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, credit card payments can be made over the phone or online payment into the OSHC bank account.

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.

The Management Committee and Staff at OPIE wish the Highgate community a Safe and Happy Christmas and New Year.

Please see program for days open over holiday period
From 8.00am-6.00pm
Ph:(08) 8357 9207
Fax:(08) 8373 6075
4 Hampstead Av Road Highgate

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.
* Air Hockey Table

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 are 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, 14th December. Wheels Day with a SKATESCOOL Workshop! Cost: $42.50
Bring your favourite wheels, scooters, bikes, skateboards OR roller skates
NB: PROTECTIVE GEAR COMPULSORY. The workshop will include basic instruction on
how to get up, get down, how to stand, how not to fall, what to do if you are falling, what
to do if you have fallen, how to start skating. After the introduction to skating the
children practice their skills whilst listening to music.
Venue: SKATESCOOL WORKSHOP IN GYM Time: 1.00pm to 3.00pm. PLEASE
BRING A BIKE HELMET FOR THE SKATESCOOL WORKSHOP.
Other Activities: Cook carrot cake muffins, Balloon rocket cars for 8+ and rocket bal-
loons for –8. Children will also be busy designing a one way circuit, learning road rules and
making road signs for wheels day activities.

Tuesday, 15th December. Lolly Jar Circus Inc! Cost: $42.50
Join in some gymnastics, juggling, tumbling, diabolos and learn some tricks with hula
hoops. Venue: School Gym Time: 1.00pm to 3.00pm
Other Activities: Make delicious Ice Cream Clowns, juggling balls and join in for more
circus skill activities with our own equipment. Play soccer, hop scotch and a balloon
bursting game as well.

Wednesday, 16th December. Bowling fun at AMF Cross Road Bowls! Cost: $52.00
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.
Location: On the corner of Cross Road and Goodwood Road Westbourne Park.
Transport: Private Bus Departure: 9.00am Returning: 1.00pm
Other Activities: Cook lemon drizzle cake, Fisher tip construction,
play Pentanque, Sharks and Islands and Soccer.

Thursday 17th December. Photo Booth! Cost: $42.50
Don't miss a photo opportunity! Take some selfies or photos with your vac care
friends. Then decorate photos with software provided.
Venue: Opie House Time: All Day
Other Activities: Cook herby chicken rissoles, make photo frames, sand art,
badminton and table tennis.

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.

Friday, 18th December. Photo Booth including Electronics Sharing Morning and Movie Afternoon! Cost: $42.50
What game are you playing? What level are you on? Do you have any good cheats? Share this info by being a mentor with your gaming friends this morning; they might be able to move up some tough levels with your help. Then watch your favourite movie in the afternoon. We will vote for the most popular movie to watch. Please label all personal items with children's names and have parent's permission to bring in electronic equipment.
Venue: Opie House Time: All Day.
Other Activities: Cook chicken and mushroom paella, make wooden cars, make a photo frame or 2016 calendar. Play Soccer, Catch the Dragons Tail and Sharks and Islands.

Monday, 21st December. Crazy Hair and Mad Hat Day including Face Painting with Karen! Cost: $42.50
Bring your best crazy hair style and mad hat to Opie for some face painting with
Karen. Location: Opie House Time: Face Painting 10.30am to 12.30pm
Other Activities: Cook Scones, participate in a card tower challenge, make some
Shrinkies, play lawn bowls, croquet, outdoor checkers and snakes and ladders.

Tuesday, 22nd December. Santa's Workshop! Cost: $40.00
Join your Opie friends for lots of fun Christmas activities.
Location: Opie House Time: All Day
Other Activities: Cook Lemon Madeleines, decorate a gingerbread Christmas tree
and make and decorate a reindeer. Join in with Group Games such as Warriors and
Dragons, Pacman, Numbers Netball and Rabbits Hares and Foxes. Also play with
helicopters and Frisbees.

Wednesday, 23rd December. HO,HO,HO Merry Christmas! Cost: $40.00
Join your Opie friends for some more fun Christmas activities.
Location: Opie House Time: All Day
Other Activities: Cook reindeer cupcakes, make Christmas Cards and make and paint a sleigh. Join in in Gym Group Games Tail Tag, Dog and Bone and Prison Break. In the afternoon we will watch a 3D Movie he Polar Express.

