Highgate Vacation Care Information

Dear Parents

Thank you for choosing to use the Highgate Vacation Care program. The following information should provide you with all the details you need to know. Please read through the information carefully to ensure your children have an enjoyable time.

Enrolments and Payments
An enrolment form must be completed for all children who have not used the program previously. If unsure please ask a Coordinator to check for you. Forms may be collected from the Highgate office or from Opie House directly. All payments may be made direct to the OSHC office.

Please note that full payment or a $10.00 deposit per day for child care benefit users must be made prior to the program commencing so your child will have a permanent place. Payments can be posted into the program or credit payments can be made over the phone.

Cancellations and Refunds
In order for a full refund or credit to be made we will need to be given 48hrs notice. Without notice refunds or credits will not be issued due to staffing arrangements already made. A late fee of $1.00 per minute is also incurred after 6.06pm.

Excursions
On excursion days we ask that children are at the centre by 9am to allow us sufficient time to organise lunches, roll call, etc. Lunches and recess need to be packed in labelled bags on excursion days if children are not taking their bags. Children may choose to bring their own drinks. Spending money must be given to a Coordinator.

Highgate Vacation Care

When it is time to have fun!

15–23 December, 2014
12–23 January, 2015
Open Monday-Friday
From 8.00am-6.00pm
Ph:(08) 8357 9207
Fax:(08) 8373 6075
4 Hampstead Ave Highgate
SA 5063

Opie House Facilities

We are situated at Opie House on the school grounds.

The house consists of:
* A kitchen.
* Indoor toilets.
* 4 Recreational rooms.
* Outdoor playing area.

Added Features Included
* A pinball machine.
* Adult size pool table.
* Basketball courts.
  • Oval.
  • Play equipment.
  • Gym.

The advantages of your child coming to our centre:
The centre is an environment that is versatile and fun.

Staff are:
* Highly motivated.
* Qualified.
* Have First Aid, Asthma and Anaphylaxis Training.
* Experienced in working with children aged 5–12 years.

There is a large range of activities that your child can experience and enjoy.
Children are able to mix with other children and make new friends.
Monday, 15 December. Cost: $36.20 **Candle Workshop!**
Enjoy creating light up Christmas houses and trees, along with other Christmas activities throughout the day.
**Location:** Opie House. **Time:** All Day.
**Other Activities:** Christmas Candle Holders, Snow Globes, Christmas Shrinkies and a Christmas Quiz!

Tuesday, 16 December. Cost: $47.95 **Table Tennis!**
Have a fun morning learning different table tennis skills! Children will take their bags on the excursion. Please pack a snack for morning tea.
**Location:** Clarence Gardens.
**Departure Time:** 9:20am **Returning:** 1:00pm **Transport:** Private Bus
**Afternoon Activities:** Christmas Playdough Ornaments, Christmas Musical Games and a table tennis tournament!

Wednesday, 17 December. Cost: $36.20 **Gingerbread Bake House!**
Participate in a Christmas Gingerbread decorating activity, as well as a variety of other Christmas activities!
**Venue:** Opie House **Time:** All Day.
**Other Activities:** Christmas Pasta Ornaments, Cinnamon Decorations, Balloon Volley Ball, Rocket Balloons and Christmas Shadow Puppets!

Thursday, 18 December. Cost: $36.20 **T-Shirt Designs!**
Have fun creating your own Christmas T-Shirt Designs! Please remember if you are participating in this activity to provide a plain white T-shirt for your child/ren!
**Venue:** Opie House **Time:** All Day.
**Other Activities:** Salt Dough Ornaments, Christmas Board game designs, Christmas Cards and a Christmas Word Search Competition.

Friday, 19 December. Cost: $36.20 **Porcelain Plate Workshop!**
Learn how to create your very own Porcelain Christmas Plate!!
**Venue:** Opie House **Time:** All Day.
**Other Activities:** Christmas Jam Stars, Candy Cane Goo and Foam Ornaments.

Monday, 22 December. Cost: $39.40 **Christmas Disco!**
Dance away to your favourite Christmas songs, as we celebrate the festive season, disco style!!
**Location:** Opie House. **Time:** 1:30-2:30pm.
**Other Activities:** Button Ornaments, Christmas Photo Frames, Paper Mache ball ornaments and Snowflake Quesadillas.

Tuesday, 23 December. Cost: $39.40 **Wheelie Kids!**
Enjoy racing around in cars and motorbikes in a safe environment. The perfect way to let out some energy before Christmas!!
**Location:** Opie House. **Time:** 1-3pm.
**Other Activities:** Christmas Crackers, Tic Tac Snow, New Years Noisemakers and Confetti Wands.

**Please remember your consent form 48 hours notice is required for cancellation of bookings**

**Reminder:** Children must bring a packed lunch every day! We don’t provide morning tea on excursions.
Monday, 12 January. Cost: $36.20 Knitting and Sewing Workshop!
Learn some new knitting and sewing skills, as well as creating some marvellous masterpieces!
Location: Opie House. Time: All Day.
Activities: Tomboys, Puppet Sewing, Frushi and Pencil Cases!

