



VACATION CARE @ ST BRIGID'S PRIMARY SCHOOL COOGEE

Street Address: 160 Coogee Bay Rd, Coogee NSW 2034

Mailing Address: PO Box 628, Coogee NSW 2034

Telephone: 9664 3130 or 0425 254 088

Email: stbcoogee@galaxyoutsideschoolhours.com.au

VACATION CARE @ OLSH PRIMARY SCHOOL

Street Address: 193 Avoca Street, Randwick NSW 2031

Mailing Address: PO Box 628, Coogee NSW 2034

Telephone: 9398 4085 or 0433 014 674

Email: olshrandwick@galaxyoutsideschoolhours.com.au

PLEASE FIND ATTACHED

- General Information
- Vacation Care Form (x2 pages)
- Vacation Care Program Summary (Separate Document)

Please be aware that it is important for your child to bring appropriate clothing when coming to GOSH; please be sure to take note of the general information section. To prevent anything from being lost **make sure everything is labelled with your child's name.**

BOOKING CHECKLIST

Please make sure you have completed & attached the following: (N.B. No bookings can be held without the completed booking forms, incomplete booking forms cannot be accepted, bookings cannot be confirmed if the paperwork is incomplete)

Please tick:

Completed Booking Form

Completed Booking Terms & Conditions (Page 2 of booking form)

Completed 2020 Enrolment Process and Debit Success form (if not already submitted)

Updated your information through www.my.gov.au to ensure you are registered for Child Care Subsidy

FORMS MUST BE RETURNED DIRECTLY TO THE VACATION CARE CENTRE OF YOUR CHOICE - EITHER COOGEE OR RANDWICK (TO AVOID ANY DELAY IN YOUR FORMS BEING PROCESSED, PLEASE DO NOT SUBMIT THE FORMS TO CLOVELLY OR NORTH RANDWICK CENTRES UNLESS IT IS A STAFF DEVELOPMENT DAY BOOKING BEING HELD ONSITE AT THAT CENTRE)

N.B. - ALL BOOKINGS WILL BE CONFIRMED VIA EMAIL AND AN ACCOUNT STATEMENT THAT WILL BE SENT WITH BOOKINGS LISTED, PLEASE CONTACT US IF YOU DO NOT RECEIVE YOUR STATEMENT & CONFIRMATION

- PRIORITY IS GIVEN TO FAMILIES WHO HOLD CURRENT PERMANENT BOOKINGS AND ARE ENROLLED AT GOSH FOR BEFORE & AFTER SCHOOL CARE

- PRIORITY OF ACCESS GUIDELINES ALSO APPLY

<https://www.education.gov.au/priority-filling-child-care-places>

General Information



Opening Hours: 7am to 6pm with most planned activities starting at approximately 9am (unless otherwise specified on the program).

Costs per day: \$6 per hour (\$66 per child, per day). Some days also attract an additional excursion/incursion fee as stated on program. GOSH is registered for the Child Care Subsidy and your rebate will be deducted from this daily fee.

All operational guidelines, as set out in the GOSH Parent Handbook, will apply during the Vacation Care Program. Please ask staff for a copy if you do not have one.

Risk Assessments are carried out for all excursions and are available onsite for viewing, please see staff should you wish to view or obtain a copy of these.

How To Book

1. Ensure that you have completed your 2020 Enrolment & Debit Success Forms (please contact your centre if you are unsure or require further information)
2. Complete a Booking Form (2 pages) and Waiver forms (if applicable) for your centre of choice. Please note that if you are booking across multiple centres you MUST submit a separate booking form for each centre. Bookings can be made with our online interactive form (please follow the online instruction), forms can be handed in at COOGEE or RANDWICK centre's only in person or returned via email directly to:
 - a. Coogee: stbcoogee@galaxyoutsideschoolhours.com.au
 - b. Randwick: olshrandwick@galaxyoutsideschoolhours.com.au

Please note: Changes & cancellations can be made up until 6pm on Friday 20th December 2019, after which time bookings are non-refundable. If your child is absent on any booked day the fees from that day are non-refundable as outlined in our policies and Family Handbook. Payment is made based on bookings and not attendance. All excursions/incursions, resources and travel are paid in advance and staff are rostered according to bookings. **N.B. All term fees must be paid in full to confirm vacation care bookings.**

What To Bring

Each day please ensure your child has:

- **Morning tea & Lunch** (we encourage healthy eating and recommend that you pack your child healthy lunchbox alternatives) – please remember that the centre is a **NUT & EGG FREE ZONE**. Breakfast & afternoon tea is provided. In the event that lunch is provided in the program you will be asked to pack morning and afternoon tea. **PLEASE PLACE AN ICE PACK IN LUNCH BOXES FOR PERISHABLE ITEMS.**
- **Refillable drink bottle**, especially on excursion days. If drinks are not supplied children will be provided with a bottle of water to take on the excursion and this will be charged to your account.
- **Suitable Clothing for all weather - Hat and Raincoat** clearly labelled with your child's name. Please note GOSH excursion hats are compulsory, hats are available for purchase for \$10 each and will be billed to your account statement. Change of clothes is also recommended.
- **Sunscreen** – Sunscreen is provided and routinely applied as per our sun protection policy. If your child is sensitive to our standard broad spectrum 30+ sunscreen you are welcome and encouraged to provide your own sunscreen. Please notify staff if your child has a sunscreen allergy or sensitivity.
- **Back pack** – Please do not send children with shoulder bags on excursion days, these are too difficult for the children to carry and staff end up carrying many of the smaller children's bags.

