASE NOTE: There is NO Pupil Free Day in Term 4. All schools start on Monday 12th October 2020

All bookings for Vacation Care can be made through your My Family Lounge Account through the phone app.

Please **do not** make your vacation care bookings through the recurring booking option. Please see instructions if you are unsure.

<https://ooshnb.com.au/wp-content/uploads/how-to/how-to-make-a-casual-booking-mfl.pdf>

Should you need any assistance in this matter please contact Head office on 02 9984 8089 (during business hours)

Or please contact Head Office immediately for any queries or first time users of our service.

1. No electronic device will be allowed at Vacation Care. Any mobile phones will be handed to staff at sign in and returned upon collection
2. On excursion days and occasional incursion days, children should be at the centre by 8.30am (at the latest) in preparation for a briefing, final numbering and departure on our bus (usually around 9.00am).
3. Please contact the centre (see above) by 8.00am if your child is not attending any day.
4. On every excursion & incursion children must wear enclosed shoes with socks
5. Our Narraweena Centre allows for parking in front of the church. Please do not park on the grass area.

For your own record you can view the My Family Lounge App for the days your child is attending.

 Available  Casual booking  Absent  Full – no spaces left

If you require any assistance in enrolling or booking your child, please don't hesitate to contact Head Office on 02 9984 8089.

Days	Week 1	Week 2
Monday	Spring Fling Disco	Labour Day – Public Holiday, Closed
Tuesday	Science Day	Harry Potter Day
Wednesday	Mini Olympics	Bazaar Day
Thursday	Scavenger Hunt	Space Invaders
Friday	Pizza Party & Movie Day	Halloween