School Holiday Care Program

Fun, supervised care for primary school aged children

Open 7.00 am to 6.00 pm

Service Provider Number: PR- 00003983

Ferncourt School Holiday Care:

(Service Approval Number – SE 00012333)

Located at Ferncourt Public School, Premier Street, Marrickville



9392 5602 / 0412 862 089

Marrickville West School Holiday Care:

(Service Approval Number – SE 00012332)

Located at Marrickville West Primary School Beauchamp Street, Marrickville



9392 5603 / 0458 255 644

Please note: mobile numbers are used on excursions only

Important Dates:

- Bookings commence 3 weeks before each school holiday care period
- Programs are available 4 weeks before each school holiday care period
- School holiday dates can be viewed at <u>www.nsw.gov.au/about-nsw/school-holidays</u>

Program:

You can download the current program here.

How to Book:

Bookings can be made online using BookMe within the HubHello platform. Children must be enrolled at the service before a booking can be made.

A BookMe fact sheet is on the last page HubHello login – <u>https://hubhello.com</u>

Contact:

oshcadmin@innerwest.nsw.gov.au for booking forms, enrolment and booking inquiries.



www.innerwest.nsw.gov.au/children





School Holiday Care Information Sheet

This is a fact sheet providing an overview of current protocols and procedures. A comprehensive policy and procedure manual is available at the Centre.

Staff

The School Holiday Care Co-Ordinator is the Nominated Supervisor and Educational Leader of the Service. Educators are employed because of their experience in education and care and participate in ongoing training. At the parent sign-in area, a staff notice board is on display providing details of who is in charge between 7:00 am and 6:00 pm each day. Please refer to this notice board for more information.

Fees

A copy of the current fee schedule is on display at the Centre and on our web page. To obtain more information about Child Care Subsidy, please visit: <u>Child Care Subsidy - Services Australia</u>

Signing in/out

It is a requirement of enrolment and funding to sign children in/out of the centre each morning and afternoon they attend the Centre, including school holiday care. Children are not permitted to sign themselves in or out of care. Please use the HubHello QR code at the entry of the service.

Bookings and Accounts

- Booking and excursion forms must be completed.
- All Child Care Subsidy payments received will be applied to the account.
- Accounts will be issued each week.

Absentees and Cancellations

All absentee days are payable. Changing or cancelling days booked requires 2 weeks written notice made directly to the Centre. Staff are unable to accept verbal requests to change attendances.

Food and Drinks

- Breakfast is not provided during school holidays.
- Families must provide a nutritional and prepared morning tea, afternoon tea and lunch for their child. If food requires refrigeration, please see staff.
- Staff will not be able to leave the Centre to purchase food for your child.
- Water is available at all times for children.

Health Conditions

Some children attending the service have life threatening allergies. Do not send food for your child containing peanuts or nut products.

Children Requiring Additional Support

The Centre Co-Ordinator will work with families to ensure a smooth transition into the service, and where required, apply for funding to provide additional support.

Clothing/Sun Protection

Hats — 'NO HAT, NO SUN PLAY' policy. Whilst outdoors, everyone must wear a hat. Hats must meet the Cancer Council's recommendations; a full brim hat.

Sunscreen – Please apply sunscreen prior to signing your child in. Throughout the session sunscreen will be applied in accordance with our Sun Safe Policy. 30+ Sunscreen is available at all services. If your child has an allergy / sensitivity to sunscreen, please supply a suitable sunscreen for them to wear and inform staff. *Clothing* – Clothing should be loose-fitting, and cover as much of the skin as possible (no singlet's, mid-drift tops, open-back tops, short shorts or thongs).

Ensure your child wears old, comfortable clothing - having fun can be messy business!

Electronic Devices

Mobile phones, tablets and cameras are not permitted.



Excursions

- Parents and carers can contact staff when on an excursion by calling the Centre mobile.
- A risk assessment for excursions is always conducted.
- On excursion days children need to be at the centre 15 minutes before the time on the program.

Items Required for Excursions:

- Packed lunch for the whole day
- Water
- A full brimmed hat
- A backpack
- Closed in shoes and clothing that meet the sun protection requirements

Programming and Evaluation

During each school holiday care period, children are asked to provide ideas and comments for the current and next school holiday care program.

Evaluations/feedback can be forwarded to the Centre Co-Ordinator via email. Centres will use the information to program for the next school holiday care period.