What To Wear

When deciding on your child's clothing for the day please consider the activities they will be participating in and dress them accordingly in particular appropriate footwear. Comfortable clothes are recommended and middriff tops are not considered appropriate. Please see GOSH's Sun Protection Policy for further information on appropriate clothing. Comfortable closed in shoes suitable for the day especially on excursions, along with a t-shirt that covers the shoulders (rather than singlet tops please). Please ensure spare clothes are packed in case of accidents (particularly for younger children) or excessive mess and a jumper and raincoat in case of inclement weather.

Summer Vacation Care



Please select your centre:

Coogee (St Brigid's) return form in person to Coogee or E: stbcoogee@galaxyoutsideschoolhours.com.au

Randwick (OLSH) return form in person to Randwick or E: olshrandwick@galaxyoutsideschoolhours.com.au

N.B. TO AVOID ANY DELAY IN YOUR FORMS REACHING COOGEE OR RANDWICK & BEING PROCESSED, PLEASE DO NOT SUBMIT THE FORMS TO NORTH RANDWICK OR CLOVELLY CENTRES BUT DIRECTLY TO THE CENTRE OF CHOICE AS PER ABOVE)

	Name	Class in 2020	Current School
Child 1			
Child 2			
Child 3			
Child 4			

N.B. THERE ARE NO CANCELLATIONS OR SWAPPING AFTER 6PM FRIDAY 20TH DECEMBER SO PLEASE CHOOSE DAYS CAREFULLY

I would like to book my child/ren in for the following Care:

Date + Excursion/Activities		Child 1	Child 2	Child 3	Child 4	+ Exc	Totals
Example		\$66	\$66	\$66	\$66		
Mon 13/1	Myth Busters					-	
Tues 14/1	Community Scavenger Hunt					\$5	
Wed 15/1	Ritz Cinema					\$21	
Thurs 16/1	Junior Yr K-3 – Hort 4 Kidz Insects					\$15	
	Senior Yr 4-6 - Dreamtime Tour					\$20	
Friday 17/1	Junior Yr K-3 – Water Play					\$15	
	Senior Yr 4-6 – Chowder Bay					\$10	
Mon 20/1	Reverse Garbage					\$20	
Tues 21/1	Kandinsky Kids					-	
Wed 22/1	The Listies					\$25	
Thurs 23/1	Earth Rangers					-	
Fri 24/1	Modern Australia Day					\$5	
Mon 27/1	Closed – Australia Day Public Holiday	X	X	X	X	X	X
Tues 28/1	Jnr Back to School – Little Dynamo					\$20	
	Snr Back to School – Ice Zoo					\$28	
Some excursions involve bus travel. Does your child easily experience travel/motion sickness?		Yes No	Yes No	Yes No	Yes No	-	-
Some excursions have been identified in or near bodies of water, please rate your child's swimming ability/water confidence: non swimmer, poor (can swim less than 25m), average (can swim more than 25m & is confident in or around the water) or excellent (can swim strongly 50m unassisted & attends regular training):		Non. Poor Avg. Exc.	Non. Poor Avg. Exc.	Non. Poor Avg. Exc.	Non. Poor Avg. Exc.	-	-
Enrolment Fee (2020 Enrolment Fee = \$30/child or \$50/family if not already enrolled for 2020)							
GOSH Excursion Bucket Hat (\$10 if your child is attending any excursions and doesn't already have one. N.B. this will be individually allocated and charged to your account statement if required)							
TOTAL OWING BEFORE CHILD CARE SUBSIDY FEE REDUCTION (CCS will be worked out automatically)							\$

PAYMENT DETAILS: All vacation care fees will be charged to your nominated account/credit card in line with the fortnightly billing cycle. (Please note that all term fees must be up to date prior to vacation care bookings being accepted – thank you)

Office Use Only

Booking Form Received (date): _____ Processed: _____ By – signed: _____

Is family currently enrolled for Before &/or After School Care at this centre: Yes or No

- If 'No':
- Copy of 2020 Enrolment Form received
 - CWA checked & current
 - Well Being Plan and/or Inclusion Support Required
 - Medical Risk Minimisation Plan Required
 - Medical Kit with Medication Required (P/U from: Coogee Randwick North Randwick Clovelly)
 - Orientation Required

Confirmation Email Sent: Yes Date: _____ By (Staff Name): _____

Notes: _____

PLEASE REFER TO ACCEPTANCE OF TERMS & CONDITIONS OVER PAGE (PLEASE NOTE BOOKINGS CANNOT BE CONFIRMED WITHOUT BOTH PAGES OF THE BOOKING FORM SIGNED AND SUBMITTED)

