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 experience.

Enrolments and Payments
An enrolment form must be completed for all children who have not used the program previously. Enrolment forms can be downloaded from Highgate Primary website, collected from the Highgate office or from Opie House directly.

All payments can be made directly to the OSHC office by cash, cheque or credit card. Alternatively, online payments can be made directly into the OSHC bank account (bank details on invoice). Please note that full payment or a $10.00 deposit per day per child, for child care benefit users, must be made prior to the program commencing to secure a permanent place.

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.

Highgate Vacation Care
Where it’s time to have fun!

18th—29th April, 2016
Open Monday to Friday
(Closed on public holidays)
From 8.00am—6.00pm
Ph:(08) 8357 9207
Fax:(08) 8373 6075

Added Features Include:
* A pinball machine.
* Adult sized pool table.
* Basketball courts.
* Oval.
* Play Equipment.
* Indoor toilets.
* Gym.
* Air Hockey Table.

The advantages of your child coming to our centre:

Staff are:
* Highly motivated.
* Qualified.
* Experienced in working with children aged 5-12 years.
* Have first Aid, Asthma and...
Monday, 18th April. **Harry Potter Day!** Cost: $40.00
Step onto Platform 9 3/4 dressed as your favourite Harry Potter character and board the train to Hogwarts. Once there see who is at Hogwarts with the Marauder’s map that you make...oh and watch out for Moaning Myrtle!!!!!!
Venue: Opie House  Time: All Day
Other Activities: Cook Dobby Pasties, make Harry Potter Hama bead creations and watch a Harry Potter Movie. Participate in all the other Harry Potter activities that will be set up for the day.

Tuesday, 19th April. **FYI Superhero!** Cost: $42.50
Today’s Science workshop will show us how human ingenuity and invention help us overcome our limitations. See the science behind superheroes!
Venue: Studio  Show Time: 2pm to 3pm
Other Activities: Cook egg and cheese muffins, Juniors can decorate a super hero mask and cape. Seniors can make Solar Transforming Robots. Create Super Hero Hama bead designs. Play soccer, world ball, bubble play and sidewalk chalk.

Wednesday, 20th April. **Carnival Knights Performance!** Cost: $42.50
Dressed in Medieval costumes, the team from Carnival Knights are coming to OPIE to perform a play and teach us about the martial arts of Medieval Europe.
Venue: School Gym  Performance time: 1.30pm to 3pm
Other Activities: Cook lemon Madeleines, sculpt with model magic. Play badminton and soccer. **Collaborative Group Activity:** Make a crystal garden, day 1.

Thursday 21st April. **Games Galore!** Cost: $42.50
A Racing Fun Jumping Castle and Games Galore Circuit will be set up to keep everyone entertained today.
Venue: Opie House  Time: All Day.
Other Activities: Cook a bacon and noodle slice and make a collage on canvas. Play rock paper scissors, noughts and crosses racing games.

**Collaborative Group Activity:** Make a crystal garden, day 2

Please remember your consent form

2 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, 25th April.

**ANZAC DAY PUBLIC HOLIDAY — CLOSED**

Tuesday, 26th April. **CSI Crime Scene Investigators!** Cost: $42.50
The Move It Team are coming to OPIE and setting up a crime scene. The young detectives will then have to solve the crime using the clues that have been left behind.
Location: Opie House  Time: 2pm to 3pm
Other Activities: Cook a zucchini slice and make sand art. Play a bursting balloon game, four way cricket and dodge ball. **Collaborative Sustainability Project:** Make a grass house.

Wednesday, 27th April. **Flight Fantastic!** Cost: $42.50
A hands on flight workshop where children explore the physics of flight through the creation of five paper or card based flying or gliding toys.
Location: Room 1  Time: 1pm to 3pm
Other Activities: Cook cheesy egg muffins and make a balloon hovercraft. Play with balloon rockets and other flying toys. Play rock paper scissors race game, tennis and soccer.

Thursday, 28th April. **Palaeontology Rocks!** Cost: $42.50
No bones about it, Dinosaurs are fascinating! Children take a trip to the past and learn what Dinosaur fossils can reveal about how Dinosaurs lived.
Venue: Opie House  Show Time: 1pm to 3pm.
Other Activities: Make a blueberry and banana milkshake, make a 3D Stegosaurus and play Pac man and space ball. **Collaborative Group Activity:** Make a pre-historic landscape including dinosaurs and erupting volcanoes.

**5 hour block session available**
only between 8am to 1pm or 1pm to 6pm.

- 5 hour block: $24.00 without workshop or excursion
- 5 hour block: $26.50 including workshop
- 5 hour block: $36.00 including excursion
Consent/Booking Form for Highgate Vacation Care
18th-29th April, 2016.

Please tick the excursions you have booked for.

Full Name of Child/ren
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Contact numbers:
Name of Parent
__________________________________________________________
Name of Parent
__________________________________________________________

Signature:
__________________________________________________________

Booking Sheet

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

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
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<tbody>
<tr>
<td>Monday 18th</td>
<td>$40.00</td>
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<tr>
<td>Tuesday 19th</td>
<td>$42.50</td>
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<tr>
<td>Wednesday 20th</td>
<td>$42.50</td>
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<td>Thursday 21st</td>
<td>$42.50</td>
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<tr>
<td>Friday 22nd</td>
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Total Cost $__________ $__________

per week

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

<table>
<thead>
<tr>
<th>DATE/DAY</th>
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__________________________________________________________
TOTAL COST____________________________________________

Date ______ Deposit/Full payment $_____

Date ______ Booking done by
__________________________________________________________

(name of staff member)

Highgate Vacation Care

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!
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.
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.

When can’t I use my Multimedia Device?

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

Australian Communications

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

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.

48 hours notice is required for cancellation of bookings