

# December/January School Holiday Program



Early Bird Fees: \$63 per day

Early Bird Bookings close: 13 November 2023

Fees: \$68 per day\*

Bookings Close: 20 November 2023

Hours of Operation: 7:00am – 6pm

BOYS & GIRLS, SIBLINGS, FRIENDS & FAMILY WELCOME

**Service closed: 20 December 2023 to 7 January 2024**

## ST MARGARET'S OSHC SCHOOL HOLIDAY INFORMATION GUIDE

### How do I book?

- Please book in your required days using the QK Enrol app. Further details can be found on the "Booking Process" information page.
  - Email/phone/verbal bookings will not be accepted.
  - We are unable to accept walk-ins on the day.
  - If your child has not attended St Margaret's OSHC before this School Holiday Program, enrolment forms and DebitSuccess form must also be completed. Your booking is not finalised until these forms have been received.
- \* Additional costs for incursions/excursions apply. These are compulsory for all students.

### Cancellations:

Unfortunately, we are unable to accept cancellations once you have placed a booking. Except for excursion and incursion days, we are happy to change the date of your booking. Changes to your current booking must be made within 48 hours of the booking date, in writing.

Excursions and incursions are set out in the program which is issued at least 3 weeks before the school holiday period. Once booked, excursions and incursions are not able to be cancelled as we have in many cases prepaid for these activities.

### Excursions:

- See "Program" and "Authorisation for Excursion Form" for excursion information.

### Payments:

Payment for the School Holiday Program will be debited from your nominated bank account or credit card weekly through DebitSuccess. If you have not provided details for payment via a DebitSuccess form, your booking will not be accepted until that is received. If you have outstanding fees prior to the start of the School Holiday program, these need to be paid before your booking will be accepted.

Important: If you have outstanding fees from the term, your school holiday booking will not be accepted until these have been paid in full.

### Child Care Subsidy:

Our service is registered with Centrelink, so you will be able to claim Child Care Subsidy on your fees. For further information please visit [www.education.gov.au/childcare-FAQ](http://www.education.gov.au/childcare-FAQ)

### Pick up and Drop off Routine

- All OSHC drop off and pick up will occur at the Atrium entrance on Butler Street. The iPad will be located at the Atrium entrance. An OSHC educator will collect your child from you in the mornings and bring your child to you in the afternoons.
- We ask that there is only one parent or guardian picking up or dropping off. All siblings not at OSHC will need to stay with a parent and not enter the classroom or Atrium.

### Further Information Contact:

**Palu Ingram**, OSHC Co-ordinator

P: 0423 547 653 or 0432 653 728

E: [oshc@stmargarets.qld.edu.au](mailto:oshc@stmargarets.qld.edu.au)



St Margaret's  
Anglican Girls School  
*per volar sunata*



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#### What does my child need to bring?

- St Margaret's OSHC supports healthy eating. Please support us by making healthy choices when packing your child's lunch.
- Please pack morning and afternoon tea, lunch and a refillable drink bottle. Remember to not pack anything containing nuts or any food that needs to be heated or cooked.
- Please pack your hat, sunscreen and comfortable, appropriate clothes and enclosed shoes. **NO HAT, NO SUNSAFE CLOTHING MEANS NO OUTDOOR PLAY!**
- At least one extra set of clothes in a plastic bag must be included in each child's bag for wet weather contingency. Please ensure they are seasonally appropriate.
- Children are encouraged to wear "play clothing" that can get dirty and be subject to wear and tear.
- Children will be asked to wear aprons when painting etc, but educators cannot be held responsible for spilt paint on clothing.

#### Other Important Information:

- Staff will not be escorting children to extra-curricular activities over the School Holiday period.
- A late fee of \$10 for the first 10 minutes or part thereof, and \$1 per minute thereafter will apply if your child is collected after the closing time of the centre. Please note this is charged per child.

#### Use of technology

- Children are welcome to bring electronic devices including iPods, iPads, Kindles etc, but OSHC will NOT be held responsible if these are misplaced or broken.
- Students will be able to use electronic devices between the hours of 8am-9am and 4pm-6pm only. Please discuss this with your child before they arrive.

#### Illness and Infectious diseases

- St Margaret's OSHC aims to promote the health and safety of all children by providing a safe and hygienic environment. To minimise the spread of "germs", it is essential that all ill children and staff stay at home until well. Anyone with an infectious disease will be required to stay away from the service for the recommended period set out by the Department of Health.
- Parents and guardians who keep their ill children home from care may be eligible for their days at OSHC to be cancelled free of charge, upon presentation of a doctor's certificate. Cancellations of all care must be made in writing to [oshc@stmargarets.qld.edu.au](mailto:oshc@stmargarets.qld.edu.au) as soon as the decision has been made not to send your child to OSHC.

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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	20 November	21 November	22 November	23 November	24 November
<b>Student Free Day</b>				<b>Last day of Term 4</b>	<b>End of Year PJ Party</b> We will be celebrating the end of term with party games and pampering. A day filled with painting nails and fancy hairdos!
	27 November	28 November	29 November	30 November	1 December
<b>WEEK 1</b>	<b>Christmas Jewellery Creations</b> We will be making various handmade jewellery.	<b>Sports day</b> Pop on those sports shoes and get ready for a day filled with sport activities and group games.	<b>Sea animals</b> We will be having a visit from Ocean life education. We will be learning about lots of different sea life.  <b>Incursion start: 1030am. Incursion: \$15</b>	<b>Farm visit</b> Today will be an exciting excursion as we make our way to Trevena Glen Farms. It is important that you wear sun safe clothing and a bag ready for a busy day. <b>Bus Departs: 8am Excursion: \$48</b>	<b>Messy Day</b> Make sure you have your play clothes on, today is all things messy.  Messy play! Messy craft! Messy outdoor fun!
	4 December	5 December	6 December	7 December	8 December
<b>WEEK 2</b>	<b>Drama Day</b> Drama Kings and Queens today is your day. We will have a day filled with drama games and performances.	<b>Wacky Magical Christmas</b> Magic Pete will be visiting Vacation Care today to show us some amazing Christmas magic tricks.  <b>Incursion start: 1pm Incursion: \$20</b>	<b>Christmas Around the world</b> It's beginning to look a lot like Christmas! Come along for a day filled with craft and learning about Christmas around the world.	<b>Flipside</b> We will be making our way to Flipside to learn some incredible circus tricks. Don't forget to wear your sports clothes.  <b>Bus departs: 9am Excursion: \$45</b>	<b>Water Play and Ice Magic</b> Come and enjoy wet and wild fun on our giant water slide and other fun water toys. We will also be doing some Ice-y experiments.
	11 December	12 December	13 December	14 December	15 December
<b>WEEK 3</b>	<b>Christmas Craft</b> It's beginning to look a lot like Christmas! Bring your Christmas cheer as we spend the day creating Christmas craft.	<b>Spreading Christmas Cheer</b> It's time to spread Christmas cheer to those less fortunate than us. We will be packing care packages and making Christmas cards. Donations of canned food, toys or hygiene products are welcomed.	<b>100 Years of Disney</b> We will be celebrating 100 years of Disney. Come along for a fun filled Disney themed day.	<b>Christmas Incursion Fun</b> We will spend the day making Lego Ornaments and Naughty Gnomes.  <b>Incursion: \$24</b>	<b>Silent Disco and Pizza Party</b> Let's get ready for the holiday season! Today, we are joining St Aidan's for a Silent Disco Party with lots of yummy food and Pizza for lunch at St Aidan's. <ul style="list-style-type: none"> <li>Lunch will be provided</li> <li>Please ensure swimming permission form is completed and returned.</li> </ul> <b>Bus Departs: 8:30am Excursion: \$40</b>



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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	18 December	19 December	20 December	21 December	22 December
<b>WEEK 4</b>	<p><b>Christmas Talent show</b></p> <p>We will be having a Christmas themed talent show. Spend the morning practicing for an afternoon full of fun.</p>	<p><b>Christmas Surprise! Sssh!</b></p> <p>We'll be making cookies in a jar to make with our families on Christmas Eve. We will also be helping Santa by making some presents for our loved ones.</p> <p><b>Incursion: \$10</b></p>	<b>Service Closed</b>	<b>Service Closed</b>	<b>Service Closed</b>
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	8 January	9 January	10 January	11 January	12 January
<b>WEEK 5</b>	<p><b>New Year's Dance Party</b></p> <p>We will be celebrating the New Year with a dance party.</p>	<p><b>Outside Adventure and Water Play</b></p> <p>Come and enjoy wet and wild fun on our giant water slide and other fun water toys. We will be spending a fun-filled morning outside in the sun.</p>	<p><b>Paint and Sip</b></p> <p>Today the team from Wesley Taylor Art Studio will be coming a running a Paint and Sip art class.</p> <p>Come and join us for an afternoon, sipping on some fruit juice, water or milk drinks while painting.</p> <p><b>Incursion start: 1pm</b> <b>Incursion: \$20</b></p>	<p><b>Jungle Adventure Mini Golf</b></p> <p>We will be making our way to the Jungle Adventure for a morning full of lots of fun exploring the Jungle Adventure Play mini golf course.</p> <p><b>Bus Departs: 8:30am</b> <b>Excursion: \$40</b></p>	<p><b>Balloon Craft</b></p> <p>We will be spending the day creating with balloons. Balloon animals, balloon craft and much more.</p>
	15 January	16 January	17 January	18 January	19 January
<b>WEEK 6</b>	<p><b>OSHC Cake decoration</b></p> <p>Today we will be practicing our cake decorating skills with a prize for the most creative group effort.</p>	<p><b>Dreamtime games</b></p> <p>We will have the team from Dreamtime games coming along to teach us some traditional indigenous games.</p> <p><b>Incursion start: 9:30am</b> <b>Incursion: \$20</b></p>	<p><b>Urban Extreme</b></p> <p>Pop on your sports clothing and sports shoes! Today we will be spending the morning at Urban Extreme.</p> <p><b>Bus departs 8:30am</b> <b>Excursion: \$47</b></p>	<p><b>Aussie, Aussie, Aussie! Oi, Oi, Oi!</b></p> <p>Let's Celebrate Australia Day! We will play cricket, throw frisbees and cook some yummy damper</p>	<p><b>Minute to win it</b></p> <p>Can you beat the clock? One minute is all the time you have to complete various activities. Lots of prizes for the winners.</p>
	22 January	23 January			
<b>Term 1 2024</b>	<p><b>Back to school</b></p> <p>With school only a day away, it's time to get ready for the start of Term 1 2024.</p>	<p><b>First day Term 1 2024</b></p>			



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### **BOOKING PROCESS**

#### **PLEASE COMPLETE YOUR VACATION CARE BOOKING FORM VIA THE MY FAMILY LOUNGE APP**

We are very excited to inform you that St Margaret's OSHC has subscribed to an online Booking and Waitlist management program called QK Enrol. This program will give you access to manage your own account information, where you will have the ability to make booking requests and it allows you to complete and submit an online enrolment form for your child. You can do this and much, much more all within a parent portal called 'My Family Lounge'.

\*Please note if you have already attended St Margaret's OSHC please do not register, only sign in. To reset your password, enter your email address and sign in. This will take you to a forgot password page

#### **How do I log in?**

Please navigate to the link below and either sign in with your existing My Family Lounge account or Register for an account if you do not already have one. Please note all families who have previously submitted an enrolment form will have an account already set up; all you will need to do is click 'forgotten password' and use the email address you used to receive this form.

<https://www.qkenhanced.com.au/Account/Embeddable/?databaseId=9385>

When making a Vacation Care booking please select Casual bookings, not Permanent.

Please note changes to your booking will still need to be made in writing to [oshc@stmargarets.qld.edu.au](mailto:oshc@stmargarets.qld.edu.au)



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### EXCURSION PERMISSION FORM

St Margaret's OSHC has organised excursions for your child to attend during the School Holiday Program. All the relevant details are provided below for your convenience. The service has conducted an Excursion Risk Assessment. For your child to attend, you are required to read this information and complete the Authority for Excursion Form. To complete this form, you must be listed on the child's enrolment record as either their parent or an Authorised Nominee.

- Please complete a separate excursion form for each child enrolled
- Permission slips must be returned with booking form
- Please ensure child/ren are at OSHC by the time indicated below

**Please tick the excursions you would like your child to attend**

<p><b>30 November 2023</b> <b>Trevena Glen Farm</b></p> <p style="text-align: center;"><input type="checkbox"/></p> <p>Bus will depart promptly at 8:00am Please pack a water bottle, morning tea, lunch, suncream, change of clothes and hat for the excursion. *Afternoon tea to be left at OSHC</p>	<p><b>7 December 2023</b> <b>Flipside Hamilton</b></p> <p style="text-align: center;"><input type="checkbox"/></p> <p>Bus will depart promptly at 9am Please pack a water bottle for the excursion. *Morning tea, lunch and afternoon tea to be left at OSHC</p>	<p><b>15 December 2023</b> <b>Silent Disco Party</b> <b>St Aidan's</b> <b>Lunch will be provided</b></p> <p style="text-align: center;"><input type="checkbox"/></p> <p>Bus will depart promptly at 8:30am Please pack a water bottle for the excursion. *Morning tea and afternoon tea to be left at OSHC</p>
<p><b>11 January 2024</b> <b>The Jungle Adventure Play</b></p> <p style="text-align: center;"><input type="checkbox"/></p> <p>Bus will depart promptly at 8:30am Please pack a water bottle for the excursion. *Morning tea, lunch and afternoon tea to be left at OSHC</p>	<p><b>17 January 2024</b> <b>Urban Extreme</b></p> <p style="text-align: center;"><input type="checkbox"/></p> <p>Bus will depart promptly at 8:30am Please pack a water bottle for the excursion. *Morning tea, lunch and afternoon tea to be left at OSHC</p>	

**Transportation details (to and from):** St Margaret's bus – fitted with seatbelts

**The period the child will be away from the Service Premises:** 8:30am – 3pm depending on the excursion

**Number of staff supervising:** 4-5

**Number of children involved:** Max 40

**Items to be taken by the child and provided by the parents:** Hat, lunch and water bottle (unless otherwise stated)

**Child's Full Name:** \_\_\_\_\_ **Parent/Carer's Full Name:** \_\_\_\_\_

**Does your child suffer from motion/travel sickness? Yes or No** **Action plan/medication:** \_\_\_\_\_

**By signing the Authorisation for Excursion Form, I agree to and understand the following;**

- My child has my permission to attend the excursion listed.
- I am listed on the child's Enrolment Form as a Parent or Authorised Nominee.
- The contact details, including all emergency contact details, listed on my child's Enrolment Form are up-to-date. If not, I have provided the updated contact details above.
- In case of an emergency, I **authorise/do not authorise** the supervising OSHC staff to seek medical attention.

Please note that medical attention will not be sort without first notifying a Parent or Authorised Nominee listed on the Enrolment Form. We will be contacting the emergency contact numbers on file if we are unable to reach a parent/authorised nominee.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_