OSHC Vacation Care

December 2026 and January 2027

Holiday Program Policies

Please read the information below prior to completing a booking form

Our Vacation Care program operates from 8:00am to 6:00pm, excluding public holidays. To secure a place in our program, we ask that the attached booking form is completed and returned via email to OSHC or to the College Office by **Week 7 Wednesday 25 November**. ***Bookings are essential and places are limited for excursions.***

Late Collection Fee

A late collection fee will apply if parents/caregivers arrive after 6:00pm to collect their child/ren.

New Enrolments

All new enrolments for the October Vacation Care period require 48 hours to be processed. This ensures that we can meet our duty of care and follow up any relevant information for students, including any medical documentation.

Cancellations

We are unable to cancel Vacation Care bookings without charge. Therefore, if you cancel a booking, the fee for that day will remain and is claimable through CCS. In the case of injury or illness, fees may be waived if a medical certificate is provided.

You can swap your bookings, subject to availability of places, and if at least one week's notice has been given. An alternative day must be booked at the same time you request this change. In the case of illness or injury, a medical certificate must be provided for fees to be waived. Please call the OSHC Centre directly on 0418 471 663 or 8217 3254 between 8:00am-9:00am on the day of cancellation, or email at oshc@sac.sa.edu.au.

Clothing, Sun Protection and Food

- Children must wear enclosed shoes, sneakers are best. ***Thongs or slip-ons are not permitted.***
- Children must bring a **Sunsafe hat** to wear when outdoors and wear appropriate **sunsafe clothing**.
- Children must bring their own breakfast, healthy recess and lunch. OSHC will provide some lunches and all afternoon tea, please check the program for details.
- Please label all clothing, lunch boxes and drink bottles.
- Due to health regulations, we are not able to heat any food brought from home.
- **Nut-based products (containing nuts as an ingredient) are *not permitted*.**

Excursions

Children are expected to **arrive no later than 8:30am** to ensure they are present for roll call, group organisation and safety expectations. Due to booking times, we are unable to delay our departure in the instance that a family is late and will communicate with the family to meet the group at the excursion destination. A backpack containing separately packed recess and lunch, snacks, hat, and water bottle are required. Spending money ***is not*** permitted.

A risk assessment is prepared for all excursion and incursion programs organised by the service and is available at the service for families upon request.

Signing In and Out

Parents/Caregivers must sign their child/ren in and out of the program each morning and afternoon. **This is a legal requirement.** Parents/Caregivers must use the available iPads for signing in and out.

Electronic Devices & Toys

Children are not permitted to bring any phones, hand-held gaming consoles, laptops or toys to Vacation Care except when invited to do so as part of the program.

Medication:

National Regulation (90) – Under the Education and Care Services National Regulations, we are unable to have students attend the service if they have a diagnosed medical condition until the following documentation is provided or is currently in-date:

1. Up-to-date Medical Management Plan (e.g. Asthma, Anaphylaxis, Allergic Reactions)
2. Medical Conditions Risk Minimisation and Communication Plan
3. Prescribed medication (provided in original packaging with a pharmacy label attached) and Medication Authority Form (forms available from OSHC or school website)

National Regulation (95) – All medication must be supplied in the original container with the pharmacy label and the child's name clearly recorded. A permission to administer medication form must be signed by the parent/doctor before medication can be administered by OSHC staff.

The OSHC centre will contact the necessary families in Week 7 regarding documentation that is due to expire or required. **Failure to provide documents despite notification may result in bookings being declined or cancelled.**

Extreme Weather:

If it is forecasted to be 36°C or above, or that there will be heavy rainfall, storms or fire hazards, excursions/activities may be cancelled. The wellbeing of our students is our main priority, and we will communicate with families about these changes at the earliest possible time. An alternative centre-based program will be provided.

Child Care Subsidies:

If you do not have an active claim for Child Care Subsidy (CCS), please ensure your claim is made through Centrelink prior to commencement of the holidays. Centrelink may take upwards of 4+ weeks to approve a CCS claim and will only backdate as far as 28 dates from the date the claim has been made. Your entitlements will include eligible hours that will receive the subsidy. Anything over these hours does not receive the subsidy. Our Vacation Care daily sessions are 10 hours long.

OSHC does not have any control over CCS, eligibility, or CCS being removed from fees. CCS enquiries in these fields are best directed to Centrelink. It is the responsibility of our families to ensure their claim for CCS has been placed and approved. Families not receiving CCS are responsible for payment of the full vacation care fees.

Why has my Child Care Subsidy suddenly stopped?

Many families who use OSHC intermittently experience having their CCS ceased due to non-attendance. If a child does not use OSHC for 14 weeks in a row, the CCS is automatically ceased by Centrelink. Furthermore, any absences foll Centrelink will recover the CCS paid for that session. The next time you attend OSHC you will have a prompt from MyGov asking you to confirm their attendance at OSHC and the CCS will be applied to the account again.

