

## Thursday 10 December – 22 December 2020 and Monday 11 January – Friday 29 January 2021

**An extra \$10.00 per child casual fee will be charged after the closing date Thursday 10 December for Holiday Program bookings. Please note: No casual bookings will be accepted from 23 December – 10 January (staff 2 week Christmas break).**

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](http://www.education.gov.au/childcare)

Come and join in the fun activities which include lots of Christmas craft activities and more.

- Any casual bookings made after closing date will cost an extra \$10.00 per child per day.
- We ask that nut and nut products are not included in the children's lunch boxes during the program. Eg. Nutella sandwiches, peanut muesli bars. We have anaphylactic children enrolled.
- During the warmer weather, children will have the opportunity to play with water, so please pack your child's bathers, hat and towel.
- Children are to bring their own morning tea, lunch, snacks, drink bottle, bag, hat, (gumboots & jacket – during winter) and a spare change of clothes.
- At all times children are required for their own safety to wear appropriate footwear (no thongs).
- 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* only needs to be completed for the first program in attendance at the start of the new school year. A *Registration Form* must be completed for each Holiday Program.**

#### 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: \$72.00 per child

Full day including incursion: \$72.00 + \$15.00 to \$20.00 per child

Full day including excursion: \$72.00 + \$30.00 per child

No CCS is applied to additional incursion or excursion fees.

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. Bookings will only be accepted through completion of a Debitsuccess payment form. This is the only payment method our service accepts.

Bookings are only confirmed once payment is made. Bookings and payment are to be received by Thursday 10 December 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](mailto: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](http://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](http://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.

# ELTHAM College Holiday Program For School Age and Preschool Age Children Booking Form



Closing date for applications: 10 December 2020.

Please complete one Registration Form for EACH child.

Registration cannot be accepted without payment. A Debitsuccess form must be completed, prior to booking.

Forms can be scanned and emailed to [oshc@elthamcollege.vic.edu.au](mailto: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
<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> 10 Dec - \$72	<input type="checkbox"/> 11 Dec - \$87
<input type="checkbox"/> 14 Dec - \$72	<input type="checkbox"/> 15 Dec - \$80	<input type="checkbox"/> 16 Dec - \$72	<input type="checkbox"/> 17 Dec - \$87	<input type="checkbox"/> 18 Dec - \$72
<input type="checkbox"/> 21 Dec - \$72	<input type="checkbox"/> 22 Dec - \$80			
<input type="checkbox"/> 11 Jan - \$72	<input type="checkbox"/> 12 Jan - \$80	<input type="checkbox"/> 13 Jan - \$87	<input type="checkbox"/> 14 Jan - \$72	<input type="checkbox"/> 15 Jan - \$72
<input type="checkbox"/> 18 Jan - \$87	<input type="checkbox"/> 19 Jan - \$80	<input type="checkbox"/> 20 Jan - \$72	<input type="checkbox"/> 21 Jan - \$72	<input type="checkbox"/> 22 Jan - \$92
<input type="checkbox"/> 25 Jan - \$72	<input type="checkbox"/> 26 Jan - n/a	<input type="checkbox"/> 27 Jan - \$72	<input type="checkbox"/> 28 Jan - \$87	<input type="checkbox"/> 29 Jan - \$80

## 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

Payments are through Debitsuccess. Debitsuccess Pty Ltd is a leading provider of payments services in Australia.

The Debitsuccess form must be completed prior to enrolment, and will be debited on the date you have selected from your nominated bank account.

The Debitsuccess payment form can be found on our website: [elthamcollege.vic.edu.au/for-parents/holidayprogram](http://elthamcollege.vic.edu.au/for-parents/holidayprogram)

ELC Families should fill in the "ELTHAM College ELC" form while families with school age children fill in the "ELTHAM College OHSC" form. Please complete the form and email back to [oshc@elthamcollege.vic.edu.au](mailto:oshc@elthamcollege.vic.edu.au)

## Thursday 10 December – 22 December 2020

The ELTHAM College Holiday Program includes a wide variety of engaging activities to interest your child. The centre is set up with many different activity stations to allow your child to freely enjoy different types of play experiences. Activity stations include: dramatic play, create, draw and paint, puzzles and board games, music area, sensory table, relaxation area, bean bags, movie time, indoor and outdoor group games, computer games time, fully fenced playground, active play and sport.

The programmed activities are intentionally planned to enhance your child’s development in the following areas: fine and gross motor physical skills, social and emotional skills, language and speech development, cognitive (thinking) skills and life (including cooking) skills. Please feel free to contribute to the program displayed in the centre, in the ‘Parent Comments’ section, regarding the program. Our team of educators are happy to answer any questions you may have regarding your child’s development and progress in the program.

### Holiday Program Timetable

<b>Week 1   Breakfast and afternoon tea will be provided daily</b>			
<b>Date</b>	<b>Day</b>	<b>What to Bring</b>	<b>Cost</b>
Thursday 10 December	<b>Christmas fun has just begun</b> <ul style="list-style-type: none"> <li>• Craft – Beaded candy cane</li> <li>• Craft – Christmas paddle pop stick</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00
Friday 11 December	<b>Become a Santa’s little helper</b> <ul style="list-style-type: none"> <li>• Craft – Christmas tree decorations</li> <li>• Craft – Cardboard wreath</li> </ul> <b>Incursion Animals2U</b> - we will have a fun, educational and engaging animal experience 10.00am – 12.00pm 10 different species of animals visiting: sheep, bunnies, guinea pigs, pony; ducks, geese, chickens, farm cat, working dog and ferrets.	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00 + \$15.00
<b>Week 2   Breakfast and afternoon tea will be provided daily</b>			
Monday 14 December	<b>Christmas craft day</b> <ul style="list-style-type: none"> <li>• Craft – Christmas tree paper Chain</li> <li>• Craft – Christmas baubles</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00
Tuesday 15 December	<b>Tinsel day</b> <ul style="list-style-type: none"> <li>• Craft – Tinsel Christmas tree</li> <li>• LUNCH – BBQ sausage sizzle</li> <li>• Christmas Crafts</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00 + \$8.00
Wednesday 16 December	<b>Jingle bells day</b> <ul style="list-style-type: none"> <li>• Craft – Christmas tree garland</li> <li>• Craft – Cupcake Christmas tree</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00

**Thursday 10 December – 22 December 2020**

**Holiday Program Timetable**

Thursday 17 December	<b>Santa shouts Ho Ho Ho</b> <ul style="list-style-type: none"> <li>• Craft – Santa &amp; reindeer puppets</li> <li>• Craft – Paper shape Christmas tree</li> </ul> <b>Incursion – FITKIDS: Ultimate Frisbee</b> 10.00am – 12.00pm Learn the basic skills of the game; you will then participate in a several fun team Frisbee challenges.	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00 + \$15.00
Friday 18 December	<b>It's starting to feel a lot like Christmas</b> <ul style="list-style-type: none"> <li>• Craft – Reindeer hat</li> <li>• Craft – Ribbon Christmas tree</li> </ul>	Morning tea, snacks, drink bottle, SunSmart hat	\$72.00

**Week 3 | Breakfast and afternoon tea will be provided daily**

Date	Day	What to Bring	Cost
Monday 21 December	<b>Santa Claus will soon be with us</b> <ul style="list-style-type: none"> <li>• Craft – Straw Christmas Tree</li> <li>• Craft – Santa Handprint</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00
Tuesday 22 December	<b>Christmas break up party day</b> <ul style="list-style-type: none"> <li>• Craft – Pom Pom Christmas Tree</li> <li>• LUNCH – included</li> <li>• Craft – Create your own Christmas baubles</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00 + \$8.00

**Monday 11 January – Friday 29 January 2021**

The ELTHAM College Holiday Program includes a wide variety of engaging activities to interest your child. The centre is set up with many different activity stations to allow your child to freely enjoy different types of play experiences. Activity stations include: dramatic play, create, draw and paint, puzzles and board games, music area, sensory table, relaxation area, bean bags, movie time, indoor and outdoor group games, computer games time, fully fenced playground, active play and sport.

The programmed activities are intentionally planned to enhance your child’s development in the following areas: fine and gross motor physical skills, social and emotional skills, language and speech development, cognitive (thinking) skills and life (including cooking) skills. Please feel free to contribute to the program displayed in the centre, in the ‘Parent Comments’ section, regarding the program. Our team of educators are happy to answer any questions you may have regarding your child’s development and progress in the program.

