

## September School Holiday Program



Early Bird Fees: \$63 per day

Early Bird Bookings close: 5 September 2022

Fees: \$68 per day\*

Bookings Close: 12 September 2022

Hours of Operation: 7:30am – 6pm

BOYS & GIRLS, SIBLINGS, FRIENDS & FAMILY WELCOME

### 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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## ST MARGARET'S OSHC SCHOOL HOLIDAY INFORMATION GUIDE

### 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
				15 September	16 September
<b>Student Free Day</b>				<b>Last day of Term 3</b>	<b>Springtime Fun Picnic</b> Let's celebrate the end of term with a picnic and outdoor games day.
	19 September	20 September	21 September	22 September	23 September
<b>WEEK 1</b>	<b>Springtime Dance Party</b> Today we will be celebrating Spring with a dance party.	<b>Dreamtime Games</b> We will have the team from Dreamtime games coming along to teach us some traditional indigenous games.  <b>Incursion: \$20</b>	<b>Strawberry Farm</b> We will be heading to the farm. Come prepared for a fun filled day. <i>Please pack a small bag with morning tea, lunch, hat and water bottle. Sun safe clothing is a must. Afternoon tea to be left at OSHC.</i> <b>Excursion: \$40</b>	<b>Palu's Holiday Dream</b> Palu is dreaming of a Japanese holiday. So, come along for a day filled with Japanese culture. We will be making Origami, Sushi, learning about Japanese culture and painting cherry blossoms.	<b>Sensory Day</b> Come along for a fun filled day of sensory play.
	26 September	27 September	28 September	29 September	30 September
<b>WEEK 2</b>	<b>Group Games Fun</b> Teamwork is key! Today will be a fun filled day of group games and sports fun.	<b>Marble Painting and Canvas Art</b> Come along for a fun filled day of craft. Collect your canvas and let your imagination run wild.  <b>Incursion: \$10</b>	<b>Movies</b> We will be making our way to Cineplex cinemas to watch "DC League of Super Pets".  <i>Popcorn and water included.</i> <b>Excursion: \$25</b>	<b>Lauren's Holiday Dream</b> Lauren is dreaming of an Italian holiday. So, come along for a day filled with Italian culture. We will be making learning about Italy and their culture and making pizza.	<b>Mindfulness</b> As we prepare for the start of Term 4, we will spend the day relaxing and participating in mindfulness activities.
	3 October	4 October			
<b>Term 4</b>	<b>Queen's Birthday Public Holiday</b>	<b>First Day of Term 4</b>			

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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**

21 September	28 September
<p><b>Strawberry Farm</b></p> <p style="text-align: center;"><input type="checkbox"/></p> <p>Bus will depart promptly at 8:00am Please pack a small bag with morning tea, lunch, hat and water bottle. Sun safe clothing is a must.</p>	<p><b>Cineplex Cinemas "DC League of Super Pets"</b></p> <p style="text-align: center;"><input type="checkbox"/></p> <p>Bus will depart promptly at 9:00am Popcorn and water supplied.</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: \_\_\_\_\_