Warmest regards,

Tegan Neville
OSHC Director

Email: oshc@sac.sa.edu.au
OSHC Centre: 8217 3254
Mobile: 0418 471 663

OSHC Vacation Care Program

December 2026/January 2027 School Holidays Booking Form

Student Name:_____ Year Level: _____

Student Name:_____ Year Level: _____

Date	Activity	Cost *per child*	Number of Children Attending
Week 1			
Friday 4 December	Glitter and Glam	$70	
Monday 7 December	Aloha! Summer Luau	$70	
Tuesday 8 December	**INCURSION:** Sizzling Summer Extravaganza	$90	
Wednesday 9 December	**EXCURSION:** Lights, Camera, Movies!	$100	
Thursday 10 December	**EXCURSION**: Skating Superstars	$100	
Friday 11 December	Smash and Squish!	$70	
Week 2			
Monday 14 December	Tegan's Baby Shower!	$70	
Tuesday 15 December	**EXCURSION**: Beach Bonanza	$100	
Wednesday 16 December	Santa's Bake House	$70	
Thursday 17 December	**EXCURSION:** A Very Merry Christmas	$90	
Friday 18 December	**EXCURSION:** Elf's in Training	$90	
Week 3			
Monday 18 January	Once Upon a Time…	$70	
Tuesday 19 January	**INCURSION:** Love, Nonna	$90	
Wednesday 20 January	Water Play Wednesday	$70	
Thursday 21 January	**EXCURSION**: AFL Max	$100	
Friday 22 January	**INCURSION:** Frist Aid Heros Academy	$90	
Name of account holder:			

Excursion Authorisation:

I agree to and understand the following:

• My child has permission to attend all nominated excursions as requested on the booking form unless I withdraw my consent in writing which I may do at any time prior to the excursion.
• I am listed on the child's Enrolment Form as a parent/guardian or an authorised person to consent to excursions named on the enrolment form.
• I have read all the excursion details and understand I can view the Excursion Risk Assessment and Excursion policies and procedures at the service at any time.

Full name:	Signature:	Date:

Medical Information:

Please list any medical conditions and necessary treatment:

I agree to and understand the following:

In the event of my child/ren receiving injuries requiring urgent medical attention, I authorise the seeking of medical attention and agree to pay all costs incurred on behalf of my child/ren. I understand that I must update or provide any outstanding medical documentation for my requested by the OSHC service outlined in National Regulation 90 and 95, and that failure to provide what has been requested may impact my requested bookings.

Full name:	Signature:	Date:

Declaration:

- I am aware of the programmed days and the proposed activities. I give permission for my child/children, as mentioned on the booking form, to participate in all the programmed days requested by myself.
- I have read and agree to abide by the Centre's vacation care policies. I understand my obligations in terms of bookings/cancellations, signing in/out, sun safety, electronics, clothing and food, payment, extreme weather, up-to-date medical documents and medication, and Child Care Subsidy.
- **I understand my child must <u>arrive at OSHC no later than 8:30am</u> on an excursion day.**
- I understand that my child requires an SAC hat for excursions and outside play and will ensure my child has one at OSHC. I understand that my child's ability to participate in outside programs if no hat is supplied.
- I agree to notify the OSHC centre if my child is sensitive to sunscreen and will provide the necessary sunscreen to OSHC for my child to use.
- I certify that St Aloysius College OSHC has been provided the most up-to-date information regarding my child/children's medical needs. I understand that my bookings may be affected if documentation or medication is expired and/or has not been provided/updated.
- I understand that it is my responsibility to ensure my child/ren is/are signed in and out daily. I acknowledge that I must use the Xplor Home app or account PIN for sign in/out and not share this with another individual.

As parent/caregiver, I agree to the terms and conditions listed.

Parent/Caregiver Details	
Full Name:	Mobile Number:
Email Address:	
Signature:	Date:

For each excursion that your child/children will attend, please read the details below. A Risk Assessment for the excursions is available to families upon request.

Please arrive before 8:30am on excursion days

Date	EXCURSION	Staff/ student ratio
Wednesday 9 December **Depart from OSHC:** 9:00am **Return to OSHC:** 3:00pm	**Destination:** Odean Star Cinema- 65 Semaphore Rd, Semaphore South Australia 5019 and Semaphore Foreshore Playground **Transport:** Chartered Bus via Grant's Coachlines **What to bring:** Enclosed shoes, packed recess, lunch with a water bottle and sun safe hat. **Enclosed shoes, sun safe hat & clothing are mandatory**	1:10
Thursday 10 December **Depart from OSHC:** 11:00am **Return to OSHC:** 3:15pm	**Destination:** St Clair Recreation Centre- Woodville Rd, Woodville North South Australia 5011 **Transport:** Chartered Bus via Grant's Coachlines **What to bring:** Enclosed shoes, packed recess and lunch with a water bottle and sun safe hat. **Enclosed shoes, sun safe hat & clothing are mandatory**	1:10
Tuesday 15 December **Depart from OSHC:** 9:30am **Return to OSHC:** 3:00pm	**Destination:** 86 Esplanade, Semaphore South Australia 5019 **Transport:** Chartered Bus via Grant's Coachlines **What to bring: Bathers & towel, swim shirt, change of clothes,** packed recess, lunch with a water bottle and sun safe hat. **Sun safe hat & clothing are mandatory**	1:5
Thursday 17 December **Depart from OSHC:** 11:00am **Return to OSHC:** 1:00pm	**Destination:** Post office- 10 Franklin St, Adelaide South Australia 5000, Central markets and Victoria Square **Transport:** Walking **What to bring:** Enclosed shoes, packed recess, lunch with a water bottle and sun safe hat. **Enclosed shoes, sun safe hat & clothing are mandatory**	1:8
Friday 18 December **Depart from OSHC:** 10:30am **Return to OSHC:** 1:30pm	**Destination:** Rundle Mall **Transport:** Walking and Public Transport **What to bring:** Enclosed shoes, packed recess and lunch with a water bottle and a sun safe hat. **Enclosed shoes, sun safe hat & clothing are mandatory**	1:8
Thursday 21 January **Depart from OSHC:** 9:30am **Return to OSHC:** 1:00pm	**Destination:** AFL Max- 32 Butler Blvd, Adelaide Airport South Australia 5950 **Transport:** Chartered Bus via Grant's Coachlines **What to bring:** Enclosed shoes, packed recess, lunch with a water bottle and sun safe hat. **Enclosed shoes & sun safe hat and clothing are mandatory**	1:10