

# VACATION CARE BOOKING INFORMATION

## JULY 2024



# Nazareth

As an OSHC service which receives Child Care Benefit from the Commonwealth Government, we abide by the priority of access guidelines set by the Department of Family and Community Services.

- Families with recognised work / study needs or related commitment
- Children at risk or families in crisis
- Disability (child or family member)

### **JULY 2024 PROGRAM DATES:**

- Week 1: Monday 8 July – Friday 12 July
- Week 2: Monday 15 July – Friday 19 July

### **BOOKING: VACATION CARE BOOKINGS NEED TO BE MADE THROUGH XPLOR HOME APP**

Login to your Xplor Home App then go to the 'Bookings' tab and follow steps 1 to 8 as outlined below to make a booking.

If you have not previously registered and created your login for Xplor Home App, please reach out to our OSHC Director via [oshc@nazareth.org.au](mailto:oshc@nazareth.org.au) for the enrolment link. Please complete your child's enrolment & registration and then follow steps 1 to 8 as outlined below to make a booking.

#### **Step 1. Navigate to the 'Bookings' tab**

**Step 2.** Select **A Day**.

**Step 3.** Select **A New Booking** (*top right*)

**Step 4.** Select **The Child**

**Step 5.** Select **Booking Type (Vacation Care)**

**Step 6. Repeat the Process for Additional Bookings** (*If require*)

**Step 7. Checkout** (*Click the pram in the top right corner*).

**Step 8.** Submit **Request**

Please note, OSHC fees must be paid prior to bookings being accepted.

The receipt will be sent to you once payment and all forms have been received for your booking.

**Bookings close strictly on Friday 28 June unless days are fully book prior to this date. No other bookings will be taken after this date. Please book early to avoid disappointment as places are limited.**

#### **COST:**

Standard day: \$62, paid at time of booking.

Excursion and Incursion Day: \$80, paid at time of booking.

Cost includes a healthy afternoon snack.

Payment is due at the time of booking and can be made at the Kidman Park Finance Office, over the phone or via Direct Debit. Please ensure you provide your CRN for Child Care benefits to be deducted.

**Any cancellations that occur after Friday 28 June will incur a full fee of \$62 (for normal Vacation Care days) or \$80 (for excursion / incursion days), except where a medical certificate is provided.**

## **HOURS:**

The service is open from 7am and closes at 6pm. Please notify the centre as early as possible if your child will not be attending. **A late fee of \$10 per five minutes will apply for children who remain in care after 6pm.** All persons who collect children must be listed on the child's registration. No child will be released to an unauthorised person. For the safety of all children, please sign your child in and out using the iPad provided. Please do not leave children unattended prior to the service opening.

## **WHAT TO BRING AND WEAR:**

Please bring (all named):

- Sun-safe hat (broad brim hat, bucket or legionnaire, **no caps**) – Optional at July Vacation Care program.
- Appropriate clothing for the temperature (no singlets or sleeveless clothing)
- Appropriate footwear: enclosed shoes (no thongs or sandals, unless otherwise stipulated for water related activities)
- Sunscreen
- Drink bottle containing water only
- Healthy recess snack and lunch

Children without appropriate footwear / hat / clothing will not be able to participate in sports & outdoor activities.

Please check the Vacation Care program for any specific items to bring on specified days.

## **CHILD CARE MANAGEMENT SYSTEM:**

A reduction to the cost of your care occurs only after enrolment into the Child Care Management System. This can only happen once families have provided the service with CRN's and date of birth for both the parent / carer and child. CRN's can be obtained by contacting the Family Assistance Office by phoning 136 150. Those who attend Before or After School Care will already have this.

## **ALLERGIES:**

Help us to be 'nut aware' friendly. Many children have allergies to various foods – nut and bean allergies are especially common. Please help us by **NOT** providing any nuts, beans, or nut / bean products (including peanut butter, hommus, bean salads and Nutella) in your child/ren's lunches and snacks while they are at Vacation Care.

## **MEDICATION:**

It is the parents / carer's responsibility to ensure that any medication is clearly pharmacy labelled with the child's name and dosage on the original bottle or packet. This must be accompanied by a signed letter from the parent / carer outlining the administration procedure. Only one day's medication will be accepted at a time. Medication will be administered by a qualified Senior First Aid staff member. Under no circumstance will medication be dispensed unless the parent / carer has given written consent. No student is to carry / administer their own medication.

## **SICKNESS AND ACCIDENTS:**

If your child is unwell, they must not attend the service. In the event of a serious illness or accident, parents / carers will be contacted and asked to collect their child.

## **GUIDELINES FOR BEHAVIOUR:**

Our service has rules and guidelines in order to maintain the safety and wellbeing of all children and staff. Any child who chooses not to follow these will have their parents / carers contacted to collect them and he / she may be excluded from future bookings after consultation with the OSHC Director, Head of Campus, parents / carers, and child.