

MUELLER COLLEGE OSHC

Parent / Guardian email: _____

June 24th-July 9th, 2024



Vacation Care Program

FOR OFFICE USE ONLY

DATE & TIME RECEIVED: _____

Please note: All bookings must be made via the booking form by MONDAY 17/06/24. Bookings via email or phone will need to be followed by the form as soon as possible to be fully confirmed.

ESSENTIAL INFO FOR VACATION CARE

Hats

- **A hat is to be brought everyday. These are provided in emergencies only.**
- **No sun visors or caps (school hat recommended).**
- No hat, no play in the sun.
- Hats will **not** be borrowed from other children or lost property.

Shoes

- Children are required to have appropriate shoes whilst in care.
- Appropriate shoes are: sneakers with socks / beach sandals.
- **Inappropriate shoes are: clogs / thongs / scuffs.**
- No roller shoes

Clothing

- A red shirt must be worn for all excursions (unless otherwise specified).
- Students should be wearing clothing that is sun safe, covering the tops of the shoulders. Singlets and small strapped dresses should not be worn.

Bag

- A backpack/bag is required for each child to put his/her belongings in.

Food

- Parents are asked to send enough food for morning & afternoon tea and lunch.
- **Please do not send foods that contain NUTS as we have multiple students with severe nut allergies and at high risk of Anaphylaxis.**
- Children are required to have a well balanced lunch.
- Please do not send food in plastic bags.
- Lunches may be refrigerated at Outside School Hours Care but left overs will **not** be re-heated.
- **Please do not send food that requires cooking (e.g. noodles).**
- A reasonable size water bottle is to be sent each day (not in 135ml pop-top bottle).
- Each child will have access to **ONE** piece of fruit in addition to their lunch, should they empty their lunchbox and still be hungry.

PLEASE NOTE, NO PHONES, IPADS OR PERSONAL DEVICES ARE TO BE BOUGHT TO VACATION CARE

MEDICATION

Please note that all students attending the Service will need to remain taking any pre-prescribed regular medications on the days of attendance. The Service is able to administer any required medications if they:

- Have been given to the OSHC staff in their original packaging with a pharmacy label.
- Are accompanied by the Service medication administration permission form.

The medication request form is available through the link or QR code below:



If you do not want your child participating in the activities listed or to see the nominated movies, please contact our Director, Rachel Rose via email: r.rose@mueller.qld.edu.au, and arrangements will be made for them to do another activity in the OSHC room.

VACATION CARE FEES 2024

Hours :

6:00 am – 6:00 pm.

Sessions:

12hr session 6:00 am – 6:00 pm

10hr session 6:30am – 4:30pm

10hr session 7:30am – 5:30pm

LATE FEES : Late collection of children after 6:00pm will incur a fee of \$1 per minute.

CASUAL BOOKINGS = \$89.00/session

CASUAL BOOKING CANCELLATIONS:

MORE THAN 2 WORKING DAYS PRIOR : No charge

WITHIN THE 2 WORKING DAYS PRIOR : \$15 charge (No subsidy)

ON THE DAY : Full fees processed as normal

A casual booking cancellations should be made **in writing** via OSHCadmin@mueller.qld.edu.au

PERMANENT BOOKINGS = \$84.00/session (please indicate on page 4 of this document)

PERMANENT BOOKING CANCELLATIONS:

Once form submitted all sessions indicated will be charged.

Permanent bookings will not be accepted after Monday 17/06/24

It is the responsibility of the parent/guardian to communicate with Centrelink with relation to the number of allowable absences available without affecting subsidies.

For full cancellation terms please read the Mueller College OSHC Fee and Cancellation policy

VACATION CARE BOOKINGS:

Vacation care programs will be released four weeks before each vacation period. Paper and PDF copies of the program will remain available for families as required and will be available from the OSHC Room and the Early Learning Centre. Bookings are essential. Please book early to ensure the availability of places on the days you require.

Please note: All bookings must be made via one of the booking form formats. Bookings via email or phone will need to be followed by the form as soon as possible to be fully confirmed.

