

INFORMATION | Thursday 9 - Wednesday 22 December 2021 and Monday 10 - Friday 28 January 2022

An extra \$10.00 per child casual fee will be charged after bookings close on Friday 3 December 2021. The upcoming holiday program for Term 4 will be restricted to current ELTHAM College families only. No BOOKINGS will be accepted from 23 December - 9 January (2 weeks Christmas break)

ELC and OSHC children enjoy the Holiday Program from the [Discovery 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 education.gov.au/childcare

Come and join in the fun activities which include fun incursions, crafts, lots of activities and more.

- Any casual bookings made after closing date will cost an extra \$10.00 per child per day.
- We have children with allergies and some who are anaphylactic attending the OSHC program. We ask that parents please be mindful of this. Do not include foods that could be harmful to other children. Eg. Nutella and peanut butter sandwiches.
- Children are to bring their own morning tea, lunch, snacks, drink bottle, bag, hat, (gumboots and 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

Holiday Program Fee Schedule

Full Day \$72.00 per child

Full Day \$72.00 per child + \$8.00 lunch

Incursion costs from \$12.00 to \$19.00

No CCS is applied to additional incursion or excursion fees and lunch costs.

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 to minimise the risk of COVID transmission, we will only be hosting incursions with external facilitators.

Bookings and Payments

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. DebitSuccess forms must be completed. FORMS can be scanned and emailed to oshc@elthamcollege.vic.edu.au
- Full payment will be debited from your nominated bank account once your booking form is submitted to OSHC. Bookings are only confirmed once payment is made.

Bookings are to be received by Friday 3 December 2021.

Medication

Administering medication to a child is considered a high risk practice, and legislative requirements contained within the Education and Care Services National Law Act 2010 (including the Education and Care Services National Regulations) are to be strictly adhered to by ELTHAM College OSHC staff, students and volunteers.

ELTHAM College OSHC service is committed to:

- The management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.
- Staff will only administer prescribed medications or medications accompanied by a Medical Action Plan or an explanatory letter from the child's doctor, together with the Medication Distribution form.
- Staff must be fully trained to meet all requirements contained within action and support plans. ELTHAM College promotes all aspects of children's health, ensuring that their individual health requirements are met, where possible, through implementing the following general service procedures with regard to dealing with the administration of medication, and dealing with medical conditions.

Parents/guardians have the responsibility to:

- Whenever possible, medication should be administered by parents/guardians at home.
- Parents/guardians should consider whether their child who requires medication is well enough to be at ELTHAM College OSHC, and to keep the child at home if unwell.
- Any children who is on medication for diagnosed medical conditions will need to continue taking their medication when attending the ELTHAM College Holiday Program. This includes children diagnosed with ASD and on medication for such conditions.
- Complete a Medication Distribution form accompanied by an Medical Action Plan for children who require medication.
- Medication must be clearly labelled with the child's name and dosage required.

- Hand all medication to the coordinator on arrival.
- Ensure the medication is not 'out of date'.

Clothes

Children are required to have 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* Booking form must be completed for the first program in attendance after the start of the new school year, and then only a Booking 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 Booking form.

Forms must be returned to the College by the closing date by mail or scanned and emailed to

oshc@elthamcollege.vic.edu.au

Payments will only be accepted by completing a Debitsuccess Direct Debit Payment Form.

Child care assistance

The 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 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

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 Assessment 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 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). Please include a spare change of clothes.

BOOKING FORM | Thursday 9 - Wednesday 22 December 2021 and Monday 10 - Friday 28 January 2022

- Closing date for applications: Friday 3 December 2021.
- Please complete one Booking 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

Child Surname: _____ Child Given Name: _____

Year Level: _____

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

Monday	Tuesday	Wednesday	Thursday	Friday
CLOSED	CLOSED	CLOSED	<input type="checkbox"/> Thursday 9 December \$72	<input type="checkbox"/> Friday 10 December \$72
<input type="checkbox"/> Monday 13 December \$72	<input type="checkbox"/> Tuesday 14 December \$88	<input type="checkbox"/> Wednesday 15 December \$80	<input type="checkbox"/> Thursday 16 December \$87	<input type="checkbox"/> Friday 17 December \$80
<input type="checkbox"/> Monday 20 December \$72	<input type="checkbox"/> Tuesday 21 December \$72	<input type="checkbox"/> Wednesday 22 December \$88	CLOSED	CLOSED
<input type="checkbox"/> Monday 10 January \$72	<input type="checkbox"/> Tuesday 11 January \$80	<input type="checkbox"/> Wednesday 12 January \$88	<input type="checkbox"/> Thursday 13 January \$72	<input type="checkbox"/> Friday 14 January \$88
<input type="checkbox"/> Monday 17 January \$72	<input type="checkbox"/> Tuesday 18 January \$88	<input type="checkbox"/> Wednesday 19 January \$72	<input type="checkbox"/> Thursday 20 January \$80	<input type="checkbox"/> Friday 21 January \$87
<input type="checkbox"/> Monday 24 January \$87	<input type="checkbox"/> Tuesday 25 January \$80	CLOSED	<input type="checkbox"/> Thursday 27 January \$87	<input type="checkbox"/> Friday 28 January \$72

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 at the end of this document.