Tuesday, 13 January. Cost: $47.95 Movie: Penguins of Madagascar (PG)
Super spy teams aren’t born...they’re hatched. Discover the secrets of the greatest and most hilarious covert birds in the global espionage biz: Skipper, Kowalski, Rico and Private.
Location: Mitcham Cinema, Mitcham Square
Transport: Private Bus
Departure: 9.00am
Returning: 1.00pm
Candy bar available. Cost: $8.00. Choice of a drink plus a small popcorn or choc-top. Please place your order with Staff on arrival at Opie House. No fruit drinks with this offer.
Afternoon Activities: Elephant Toothpaste, Geometric Mobiles and a Fashion Runway Competition.

Wednesday, 14 January. Cost: $39.40 Mobile Science Education!
Have a great time watching and participating in a variety of science experiments. Be warned, there will be lots of explosions and loud noise!!!
Venue: Opie House
Time: 2-3pm.
Other Activities: Magnetic Pen Holders, Bath Fizz, Magnetic Mazes and gift boxes.

Thursday, 15 January. Cost: $39.40 Cricket Workshop!
Learn new cricket skills during this fantastic cricket workshop run by Gillespie Sports!
Venue: Opie House
Time: 1-3pm.
Other Activities: Chalk Boards, Cricket Tournament, Hama Beads and a Sports Quiz!

Friday, 16 January. Cost: $36.20 Wood Work Workshop!
Enjoy creating some fantastic wood work, including wooden cars and Key Holders!
Venue: Opie House
Time: All Day.
Other Activities: Home Made Stickers, Banana Splits and weaving.

Have fun interacting with the Police and seeing what it’s really like to be a Police officer!
Location: Opie House
Time: 1:30-2:30pm.
Other Activities: Maple Syrup Dumplings, Sock Dolls, Monopoly Tournament and Spin a Colour!

Tuesday, 20 January. Cost: $47.95 AMF Cross Roads Bowling!
Have a fun morning out bowling with your friends at AMF Cross Road Bowls! No food or drink to be brought into the venue with exception of water bottles.
Full cafe menu available. Suggested spending money $5-$10.00.
Departure: 9.00am
Transport: Private Bus
Returning: 1.00pm
Afternoon Activities: Teddy bear wrapping sculpture, soccer and free choice activities.

The waterslide is a great way to stay cool and is always popular at Opie House. Please bring bathers, towel, a hat and some sunscreen!
Location: Opie House
Time: All day.
Other Activities: Water balloon piñata, Jewellery making, Clay and Shoebox foosball game.

Thursday, 22 January. Cost: $39.40 Face Painting!
Enjoy having your face painted in a variety of different styles and patterns!!
Venue: Opie House
Time: 1-3pm.
Other Activities: Stress balls, Fruit popsicles, Plasticine and a Balloon volleyball tournament.

Friday, 23 January. Cost: $36.20 Australian Workshop!
Participate in some fun activities leading up to the Australia Day long weekend!
Venue: Opie House
Time: All Day.
Activities: Lamingtons, Canvas dot paintings, Australian scavenger hunt and an Australia Day parade!

Please remember your consent form
48 hours notice is required for cancellation of bookings

REMINDER: CHILDREN MUST BRING A PACKED LUNCH EVERY DAY!
WE DON'T PROVIDE MORNING TEA ON EXCURSIONS.
Student use of Multimedia Devices: OSHC

When can I use my Multimedia Device?

You can use your multimedia device:

- To play age appropriate music or games at appropriate break times. These break times will be determined by OSHC Staff.
- In an emergency, if you or your friend needs to communicate with family or OSHC Staff.

No-Nos with Multimedia Devices

At OSHC, it is NOT the right behaviour to use your multimedia device to:

- bully, scare or harass others with text, still photos, video, data or music
- send Bluetooth data, emails, text photos or video to friends for fun
- download music
- tell people where you are in the school grounds
- loan to another students for fun
- listen to podcasts
- take or look at still shots, video or movies.

REMEMBER

You bring your multimedia device to OSHC as a personal item and YOU are responsible for taking care of it and using it appropriately. Children are to bring DS’s only, as other multimedia devices, such as iPads and laptops are too fragile.

Multimedia Devices at OSHC MUST be turned off, NOT on silent, vibrate or sound during activities.

Where can I have my Multimedia Device at OSHC?

You could keep your multimedia device in a:

- compartment in your bag
- pencil case
- zipped pocket
- lunch box
- OSHC Office

Consequences

NO WARNINGS

- OSHC Staff explain the rule/s broken by the children and confiscate the multimedia device and return it to parents.
- OSHC Staff will inform parents if multimedia device rules are continually misused.

