



MUELLER COLLEGE OSHC

Parent / Guardian email: _____

Sept 18, 2023– Sept 29, 2023



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.

VACATION CARE FEES

Hours :

6:00 am – 6:00 pm.

Fees (casual/flexible care):

12hr session 6:00 am – 6:00 pm

10hr session 6:30am – 4:30pm

10hr session 7:30am – 5:30pm

ALL SESSIONS = \$84.00/session

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

CANCELLATION MORE THAN 2 WORKING DAYS PRIOR : No charge

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

CANCELLATION ON THE DAY : Full fees processed as normal

All cancellations should be made **in writing** via OSHCadmin@mueller.qld.edu.au

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 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 excursions/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.

Please Note:

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.

**WE WILL BE CLOSED MONDAY 2nd OCTOBER
TERM 4 COMMENCES TUESDAY 3rd OCTOBER**

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:



EXCURSIONS

During Spring Vacation Care we are not conducting excursions. We have instead invested in having visitors come in and share activities with the students to make their time at Vacation care amazing and most of all fun!

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 BOOKING FORM-SPRING 2023

Please return this form to OSHC and complete your 2023 OSHC enrolment by **Wednesday 13/09/23**.

Names of children in family requiring care :

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

Date	Program	DETAILS	Travel Time	Activity Time	Number of students attending
Mon, 18th Sept	What a Hit!	Putt putt course on site		10-2	
Tues, 19th Sept	Hook	Sea faring fun!		n/a	
Wed, 20th Sept	Super	Who is your hero?		n/a	
Thurs, 21st Sept	Crazy Hair	Come with your craziest hair for a great day including tie dyeing		n/a	
Fri, 22nd Sept	Mime	Silent disco		10-12	
Mon, 25th Sept	Flame	Candle making		10-2	
Tues, 26th Sept	Mario	Go Kart fun!		8-12	
Wed, 27th Sept	Bark	A Hotdog for lunch on a dog kinda day (each child will receive 1 hot dog for lunch/ GF options available. Please send all other lunch food as normal)		n/a	
Thurs, 28th Sept	Find	Supercody—coding workshop		10-2	
Fri, 29th Sept	Royal	A fun day fit for a King		n/a	
Mon, 2nd Oct		CLOSED			

Informed Consent and Acknowledgement

I give permission for my child / children named above to participate in the excursions and activities for the above dates. For excursions, the children will be accompanied by the number of adults that will meet the excursion ratio of one adult to eight children. I understand that my child/children may travel unrestrained on a bus. Where possible Mueller buses will be used however Thompson buses may also be employed. 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 days of care and the start and end times of these sessions care is provided on a casual or flexible basis
- I am liable to pay fees for my child's care as indicated in the attached information including money associated with late fees and cancellations.
- 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 : ____/____/____