



Easter

School Holiday Program

Early Bird Fees: \$63 per day

Early Bird Bookings close: 10 March 2023

Fees: \$68 per day*

Bookings Close: 24 March 2023

Hours of Operation: 7:30am – 6pm

BOYS & GIRLS, SIBLINGS, FRIENDS & FAMILY WELCOME

Service Closed: 6th April- 10th April 2023

ST AIDAN'S OSHC SCHOOL HOLIDAY INFORMATION GUIDE

How do I book?

- Please book in your required days using the QK Enrol app. Further details can be found on the "Booking Process" information page.
- A completed booking form is required to confirm your days.
- Email/Phone/Verbal bookings will not be accepted.
- We are unable to accept walk-ins on the day.
- If your child has not attended St Aidan's OSHC before this School Holiday Program, Enrolment Forms and Debitsuccess Form must also be completed in addition to this booking form. Your booking is not finalised until these forms have been received.
- Additional costs for incursions/excursions apply. These are compulsory for all students.

Cancellations:

Unfortunately, we are unable to accept cancellations once you have placed a booking. Except for excursion and incursion days, we are happy to change the date of your booking. Changes to your current booking must be made within 48 hours of booking date, in writing.

Excursions and incursions are set out in the program which is issued at least 3 weeks before the school holiday period. Once booked, excursions and incursions are not able to be cancelled as we have in many cases prepaid for these activities.

Excursions:

- See "Program" and "Authorisation for Excursion Form" for excursion information.

Payments:

Payment for the School Holiday Program will be debited from your nominated bank account or credit card weekly through Debitsuccess. If you have not provided details for payment via an Debitsuccess form, your booking will not be accepted until that is received. If you have outstanding fees prior to the start of the School Holiday program, these need to be paid before your booking will be accepted.

Important: If you have outstanding fees from the term, your school holiday booking will not be accepted until these have been paid in full.

Child Care Subsidy:

Our service is registered with Centrelink, so you will be able to claim Child Care Subsidy on your fees. For further information please visit www.education.gov.au/childcare-FAQ

Pick up and Drop off Routine

- All OSHC students need to be signed in and out outside the OSHC room. The iPad will be located at the doorway. An OSHC educator will collect your child from you in the mornings and bring your child to you in the afternoons.
- We ask that there is only one parent or guardian picking up or dropping off. All siblings not at OSHC will need to stay with a parent and not enter the classroom.

Further Information Contact:

Palu Ingram, OSHC Co-ordinator

P: 0423 547 653 or 0421 805 361

E: oshc@staidans.qld.edu.au



St Aidan's Anglican Girls' School

confidence to care

Outside school hours care



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What does my child need to bring?

- St Aidan's OSHC supports healthy eating. Please support us by making healthy choices when packing your child's lunch.
- Please bring morning and afternoon tea, lunch and a refillable drink bottle. Make sure you don't bring any food that needs to be heated or cooked and remember not to bring anything containing nuts.
- Don't forget your hat, sunscreen and comfortable appropriate clothes and enclosed shoes. **NO HAT MEANS NO OUTDOOR PLAY!**
- At least one extra set of clothes in a plastic bag must be included in each child's bag for wet weather contingency. Please ensure they are seasonally appropriate.
- Children are encouraged to wear "play clothing" that can get dirty and be subject to wear and tear.
- Children will be asked to wear aprons when painting etc but OSHC will NOT be held responsible for damage to clothes.

Other Important Information:

- Staff will NOT be escorting children to extra-curricular activities over the school holiday period.
- A late fee of \$10 for the first 10 minutes or part thereof, and \$1 per minute thereafter will apply if your child is collected after the closing time of the centre. Please note late fees will be charged per child.

Use of technology

- Children are welcome to bring electronic devices including iPods, iPads, Kindles etc, but OSHC will NOT be held responsible if these are misplaced or broken.
- Students will be able to use electronic devices between the hours of 7:30am-9am and 5pm-6pm only. Please discuss this with your child/children before they arrive to avoid disappointment.

Illness and Infectious diseases

- St Aidan's OSHC aims to promote the health and safety of all children by providing a safe and hygienic environment. To minimise the spread of "germs", it is essential that all ill children and staff stay at home until well. Anyone with an infectious disease will be required to stay away from the service for the recommended period set out by the Department of Health.
- Parents and guardians who keep their ill children home from care may be eligible for their days at OSHC to be cancelled free of charge, upon presentation of a doctor's certificate. Cancellations of all care must be made in writing to oshc@staidans.qld.edu.au as soon as the decision has been made not to send your child to OSHC.