For enquiries call OSHC: 3897 2754

Bookings will only be accepted for students attending Mueller College in prep-yr 9 and will require additional enrolment to the Service in order for this form to be processed. For OSHC enrolments use the QR code here:



PAYMENT OF FEES:

The preferred method of payment of fees is by direct debit from your bank account or direct deposit using the account information on your statement. Arrangements for direct debits can be made by requesting a debit set up form at the OSHC or via email. Fees can also be paid by direct deposit using the bank details found on your statement.

Please note that the cost of the activities is included in the daily fee and the child care subsidy will be applied to the total daily fee. If unsure of fee costs please contact the Service on 3897 2754. Outside School Hours Care reserves the right to cancel activities if materials or services are unavailable.

Fees will be charged to accounts 1 week in advance and Statements sent each Monday showing the future weeks fees. Payment of fees should be made the same week that the Statement comes out.

Please note: All absences will be charged as per our policies unless a medical certificate can be provided

VACATION CARE BOOKING FORM-JUNE/JULY 2024

Please return this form to OSHC and complete your 2024 OSHC enrolment by **Monday 17/06/24**

Names of children in the family requiring care :

1.	_____	age _____	D.O.B. _____
2.	_____	age _____	D.O.B. _____
3.	_____	age _____	D.O.B. _____
4.	_____	age _____	D.O.B. _____

If you are wanting to book under the permanent booking fee please indicate here:

When selecting below, you will be charged for all **sessions** indicated.

To cancel this booking, you will need to submit your request in writing with 14 days notice.

At any point you may access additional sessions **at the normal casual rate**. Bookings and cancellations for these additional sessions will follow the fees and terms for casual bookings. For casual booking terms please refer to the Service Fee and Cancellation Policy.

Date	Program	DETAILS	Activity Time	Number of students attending
Mon, 24th June	Surprise!	Lets start the holidays with a party		
Tues, 25th June	Drip	Dancing in the rain		
Wed, 26th June	Green	Bazil Grumble presents Penguin problems drama and clay workshop	10am	
Thurs, 27th June	Gross!	Labkids bringing gross slime experiments and more	10am	
Fri, 28th June	Still	'Rivers know this: there is no hurry. We shall get there someday' (Winnie the Po)		
Mon, 1st July	Meh	Watching the Emoji movie on the big screen with popcorn	10am	
Tues, 2nd July	Red Hot	Can you handle the heat?		
Wed, 3rd July	Silly Socks	Wear your silliest socks for a day of fun		
Thurs, 4th July	No Fear	Cube Sport coming in with a Karate workshop	12:30pm	
Fri, 5th July	Hidden	Don't hide your magic!		
Mon, 8th July	Butterflies	If nothing ever changed we would have no butterflies!		
Tues, 9th July	Joy	Tie dye fun!		

Please indicate number of students attending here

Informed Consent and Acknowledgement

I give permission for my child / children named above to participate in provided activities for the above dates. The children will be under the coordination of Isaac Russell, Marina Russell, Liam Vellnagel and Rachel Rose. I give my permission for staff to obtain whatever medical attention they deem necessary at my expense.

I confirm:

- The details I have provided above are true and correct
- I have agreed to the session and days of care and the start and end times of these sessions care is provided on a permanent or casual basis as indicated above.
- I am liable to pay fees for my child's care as indicated in the attached information and in line with other information the Service makes available to me (such as a Fee Schedule) which are subject to change over time based on advice from the Provider. This includes all money associated with late fees and cancellations as listed above and in the Service Fee and Cancellation Policy.
- If indicating a permanent booking above, I understand that the sessions I have indicated will be charged to my account unless I provide 14days written notice.
- I am responsible to communicate with Centrelink to fully understand and track my allowable absences for my child care and how this may affect my subsidies.
- My child will continue all regular medications on the days accessing care at the Service. I will ensure that all medications required to be taken at the Service will be available, pharmacy labelled and accompanied by the required medication administration request forms.

Signature of Parent / Guardian : _____

Name of Parent / Guardian : _____

Date : _____/_____/_____