**Holiday Program Timetable**

<b>Week 1   Breakfast and afternoon tea will be provided daily</b>			
<b>Date</b>	<b>Day</b>	<b>What to Bring</b>	<b>Cost</b>
Monday 11 January	<b>Welcome back under the sea day</b> <ul style="list-style-type: none"> <li>• Craft – Painted seashells</li> <li>• Craft – Paper plate jelly fish</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00
Tuesday 12 January	<b>Mexican day</b> <ul style="list-style-type: none"> <li>• Craft – Arizona Cactus</li> <li>• LUNCH – Yummy nachos</li> <li>• Craft – Decorate a sombrero</li> </ul>	Morning tea, snacks, drink bottle and SunSmart hat	\$72.00 + \$8.00
Wednesday 13 January	<ul style="list-style-type: none"> <li>• Craft – Making craft insects</li> </ul> <b>Incursion - Andy’s Antics Games:</b> Funniest games man ever, games, music, bring runners and energy, don’t be late... the fun doesn’t stop. <ul style="list-style-type: none"> <li>• Craft - Hand print parrot</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00 + \$15.00
Thursday 14 January	<ul style="list-style-type: none"> <li>• Craft – Ice-cream creations</li> <li>• Craft – Cupcake Liner Butterfly</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00 + \$8.00
Friday 15 January	<ul style="list-style-type: none"> <li>• Craft – Painted Pot Plant</li> <li>• Craft – Totally cute turtle</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00

**Monday 11 January – Friday 29 January 2021**

**Holiday Program Timetable**

<b>Week 2   Breakfast and afternoon tea will be provided daily</b>			
<b>Date</b>	<b>Day</b>	<b>What to Bring</b>	<b>Cost</b>
Monday 18 January	<ul style="list-style-type: none"> <li>Craft – Making monsters</li> </ul> <b>Incursion - Footsteps Dance Company</b> Session 1: 10.00am – 11.00am Session 2: 11.00am – 12.00pm <ul style="list-style-type: none"> <li>LUNCH - Beef tacos</li> <li>Craft – Design your bracelet</li> </ul>	Morning tea, snacks, drink bottle and SunSmart hat	\$72.00 + \$15.00
Tuesday 19 January	<b>Summer day</b> <ul style="list-style-type: none"> <li>Craft – Cupcake flowers</li> <li>Craft – Popsicle summer art</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00 + \$8.00
Wednesday 20 January	<ul style="list-style-type: none"> <li>Craft – Take home your own specially designed drink bottle</li> <li>Craft – Paper plate fruit</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00
Thursday 21 January	<ul style="list-style-type: none"> <li>Craft – Create your 2021 calendar</li> <li>Craft – Paint your own butterfly and large wooden butterfly that we will display on the wall at OSHC</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00
Friday 22 January	<ul style="list-style-type: none"> <li>Craft – Paper mache masks</li> </ul> <b>Incursion - Fizzics slime and bubbles</b> 10.30am <ul style="list-style-type: none"> <li>Craft – Wooden peg people</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00 + \$20.00
<b>Week 3   Breakfast and afternoon tea will be provided daily</b>			
Monday 25 January	<b>All about Australia</b> <ul style="list-style-type: none"> <li>Craft – Paint a boomerang</li> <li>Craft – Have fun creating Australian animal crafts</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00
Tuesday 26 January	AUSTRALIA DAY / PUBLIC HOLIDAY		
Wednesday 27 January	<ul style="list-style-type: none"> <li>SLIP n SLIDE – endless fun, bring your hat, bathers and towel, and water squirters. Slip Slop Slap</li> <li>Craft – Happy Sunshine</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00
Thursday 28 January	<ul style="list-style-type: none"> <li>Craft – Painted canvas frame</li> </ul> <b>Incursion - Fitkids kids archery</b> 10.00am – 12.00pm <ul style="list-style-type: none"> <li>Craft – Paint a Sun catcher</li> </ul>	Morning tea, snacks, lunch and drink bottle, SunSmart hat	\$72.00 + \$15.00
Friday 29 January	<b>More Fun in the Sun</b> <ul style="list-style-type: none"> <li>Trampoline tricks – who is the winner</li> <li>Craft – Making bookmarks</li> <li>LUNCH - Pasta bake</li> <li>Craft – Body stencil painting</li> </ul>	Morning tea, snacks, drink bottle and SunSmart hat	\$72.00 + \$8.00

**Have a happy and safe festive season.**