We need comments back by week 3 of each term so we can plan for the next school holidays.

Prescribed Bodies and Exchange of Information

A prescribed body is an agency or organisation that has responsibility for the provision of services to children.

Information about a child or a family, including details on this enrolment form, may be shared with other prescribed bodies without consent of the parent/guardian where the service has concerns about the safety, welfare or wellbeing of a child.

More information about this requirement can be located in the Policy and Procedure manual.

Communication and Feedback

Please feel free to discuss any aspects of the program with the Co-Ordinator. If you have any issues that are unable to be resolved at this level, please contact the Operations Manager on 9335 2144.

A detailed complaints procedure is on display and in the procedure manual at the Centre.



BookMe Online Booking System

To access BookMe:

1) Go to <u>https://hubhello.com</u> and click 'Login'. Enter your username and password.

2) Click on the profile icon at the top right of your page and select BookMe. The BookMe calendar will show available Vacation care programs and the available days at the services your child/ren attend.

: O HubHello		Hi Stephen!
My Family Stephen Child	Child Citizen	Profile Enrolment Forms Accounts Locker
A	0	BookMe Activities Waitlist
News Feed	f	eedAustro support
 REMINDER: Freecycle market th 08 May, 10:01am 	his Saturday	erncourt OSHC/vac care has not

The BookMe calendar will show available Vacation care programs and the available days at the services your child/ren attend.

BookMe					Available	Events Filter -
Events						< Sep 2017 🔂 >
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19 06:30am - 06:30pm Swimming Day	20 06:30am - 06:30pm Athletics Day	21 06:30am - 06:30pm Movie Day	22	23	24
25	26	27	28	29	30	01

Note: If certain days appear as blank, that means there is no vacation care program events available for that date.

- Closed BookMe Events will be grey in colour
- Available BookMe Events will be light blue
- BookMe Events you've already opted to Participate in will be aqua
- Events you see in orange, are your ongoing schedule of care you have booked

5) To book another child to the same day/event, select 'Click to add another child'. (This option appears below the calendar of Events after you've clicked the Participate button.)

6) Click 'Checkout' once you've finished selecting bookings.

How to Book

1) If you have several children under your profile, select the child you want to book for.

E D HubHello	
My Family Stephen Child	Child Citizen
¢	0

2) Click the calendar icon to select the month you want to book.

3) Select a day/event to
view more information.

4) Click on 'Participate' to book the day/event.

Swimming Day × September 19 2017, 06:30am - 06:30pm				
Swimming at Sandringham Beach bathers, towel, sunscreen supplied				
Capacity: 30 Available: 30				
 € 0411 000 222 Participate 				
1/	20	21		
06:30am - 06:30pm Swimming Day	06:30am - 06:30pm Athletics Day	06:30am - 06:30pm Movie Day		

5) To book another child to the same day/event, select 'Click to add another child'. (This option appears below the calendar of Events after you've clicked the Participate button.)

6) Click 'Checkout' once you've finished selecting bookings.

Checkout

To confirm bookings:

1) On the 'Checkout' page, you will see a sumary of the days/events booked and a breakdown of the 'Fee Payable', including any estimated subsidies.

Confirm Bookings				CONTINUE BOOKING >>	
Book in: Wesson Ortaliz 🛞 Click to add another child 🕣					
Elwood Early Learning					
EVENT DETAILS	FEE		\$130).00	
Swimming Day Tuesday Sep 19 2017, 06:30am - 06:30pm	\$60	×	TOTAL AMO	DUNT DUE	
Athletics Day Wednesday Sep 20 2017, 06:30am - 06:30pm	\$30	×	Total Fee Estimated Subsidies	\$130.00	
Movie Day Thursday Sep 21 2017, 06:30am - 06:30pm	\$40	×	CCB CCR JET	(\$0.00) (\$0.00) (\$0.00)	
TERMS AND CONDITIONS			Fee Payable	\$130.00	
I agree to the following terms and conditions of booking: Conditions of enrolment			CONFIRME	300KINGS	
			CAN	CEL	

2) Once you agree to the Terms and Conditions, you will be able to click the 'Confirm Bookings' button.

Waitlist for booked out days

To be added to the waitlist, please email oshcadmin@innerwest.nsw.gov.au with your details and the day/s you would like.

We will email you if there is a cancellation.