ELC Families should fill in the first form, 'ELTHAM College ELC' while families with school age children fill in the second 'ELTHAM College OHSC' Form.

Please complete the form and send back to oshc@elthamcollege.vic.edu.au

Thursday 9 December and Friday 10 December 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 including: 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 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 'Parent Comments' section of the program displayed in the centre. Our team of educators are happy to answer any questions you may have.

Holiday Program Timetable

Week 1 Breakfast and afternoon tea will be provided daily			
Date			
Monday 6 December 2021	PROGRAM CLOSED		
Tuesday 7 December 2021	PROGRAM CLOSED		
Wednesday 8 December 2021	PROGRAM CLOSED		
Date	ELC and OSHC Activities	What to Bring	Cost
Thursday 9 December 2021	<ul style="list-style-type: none"> • Craft: Recycled Grinch • BYO LUNCH • Craft: Paper Christmas Tree • Afternoon tea: Christmas Pancake Tree 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat 	\$72.00
Friday 10 December 2021	<ul style="list-style-type: none"> • Craft: Making a Santa face • BYO LUNCH • Afternoon tea: Making Christmas tree ice-cream cones • Craft: Paper snowman 	<ul style="list-style-type: none"> • Morning tea • Snacks • Drink bottle • SunSmart hat 	\$72.00

Monday 13 December - Friday 17 December 2021

Holiday Program Timetable

Week 2 Breakfast and afternoon tea will be provided daily			
Date	ELC and OSHC Activities	What to Bring	Cost
Monday 13 December 2021	<ul style="list-style-type: none"> • MOVIE DAY at ELTHAM College Sit back and relax watching a movie on the big projector screen in the ELC room with popcorn • Craft: Wooden Elf stick • BYO LUNCH • Craft: Ping Pong Ball Ornaments • Afternoon Tea: Making Choc ripple cake 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat 	\$72.00
Tuesday 14 December 2021	<ul style="list-style-type: none"> • INCURSION: AFRICAN DRUMMING WORKSHOP From 10.30am We offer both hands-on workshops and interactive performance which is engaging, educational and fun, with a strong focus on participation and self-expression. The benefits of African drumming is for children to cross over into all areas of learning, as it engages both right and left-brain learning, encourages creativity, and promotes communication and confidence • Craft: Christmas Charm Bracelet • BYO LUNCH • Craft: Christmas star and Reindeer Antlers • Afternoon Tea: making Oreo Christmas Cookies 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat 	\$72.00 + \$16.00 incursion
Wednesday 15 December 2021	<ul style="list-style-type: none"> • Craft: Paper ball reindeer decoration • LUNCH - Making Pizza Muffins • Craft: Hanging Wooden Christmas Tree • Craft: Stick Christmas tree 	<ul style="list-style-type: none"> • Morning tea • Snacks • Drink bottle • SunSmart hat 	\$72.00 + \$8.00 lunch
Thursday 16 December 2021	<ul style="list-style-type: none"> • INCURSION: Brilliant Bubbles From 10.30am Our Brilliant bubble workshop allows for kids (big and small) to engage and create their very own GIANT Bubbles, encouraging children's patience, sensitivity and stimulates creativity • Craft: Decorating Christmas Baubles • BYO LUNCH • Afternoon Tea: Candy Sleigh treats • Craft: Making Cardboard reindeer tree Ornaments 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat 	\$72.00 + \$15.00 incursion
Friday 17 December 2021	<ul style="list-style-type: none"> • Craft: Christmas Sand Art • Lunch: Make your own Rudolph yummy rolls • Craft: Tinsel Christmas tree 	<ul style="list-style-type: none"> • Morning tea • Snacks • Drink bottle • SunSmart hat 	\$72.00 + \$8.00 lunch