BOOKING FORM PAGE 2 - TERMS & CONDITIONS

- Current Staff Development Day & Vacation Care Fee is \$6 per hour (x11 hour day = \$66 per day in 2019)
- Child Care Subsidy (if eligible) will be paid directly the centre and parents will be invoiced the balance.
- A yearly enrolment fee of \$30 per child or \$50 per family is payable.
- Fees are for care only unless stated otherwise on the program, incursion & excursion costs are applicable on some days.
- Once care is booked fees are non-refundable, changes can be made up until **Friday 20 December 2019** only.
- Priority of bookings is given as per the Priority of Access Guidelines & priority is given to families currently enrolled at GOSH with permanent bookings for before & after school care.
- If any late change to the program becomes unavoidable a similar activity/excursion will be substituted at the same or reduced cost (parents will be notified as soon as possible if any such change becomes necessary).
- Breakfast & afternoon tea is provided unless otherwise stated on the program, children should bring enough food to include morning tea & lunch.
- Children are not to bring valuables to the centre (mobile phones, game boys, electronic equipment, laptops, iPads etc) unless stated on the program as the centre cannot take responsibility for these items, especially on excursions. It also poses a risk to our technology and social media policy. If children need to have a mobile phone on them, it should be handed into staff on arrival. Parents must make contact via the centre phones if required.
- All personal items must be labelled.
- Parents are required to notify the centre of any allergies their child may have when enrolling.
- Parents are responsible for providing any required medication in line with our medication policy.
- Medication can only be administered by staff with the written permission of a parent/guardian. Parents requiring staff to administer medication should complete a medication authority form available at the centre.
- Staff cannot administer over the counter medication, only prescription medication can be administered and must be in original packaging with child's name printed.
- Parents are responsible for updating all parent contacts and emergency contact details including authorised pick up persons.
- All children must be signed in and out only by parent's, guardians and other authorised persons provided on enrolment form.
- Centre and Vacation Care rules are established for the safety and enjoyment of all children. Children are expected to respect and follow these rules. Breaches of these rules will result in consultation between centre staff and parents and if necessary exclusion from activities or the program.
- Centre closes at 6pm and late fees will be in accordance with GOSH's late fee policy. Late fees will automatically be added to your account when necessary.
- I agree to my child travelling by chartered & public transport, bus, car & walking where appropriate as part of GOSH'S excursion program.
- I give permission for my child/ren to travel with staff via the most direct routes on excursions (including on foot and by public & chartered buses and in last minute wet weather the GOSH bus may be used).
- I acknowledge that G & PG rated movies may be shown at the centre where appropriate.
- I understand that regulations stipulate Educator:Child ratios 1:15, however, based on risk assessments excursion ratios will likely be 1:8 or less based on the perceived risks.
- I have read the consent form and excursion information and acknowledge that my child will be exposed to all normal risks associated with participation in this program. If my participation or my child's participation is accepted, I hereby indemnify Galaxy Outside School Hours, it's officers and agents and keep them indemnified against all claims, demands, actions and liabilities of any kind (other than as a direct result of negligence of Galaxy Outside School Hours, it's officers or employees). In the course of participation or attendance, I authorise Galaxy Outside School Hours, it's officers and agents in the event of an accident or illness to obtain such medical and hospital assistance as required and agree to meet any and all expenses thereby incurred. I understand that my signatures below are providing permission to participate in the specific activity as detailed for the persons under my care. I understand that no refunds are given to confirmed bookings and the centre does not accept cancellations after **6pm on Friday 20th December 2019** to bookings made.
- I, the undersigned, have read all enrolment terms & conditions and agree to abide by them. (If you have any questions relating to any of the above, please see contact your centre).

Parent/Guardian Name: (Type to Sign)

Date:

Relationship to Child:

Emergency Contact Number:

Water Play Waiver



Family Name:

Whilst Galaxy Outside School Hours encourages & recognizes the benefits of participation in water-based activities, we also acknowledge the risks posed by bodies of water. The service has ensured that every precaution is taken so that children are able to enjoy water-based activities safely. Risk assessments have been carried out for programmed water-based activities and are available to view at the centre.

In relation to the proposed water or swimming activities, I advise that my child is a: (please tick one)

Non-Swimmer = cannot swim independently and/or has never had any formal swimming lessons

Poor Swimmer = cannot swim a distance of 25m and does not have regular swimming lessons or exposure to water

Average Swimmer = can swim independently for a distance of 25m+ and is confident in and around the water

Strong Swimmer = can swim independently for a distance of 50m+ and participates in regular swimming lessons

	Child's Name	Class in 2019	Non Swimmer	Poor	Average	Strong
1						
2						
3						
4						

I acknowledge that during participation in the activity my child will be exposed to the obvious risks associated with such activities. I have read the provided risk assessment, understand and accept the risks involved.

I give permission for my child/ren to participate in the water or swimming activities.

Parent Signature: (Type your name to sign)

Date: