ELC Holiday Program (Preschool aged students)

Monday 30 March – Tuesday 14 April 2020

Take a look at our fun and exciting Holiday Programs!

We operate two programs throughout the holidays:

A. Long Day Care held at the Early Learning Centre for all preschool/kindergarten students.

B. Out of School Hours Care program for school aged students to be held at the Discovery House (old Prep House).

Child Care Subsidy (CCS) is available to all eligible parents to help with the out-of-pocket expenses for students attending the two programs. The CCS rebate will be paid directly to the service. Please note CCS is only applied to the daily fee, not the additional fees of excursions and incursions.

For more information on this process, visit **www.education.gov.au/childcare**

Come and join in the fun activities which include; **Easter egg scrunched tissue paper craft, an Easter egg hunt,** finger thumb print craft and so much more.

- We ask that nut and nut products are not included in the children's lunch boxes during the program.
- Children are asked to please bring their own hats, gumboots and jackets to wear at the program.
- At all times children are required for their own safety to wear appropriate footwear (no thongs, etc).
- ELTHAM College Holiday Program reserves the right to change the program due to unforeseen circumstances. The activities on the timetable are only some of the activities the children can participate in on a daily basis.

REMEMBER – NO HAT, SHADE PLAY

Please note that an enrolment form must be completed when submitting your registration form.

Operation Times

- 7.30am – 6.30pm
- Excursion Days – Children to be signed in at least 30 minutes prior to bus departing

Holiday Program Fee Schedule

Full day: $67.00 per child

Full day including incursion: $67.00 + $11.00 per child

Full day including excursion: $67.00 + $28.00 per child

No CCS is applied to additional incursion or excursion fees.

Some changes to our program have occurred in response to the COVID-19 situation. Our primary concern remains the health of our children, staff and wider community, therefore all planned **incursions and excursions have been CANCELLED** for this Holiday Program.

A late fee of $5.00 will apply for every five minutes or part thereof that a child requires care after 6.30pm.

Registration cannot be accepted without payment. EFTPOS payments may be made by contacting the OSHC Office on 9433 9964.

FORMS may be scanned and emailed to oshc@elthamcollege.vic.edu.au.

Bookings are only confirmed once payment is made. Bookings and payment are to be received by Friday 20 March 2020.

Medication

A medical authorisation form must be completed for children who require medication. Medication must be clearly labelled with the child's name and dosage required. Under our duty of care, a child who arrives without medication or with "out of date" medication will not be accepted into the program.

Please hand all medication to the coordinator on arrival.

Clothes

Children are required to have a suitable sun hat (from the beginning of September to the end of April for outdoor play) and bathers and a towel for swimming days. During the colder months we advise children to bring a jacket and/or hat. At all times children are required for their own safety to wear appropriate footwear (no thongs etc.).

Food

Afternoon tea is supplied in line with the healthy eating guidelines. Children are to bring their own morning tea, lunch and drink bottle unless otherwise stated on the program or if the menu is not suitable. Please advise staff of any dietary requirements.

Behaviour

It is very helpful if you discuss appropriate behaviour with your child before they attend the program. Any behaviour that is seen as unacceptable will be recorded and parents will be informed at pick up time. We do reserve the right to remove a child from the program if behaviour is deemed to be putting other children or staff at risk. In this case parents would be contacted by phone to come and collect their child immediately.

We prefer iPads, mobile phones, cameras, handheld games, toys and/or other games are not brought to the service. The service takes no responsibility for damage to these items.

Leaving and collecting children

Children must be signed in on arrival and signed out before leaving the service by a parent/authorised person.

Children will only be allowed to leave the service with the adults listed on their enrolment form. If you want someone not listed to collect your child, you must notify the service by phone/email. If a child is still at the service after closing time, every effort will be made to contact parents or emergency carers listed on the enrolment form.

Enrolment/Registration procedures

An Enrolment *and* Registration form must be completed for the first program in attendance after the start of the new school year, and then only a Registration Form (listing the days required) needs to be completed for each program. Bookings will not be accepted without payment and a completed Enrolment and/or Registration form. Forms must be returned to the College by the closing date by mail or scanned and emailed to oshc@elthamcollege.vic.edu.au. EFTPOS payments may be made by contacting the OSHC Office on 9433 9964.

Child care assistance

The New Child Care Package is available to all eligible parents to help with the out-of-pocket expenses for students attending the two programs. The Child Care Subsidy (CCS) rebate will be paid directly to the service.

For more information on this process, visit **www.education.gov.au/childcare**

Child Care Subsidy (CCS) Information

The Government helps many families with the cost of childcare, but before you receive any assistance, you must establish whether you're eligible for the Child Care Subsidy. All families are encouraged to set up a MyGov account to start the CCS application process. Please visit education.gov.au/childcare for more information or speak with the Coordinator for more details.

Please note: if you have not used childcare for 8 weeks, you must log onto your MyGov account again to re-confirm us as your service provider

What is a CRN and when is it required?

Made up of nine numbers and one letter (e.g. 123 456 789X) a CRN is an alphanumeric string generated by Centrelink and used to identify your personal record.

It's required whenever you deal with Centrelink, so you'll need to have your CRN on hand when:

- Enrolling your child in an approved child care service
- Setting up your Centrelink online account through MyGov;
- Applying for payments and services
- Recording or updating your information

Does your child need their own CRN?

Yes. When you enrol your child at an approved child care service, you need to provide the service with your CRN and birthdate, along with your child's CRN and birthdate.

Keep in mind too, that each child needs their own CRN, so if you have two children going to care, they need two individual CRNs.

Excursions and Incursions

We will depart ELTHAM College for all excursions at 9.15am sharp unless otherwise notified. For excursions will be travelling with Panorama Coaches.

Please ensure your child is wearing appropriate clothing and footwear for the day's activities and any additional clothing is provided, for example bathers and jacket. Families are advised to read the program details each day their child is attending the Holiday Program. Please note, ELTHAM College follows a 'no hat-shade play' policy from the beginning of September to the end of April.

A Risk Assessments will be completed for each excursion and will be available for families to read in the OSHC building. ELTHAM College OSHC reserves the right to change an incursion/excursion without notice should circumstances arise that prevent the scheduled activity from running, such as weather conditions.

What to pack

Children are required to bring a backpack with their morning tea, lunch, water bottle, and appropriate clothing (raincoat, jacket, sun hat, sunscreen). Please include a spare change of clothes.

ELC Holiday Program **Registration Form**

ELTHAM COLLEGE

Closing date for applications: 20 March 2020.

Please complete one Registration Form for EACH child and Excursion Permission Form.

Registration cannot be accepted without payment. EFTPOS payments may be made by contacting the OSHC Office on 9433 9964.

Forms may be scanned and emailed to oshc@elthamcollege.vic.edu.au

Child

Surname:_____   Given Name:_____

Year Level:_____

My child will be attending on the following days (please check the appropriate boxes):

Monday	Tuesday	Wednesday	Thursday	Friday
☐ 30 March – $67	☐ 31 March – $67	☐ 1 April – $67	☐ 2 April – $78	☐ 3 April – $67
☐ 6 April – $67	☐ 7 April – $67	☐ 8 April – $67	☐ 9 April – $67	10 April – CLOSED
13 April – CLOSED	☐ 14 April – $67			

I give permission for my child to attend all activities and experiences, which require children and Educators to leave the perimeter of the ELC and access all facilities of ELTHAM College Research Campus contained within the College grounds.

Medical authorisation for all children:

In the case of an emergency, I authorise the Holiday Program Co-ordinator and/or assistant to contact the family doctor, if available, or the nearest doctor, and to arrange for any hospital treatment. I accept responsibility for any cost involved.

Absences:

- Full refund or transfer of booking to a future program may be made for any cancellation made **before** the closing date of registration.
- No refund will be issued **after** the closing date of registration for absences.

Parent/Guardian Signature

_____   ___/___/___

Signature of Parent/Guardian   Date

For Office Use Only

Paid	Amount	Date	Extra Day	Amount	Date
Fee					
Extras					

Methods of Payment

Mail: Cheque/Money Order to P.O. Box 40, Eltham 3095

Phone: Credit Card payments 9433 9964

In person: Cash or credit/debit card only

Internet Banking: Account Name: Eltham College   BSB: 633 000 Account Number 149876260

Reference: Your surname and Holiday Program: (i.e. Smith Holiday Prg)

ELC Holiday Program Timetable (Preschool Age Students)

Week 1		What to bring	
Monday 30 March	Cotton wool Easter Bunny Easter Craft	• Morning tea, lunch and drink • Sun hat	$67
Tuesday 31 March	Popsicle Stick Chicks Easter Egg Wreath	• Morning tea, lunch and drink • Sun hat	$67
Wednesday 1 April	Easter egg scrunched tissue paper Finger Thumb Prints	• Morning tea, lunch and drink • Sun hat	$67
Thursday 2 April	Decorate an Easter Egg Stufflers Build–a–Rabbit Come and stuff your own 30cm cute and adorable Easter bunny. Easter Egg Paper Weaving	• Morning tea, lunch and drink • Sun hat	$67 + $11
Friday 3 April	Paper Plate Bunnies Come along and bring your chef's hat and have a fun day cooking pancakes Easter Egg Stress Balls	• Morning tea, lunch and drink • Sun hat	$67
Week 2		**What to bring**	
Monday 6 April	Decorate a Bead Bunny, Tote Bag or Chick	• Morning tea, lunch & drink • Sun hat	$67
Tuesday 7 April	Paint Your Own Bunny Egg and Spoon Relay Marshmallow Bunnies	• Morning tea, lunch and drink • Sun hat	$67
Wednesday 8 April	Decorate a Easter Egg Cotton Wool Bunny	• Morning tea, lunch and drink • Sun hat	$67
Thursday 9 April	Egg Carton Chicks Cardboard Cup Easter Basket Are you Eggcited? We are having a Easter Egg Hunt	• Morning tea, lunch and drink • Sun hat	$67
Friday 10 April	CLOSED - GOOD FRIDAY		
Week 3		**What to bring**	
Monday 13 April	CLOSED - EASTER MONDAY		
Tuesday 14 April	Sand Art Designs Lunch – making homemade sausage rolls Sticky Nuudles Fun	• Morning tea, and drink • Sun hat	$67