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

14th-23rd December, 2015.

Monday 14th December. Wheels Day! Cost: $42.50
Location: School Gym Time: 1.00pm to 3.00pm

Tuesday 15th December. Lolly Jar Circus Inc! Cost: $42.50
Location: School Gym Time: 1.00pm to 3.00pm

Wednesday 16th December. Cross Road Bowls! Cost: $52.00
Location: corner of Cross Road and Goodwood Road Westbourne Park Transport: Private Bus Departure: 9.00am Returning: 1.00pm

Thursday, 17th December. Photo Booth! Cost: $42.50
Location: Opie House Time: All Day

Friday 18th December. Photo Booth including Electronic Morning and Movie Afternoon! Cost: $42.50
Location: Opie House Time: All Day

Monday 21st December. Crazy Hair and Mad Hat Day! Cost: $42.50
I give permission for my child to have their face painted.
Location: Opie House Time: All Day

Tuesday 22nd December. Santa’s Workshop! Cost: $40.00
Location: Opie House Time: All Day

Wednesday 23rd December. HO HO HO Merry Christmas! Cost: $40.00
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____________________
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.

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

Week 1           Week 2

Monday 14th $42.50  21st $42.50
Tuesday 15th $42.50  22nd $40.00
Wednesday 16th $52.00  23rd $40.00
Thursday 17th $42.50  24th CLOSED
Friday 18th $42.50  25th CLOSED

Total Cost $_______  $_______ per week

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

Day  W1 Date Time  Cost  W2 Date Time  Cost

Monday _________ $____  _________ $____
Tuesday _________ $____  _________ $____
Wednesday ________ $____  _________ $____
Thursday _________ $____  _________ $____
Friday _________ $____  _________ $____

Total Cost $______  Total Cost $______

Date ______ Deposit/Full payment $

Date ______ Booking done by ________________

(name of staff member)

Highgate Vacation Care
Bookings: PH 83579207
4 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.

48 hours notice is required for cancellation of bookings!
Monday, 18th January. Planetarium! Cost: $42.50
We are bringing the light of the universe to OPIE through SKY Watch's 360 degree portable movie theatre and planetarium.
Venue: School Gym Time: 2:00pm to 3:00pm
Other Activities: Cook shortcake, Porcelain Tile painting, modelling clay, play ultimate dribbler game and warriors and dragons game.

Tuesday, 19th January. Wildlife Day! Cost: $42.50
Jodie from Animal Capers is bringing a selection of birds, mammals and reptiles to OPIE for a visit so that you can get up close and personal with some fauna.
Venue: School Gym Time: 1:30pm to 3:00pm
Other Activities: Cook potato and chickpea patties and make a nature collage or diorama. Play Gym Group Games; Rabbits, Hares and Foxes, Warriors and Dragons and Tail Tag.

Wednesday, 20th January. Wiz Bang Family Fun Centre! Cost: $52.00
Wiz Bang is an indoor play house where children will play 2 rounds of block light mini golf and then play in the play gym until it is time to leave. We will be eating our packed lunches on tables provided. However, children can bring spending money. Suggested amount is $5—$10. COMPULSORY, WEAR OR BRING SOCKS.
Transport: Private Bus. Departure: 9.00am Returning: 12.00pm
Location: Unit 2, 108-122 Tolley Road, St. Agnes
Other Activities: Cook Apple and Berry Crumble, Hama Beads, Kick it Cricket, Gym Group Games Rabbits, Hares and Foxes and Sharks and Islands.

Thursday, 21st January. Wet n’ Wild Day! Cost: $42.50
We will have giant inflatable tropical water slide at OPIE all day for some soaking wet fun. BRING YOUR COSIES, THONGS AND TOWEL.
Venue: Oval Time: 10am—4.00pm
Other Activities: Cook bacon and noodle slice, hop scotch, bubble play, sidewalk chalk, sandpit play, water rockets, table tennis and badminton and paint on canvas.

Friday, 22nd January. Games Day! Cost: $40.00
Bring your favourite board games from home and share them with your friends.
Venue: Opie House Time: All Day Other Activities: Cook Spinach, sweet potato and sundried tomato muffins, paint a spin top and a yoyo and make a pom pom air popper. Play giant snakes and ladders and checkers, twister and hopscotch too!

