



MUELLER COLLEGE OSHC

Parent / Guardian email: _____

Nov 24th 2023– Jan 25th 2024

WE WILL BE CLOSED 18/12/23-01/01/24



Vacation Care Program

FOR OFFICE USE ONLY

DATE & TIME RECEIVED: _____

Please note: All bookings must be made via the booking form. 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.
- **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).

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

MEDICATION

Please note that as of April 2023, All students attending the Service will need to remain taking any 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:



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:



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 23/24

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.

2023

ALL BOOKINGS CASUAL ONLY = \$84.00/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

2024

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 below)

PERMANENT BOOKING CANCELLATIONS:

Once form submitted all sessions indicated will be charged.

Permanent bookings for January 2024 will not be accepted after Monday 11/12/23

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

If you are wanting to book under the permanent booking fee, to begin in January 2024 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.

Permanent bookings for January 2024 will not be accepted after Monday 11/12/23

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.

Students will not be accepted for care if they have any outstanding Before and After School Care fees.

VACATION CARE BOOKING FORM DEC 23-JAN 24

Date	Program	DETAILS	Activity Time	Number of students
Fri, 24th Nov	Grow	2023 PREP only day of fun		
Mon, 27th Nov	Code	Decode your way to victory		
Tues, 28th Nov	Wrap up	Make your own stuffed toy		
Wed, 29th Nov	These hands	Amazing what our hands can do		
Thurs, 30th Nov	Colour	Inflatable obstacle & coloured powder fun! Students will need clothes and SHOES that can get wet and colourful. Please send a towel and change of clothes.		
Fri, 1st Dec	Out of this world	A trip to space		
Mon, 4th Dec	Climb	Rock climbing		
Tues, 5th Dec	Air	Fly into a packed day of fun		
Wed, 6th Dec	Oh, the places you'll go	A worldwide adventure of pottery and fun		
Thurs, 7th Dec	Water	Water games Please ensure students have sunsafe clothes that can get wet, a towel and change of clothes. Togs will not be required.		
Fri, 8th Dec	Star	Star gazing with Starlab		
Mon, 11th Dec	Animal	A visit from the farm		
Tues, 12th Dec	Bugs	Movie & popcorn fun on our very own big screen		
Wed, 13th Dec	Tree	Wreath making and Christmas fun		
Thurs, 14th Dec	Stripes	Who stole the Candy cane heart? Can you solve		
Fri, 15th Dec	Buon Natale	Pizza party lunch provided Each student will make their own mini pizza and receive a can of soft drink . Please ensure you pack additional food Gluten free <input type="checkbox"/> Dairy free <input type="checkbox"/> Water only <input type="checkbox"/>		
Date	Program	DETAILS	Activity Time	Number of students
Mon, 1st Jan		CLOSED		
Tues, 2nd Jan	Africa	Wearable art and drumming fun		
Wed, 3rd Jan	Emotion	Happy, sad and everything in between		
Thurs, 4th Jan	Big E	Yoyo challenges, and so much more		
Fri, 5th Jan	Sphere	Clock making and all things round		
Mon, 8th Jan	Wild	Wildlife Wild call is bringing in some very special animals for us to meet.		
Tues, 9th Jan	Pop	LAB kids workshop: Bath bomb science		
Wed, 10th Jan	Lava	Prehistoric adventures, lava lamps and more		
Thurs, 11th Jan	Justice	Join the League in the fight for justice		
Fri, 12th Jan	Bump	What happens when you can not see?		
Mon, 15th Jan	Ocean	Ocean life are coming with real live sea creatures		
Tues, 16th Jan	Green	Become a green thumb: seed bombs and more		
Wed, 17th Jan	Veg out	Who said vegies were boring?		
Thurs, 18th Jan	Back to school	Make your own pencil case and teacher gift!		
Fri, 19th Jan	Square	Anything but square!		

Please indicate number of students attending here



Please return this form to OSHC and complete your 2023 OSHC enrolment by **Monday 20th Nov 2023**

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. _____

Informed Consent and Acknowledgement—ALL FAMILIES

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, Connor Vellnagel & Emma-Lee Benecke. 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 : ____/____/____

PREP ONLY VACATION CARE DAYS 2024

PREP students 2024

Prep students are welcome to join the Service from the 2/01/24.

In addition, during the first week of school, prep students are split into A and B groups only attending 2 days each with the 5th day being the Australia day public holiday.

We will be opening the Service for Vacation care on these days for PREP students only. You will be booked as per a normal vacation care day with the fee as indicated on the previous pages. Care will be available 6am-6pm.

Normal before and after school care will be available on any days students attend school with normal 2024 before and after school fees applied.

VACATION CARE 2024 PREP ONLY - GROUP A & B

Date	Program	DETAILS	Activity Time	Number of students attending
2024 PREP ONLY Group B Mon, 22nd Jan	New	A fun day of craft and activities		
2024 PREP ONLY Group B Tues, 23rd Jan	Nature	Explore nature and fairy bread fun		
2024 PREP ONLY Group A Wed, 24th Jan	Festival	A fun day of craft and activities		
2024 PREP ONLY Group A Thurs, 25th Jan	The bush	Explore nature and fairy bread fun		
Fri, 26th Jan	AUSTRALIA DAY	CLOSED		

Please indicate number of students attending here