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| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------|---|--|---|---|--|
| | 3 April | 4 April | 5 April | 6 April | 7 April |
| WEEK 1 | Spark Lab We will be making our way to the Spark Lab at the Queensland Museum. After exploring, we will enjoy a picnic together. Excursion: \$40 | Easter Bakeless Bake Day Pop on an apron and bring along your baking skills. Today is our Easter themed bakeless bake day. Our favourite activity will be decorating Easter cookies. <i>*Please let the OSHC staff know if your child has any special dietary requirements</i> Incursion: \$10 | Easter Celebrations We will be celebrating all things Easter with craft, games, and an Easter egg hunt. <i>*Please let the OSHC staff know if your child has any special dietary requirements.</i> | Maundy Thursday Service Closed | Good Friday Service Closed |
| | 10 April | 11 April | 12 April | 13 April | 14 April |
| WEEK 2 | Easter Monday Service Closed | Group game Fun Teamwork is the key. Let's team up for an exciting day filled with group games. | Sensory Play Day Today we will be engaging in sensory play. We will be making stress balls, play dough and slime. | Brisbane Arts Theatre We are heading to the Brisbane Arts Theatre to watch a stage production of "The Wind in the Willows". Excursion cost: \$45 | Puppets Today, we will be having a visit from a Travelling Puppet show. Incursion: \$20 |

*** Activities are subject to change**

IN ADDITION TO OUR EXCITING PROGRAM, EACH DAY THERE IS OPPORTUNITY FOR FREE PLAY IN OUR WELL-RESOURCED FACILITIES



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BOOKING PROCESS

PLEASE COMPLETE YOUR VACATION CARE BOOKING FORM VIA THE MY FAMILY LOUNGE APP

We are very excited to inform you that St Aidan's OSHC has subscribed to an online Booking and Waitlist management program called QK Enrol. This program will give you access to manage your own account information, where you will have the ability to make booking requests and it allows you to complete and submit an online enrolment form for your child. You can do this and much, much more all within a parent portal called 'My Family Lounge'.

*Please note if you have already attended St Aidan's OSHC please do not register, only sign in. To reset your password, enter your email address and sign in. This will take you to a forgot password page

How do I log in?

Please navigate to the link below and either sign in with your existing My Family Lounge account or Register for an account if you do not already have one. Please note all families who have previously submitted an enrolment form will have an account already set up; all you will need to do is click 'forgotten password' and use the email address you used to receive this form.

<https://www.qkenhanced.com.au/Account/Embeddable/?databaseId=9385>

When making a Vacation Care booking please select Casual bookings, not Permanent.

Please note changes to your booking will still need to be made in writing to oshc@staidans.qld.edu.au

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EXCURSION PERMISSION FORM

St Aidan's OSHC has organised excursions for your child to attend during the School Holiday Program. All of the relevant details are provided below for your convenience. The service has conducted an Excursion Risk Assessment. For your child to attend, you are required to read this information and complete the Authority for Excursion Form. To complete this form, you must be listed on the child's enrolment record as either their parent or an Authorised Nominee.

- Please complete a separate excursion form for each child enrolled.
- Excursion form must be returned with booking form.
- Please ensure children are at OSHC by the time indicated below.

Please tick the excursions

| 4 April 2023 | 13 April 2023 |
|---|--|
| <p>Spark Lab Queensland Museum</p> <p style="text-align: center;"><input type="checkbox"/></p> <p>Bus will depart promptly at 8:30am Please pack a water bottle, morning tea, and lunch for the excursion. *Afternoon tea to be left at OSHC</p> | <p>Brisbane Art's Theatre "The Wind in the Willows"</p> <p style="text-align: center;"><input type="checkbox"/></p> <p>Bus will depart promptly at 10:00am Please pack a water bottle for the excursion. *Morning tea, lunch and afternoon tea to be left at OSHC</p> |

Transportation details (to and from): St Aidan's bus – fitted with seatbelts.
The period the child will be away from the Service Premises: 9am – 3pm depending on the excursion
Number of staff supervising: 2-3
Number of children involved: Max 30
Items to be taken by the child and provided by the parents: Hat and lunch and water bottle (unless otherwise stated)

Child's Full Name: _____ **Parent/Carer's Full Name:** _____

Does your child suffer from motion/travel sickness? Yes or No **Action plan/medication:** _____

By signing the Authorisation for Excursion Form, I agree to and understand the following:

- My child has my permission to attend the excursion listed.
- I am listed on the child's Enrolment Form as a Parent or Authorised Nominee.
- The contact details, including all emergency contact details, listed on my child's Enrolment Form are up to date. If not, I have provided the updated contact details above.
- In case of an emergency, I **authorise/do not authorise** the supervising OSHC staff to seek medical attention. Please note that medical attention will not be sort without first notifying a Parent or Authorised Nominee listed on the Enrolment Form. We will be contacting the emergency contact numbers on file if we are unable to reach a Parent.

Signature: _____ **Date:** _____