Australian Communications

- www.netalerts.net.au
- www.amta.org.au

48 hours notice is required for cancellation of bookings
Consent/Booking Form for Highgate Vacation Care


Monday, 15 December: Candle Workshop!  Cost: $36.20
Location: Opie House  Time: All Day!

Tuesday, 16 December: Table Tennis!  Cost: $47.95
Location: Clarence Gardens  Transport: Private Bus
Departure Time: 9.20am  Returning: 1.00pm

Wednesday, 17 December: Gingerbread Bake House!  Cost: $36.20
Location: Opie House  Time: All Day!

Thursday, 18 December: T-Shirt Designs!  Cost: $36.20
Location: Opie House

Friday, 19 December: Porcelain Plate Workshop!  Cost: $36.20
Location: Opie House  Time: All Day!

Monday, 22 December: Christmas Disco!  Cost: $39.40
Location: Opie House  Time: 1:30-2:30pm

Tuesday, 23 December: Wheelie Kids!  Cost: $39.40
Location: Opie House  Time: 1-3pm.

Please tick the excursions you have booked for.

Full Name of Child/ren

Contact numbers:
Name of Parent
PH
PH

Name of Parent
PH
PH

Signature:

Adult to Child Ratios:
Excursions:
1 adult to every 8 children.
Estimated number of children: 45

Incursions:
1 adult to every 15 children
Estimated number of children: 30-45
Current excursion risk assessments can be accessed in the vacation care folder.

48 hours notice is required for cancellation of bookings!

Booking Sheet
Please circle the days you have booked and attach this form with your payment.

Week 1

Monday  15  $36.20  22 $39.40
Tuesday  16  $47.95  23 $39.40
Wednesday  17  $36.20
Thursday  18  $36.20
Friday  19  $36.20

Total Cost  $________ per week

If you require any 5 hour block session please list below:

Day  W1 Date Time  Cost
Monday
Tuesday
Wednesday
Thursday
Friday

Total Cost $____

Date ______ Deposit/Full payment $____
Date ______ Booking done by __________________________

(name of staff member)

Highgate Vacation Care
Bookings: PH 83579207
12 Hampstead Avenue
Highgate S.A 5063

Payments need to be made in advance.
Families who receive a Child Care Benefit, will need to pay a $10.00 deposit per booking.
This form needs to be signed and returned to the program.
Consent/Booking Form for Highgate Vacation Care


Monday, 12 January: Knitting and Sewing Workshop! Cost: $36.20
Location: Opie House Time: All Day!

Tuesday, 13 January: Movie: Penguins of Madagascar (PG) Cost: $47.95
Location: Mitcham Cinemas Transport: Private Bus
Departure Time: 9:00am Returning: 1:00pm

Wednesday, 14 January: Mobile Science Education! Cost: $39.40
Location: Opie House Time: 2:00-3:00pm

Thursday, 15 January: Cricket Workshop! Cost: $39.40
Location: Opie House Time: 1-3pm

Friday, 16 January: Wood Work Workshop! Cost: $36.20
Location: Opie House Time: All Day!

Location: Opie House Time: 1:30-2:30pm.

Tuesday, 20 January: AMF Bowling! Cost: $47.95
Location: Cnr Cross & Goodwood Roads Transport: Private Bus
Departure Time: 9:00am Returning: 1:00pm

Wednesday, 21 January: Water Castle! Cost: $39.40
Location: Opie House Time: All Day!

Thursday, 22 January: Face Painting! Cost: $39.40
Location: Opie House Time: 1-3pm.

Friday, 23 January: Australian Workshop! Cost: $36.20
Location: Opie House Time: All Day

Please tick the excursions you have booked for.

Full Name of Child/ren

_________________________
_________________________
_________________________
_________________________

Contact numbers:
Name of Parent ___________________________
PH _____________________
_________________________
_________________________

Name of Parent ___________________________
PH _____________________
_________________________
_________________________

Signature: __________________________

48 hours notice is required for cancellation of bookings!

Booking Sheet
Please circle the days you have booked and attach this form with your payment.

<table>
<thead>
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<th>Week 2</th>
<th>Week 3</th>
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<td>Monday</td>
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<td>Total Cost</td>
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<th>Day</th>
<th>W2 Date Time</th>
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</tbody>
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Date ______ Deposit/Full payment $_____
Date ______ Booking done by ________________________________
(name of staff member)

Highgate Vacation Care
Bookings: PH 83579207
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Current excursion risk assessments can be accessed in the vacation care folder.
Highgate OSHC Cancellation of Vacation Care Bookings Guide.

Cancellation means you no longer require the Vacation Care booking. 48 hours notice is required which is 2 full Business days.

To Cancel for

Monday: must phone by close of business on Wednesday.
Tuesday: must phone by close of business on Thursday.
Wednesday: must phone by close of business on Friday.
Thursday: must phone by close of business on Monday.
Friday: must phone by close of business on Tuesday.