Monday, 25th January. Australiana Day! Cost: $40.00
Celebrate the upcoming Australia Day holiday by acknowledging the traditional owners of the area by participating in a variety of indigenous games, craft and cooking activities.
Venue: Opie House Time: All Day
Other Activities: Cook a Traditional Damper, make a Birrguu Matya game, an Australian Animal Dot Painting and play some traditional games.

Tuesday 26th January Australia Day Public Holiday — CLOSED

Wednesday, 27th January. Movie Day The Good Dinosaur (PG) Cost: $52.00
Join Arlo, the Apatosaurus, in an epic journey into the world of dinosaurs where he befriends a human boy. Another much anticipated movie by DISNEY PIXAR. 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. Transport: Private Bus Departure: 9.00am Returning: 1.00pm
Location Mitcham Cinema, Mitcham Square
Other Activities: Cook Pear Crumble Cake, Glass Painting, fly helicopters, Frisbees, target practice and play Golden Child.

Thursday, 28th January. Jungle Adventure! Cost: $42.50
Jungle Adventure is an animation activity that utilises iPad technology and real stop motion techniques. The activity will require children's photos to be used to set up animated characters. Please advise the service if you would rather a caricature be used instead of a photo. The final animation will be shown to the group. For a copy of the animation performance please bring a usb stick.
Venue: Computer Room Time: 1:00p.m.—3.00p.m.
Other Activities: Cook Curry puffs, make clay sculptures and stained glass frames, play Pacman, Dodge ball, Warriors and Dragons, Badminton and Table Tennis.

Friday, 29th January. Nature Day! Cost: $40.00
Contemplate the Zen Principals of Peace, Tranquillity and Beauty when you play with the Mini Zen Garden that you make in OPIE today.
Venue: Opie Time: All Day
Other Activities: Make Cold Rolls, make wishing stones, play Golden Child, Cricket, Ultimate Dribbler, Dog and Bone and Tail Tag.

Please remember your consent form

48 hours notice is required

REMINDER: CHILDREN MUST BRING A PACKED LUNCH EVERY DAY!
WE DON’T PROVIDE MORNING TEA ON EXCURSIONS.

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
Jan 2016.

Monday, 18th January. Planetarium!  Cost: $42.50
Location: School Gym  Time: 2pm to 3pm

Tuesday, 19th January. Wildlife Day! Cost: $42.50
Location: School Gym  Time: 1.30pm to 3pm

Wednesday, 20th January Wiz Bang Family Fun Centre! Cost: $52.00
Location: Unit 2, 108-122 Tolley Road, St. Agnes
Transport: Private Bus
Departure: 9.00am Returning 12pm

Thursday, 21st January. Wet n’ Wild Cost: $42.50
Location: Opie House  Time: 2-3pm

Friday, 22nd January. Games Day! Cost: $40.00
Location: Opie House  Time: All Day

Monday, 25th January. Australiana Day! Cost: $40.00
Location: Opie House  Time: All Day

Tuesday 26th January.
AUSTRALIA DAY, PUBLIC HOLIDAY. OPIE IS CLOSED.

Wednesday, 27th January. Movie: The Good Dinosaur! Cost: $52.00
Location: Mitcham Cinema, Mitcham Square
Transport: Private Bus
Departure: 9.00am Returning: 1.00pm

Thursday, 28th January. Stop Motion Animation! Cost: $42.50
Location: Computer Room  Time: 1pm-3pm.

Fri 29th January. Nature Day! Cost: $40.00
Location: Opie House  Time: All Day

48 hours notice is required for cancellation of bookings!

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:
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Estimated number of children: 30-45

Current excursion risk assessments can be accessed in the vacation care folder.

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

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<thead>
<tr>
<th>Date</th>
<th>W1</th>
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Total Cost $__________ $___________

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

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</table>

Total Cost $______

Date ______ Deposit/Full payment $_____

Date _____ Booking done by ________________________________

(name of staff member)

Highgate Vacation Care
Bookings: PH 83579207
4 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.
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.

**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](http://www.netalerts.net.au)
- [www.amta.org.au](http://www.amta.org.au)

48 hours notice is required for cancellation of bookings