Monday 20 December - Wednesday 22 December 2021

Holiday Program Timetable

Week 3 Breakfast and afternoon tea will be provided daily			
Date	ELC and OSHC Activities	What to Bring	Cost
Monday 20 December 2021	<ul style="list-style-type: none"> • Craft: 3D wooden Santa sleigh • BYO LUNCH • Craft: Santa Claus and Snowman • Afternoon tea: Flavoured milk and biscuits 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat 	\$72.00
Tuesday 21 December 2021	<ul style="list-style-type: none"> • Craft: Be an angel this year by making a heavenly Guardian Angel for your Christmas tree • BYO Lunch • Afternoon Tea: Lamington Reindeer's • Craft: A3 laminated cardboard Christmas place mats 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat 	\$72.00
Wednesday 22 December 2021	<ul style="list-style-type: none"> • INCURSION: Santa visiting today with a surprise From 10.30am • Craft: Decorating Christmas cards (by MM) • BYO LUNCH • Afternoon Tea: Making Christmas Biscuits 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat 	\$72.00 + \$16.00 incursion
Thursday 23 December 2021	PROGRAM CLOSED		
Friday 24 December 2021	PROGRAM CLOSED		

Monday 10 January - Friday 14 January 2022

Holiday Program Timetable

Week 4 Breakfast and afternoon tea will be provided daily			
Date	ELC and OSHC Activities	What to Bring	Cost
Monday 10 January 2022	<ul style="list-style-type: none"> • Craft: Decorate your own laminated 2022 Calendar • BYO LUNCH • Afternoon Tea: making vegetable and salad sticks and dips • Craft: Popsicle stick fish and jelly fish 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat • Bring bathers and towel for outdoor water play 	\$72.00
Tuesday 11 January 2022	<ul style="list-style-type: none"> • Craft: Summer Sand art • LUNCH Chicken Parmigiana Roll • Afternoon Tea: Making Chocolate Gingerbread Men • Craft: Aussie Birds 	<ul style="list-style-type: none"> • Morning tea • Snacks • Drink bottle • SunSmart hat • Bring bathers and towel for outdoor water play 	\$72.00 + \$8.00 lunch
Wednesday 12 January 2022	<ul style="list-style-type: none"> • Craft: Magnetic fridge picture frames • INCURSION: BALLOONATIC BRUCE From 10.30am Balloonatic Bruce will to be coming here to perform magic and make you a balloon of your choice • BYO LUNCH • Craft: Magical Rabbit or Making a growing magic wand 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat • Bring bathers and towel for outdoor water play 	\$72.00 + \$16.00 incursion
Thursday 13 January 2022	<ul style="list-style-type: none"> • MOVIE DAY at ELTHAM College Sit back and relax watching a movie on the big projector screen in the ELC room with popcorn • Craft: Recycled Owl • BYO LUNCH • Afternoon Tea: Making Fruit Kebabs • Craft: Suncatcher 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat • Bring bathers and towel for outdoor water play 	\$72.00
Friday 14 January 2022	<ul style="list-style-type: none"> • INCURSION: SILENT DISCO From 10.30am An event where children dance to music listened to on wireless headphones, with disco lights. Rather than using a speaker system, music is broadcast via a radio transmitter with the signal being picked up by wireless headphone receivers worn by the children. Those without the headphones hear no music, giving the effect of a room full of people dancing to nothing • Craft: Spoon Butterflies (by MM) • BYO LUNCH • Afternoon tea: making honey joys by MM • Craft: making shrink me plastic keyrings 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat • Bring bathers and towel for outdoor water play 	\$72.00 + \$16.00 incursion

Monday 17 January - Friday 21 January 2022

Holiday Program Timetable

Week 5 Breakfast and afternoon tea will be provided daily			
Date	ELC and OSHC Activities	What to Bring	Cost
Monday 17 January 2022	<ul style="list-style-type: none"> MOVIE DAY at ELTHAM College Sit back and Relax watching a movie on the big projector screen in the ELC room with popcorn Craft: Happy rainbow BYO LUNCH Afternoon Tea Recipe: Making Coconut Rolls Craft: Shark Weaving Card 	<ul style="list-style-type: none"> Morning tea Snacks Lunch Drink bottle SunSmart hat Bring bathers and towel for outdoor water play 	\$72.00
Tuesday 18 January 2022	<ul style="list-style-type: none"> Craft: Making bubble wrap snakes INCURSION: THE SNAKEMAN From 10.30am-12pm Hands on incursion where children can touch and hold snakes (numerous kinds), lizards, frogs, turtles and crocodiles - about 40 animals in all BYO LUNCH Craft: Making a button turtle Afternoon Tea: Banana Omelettes 	<ul style="list-style-type: none"> Morning tea Snacks Lunch Drink bottle SunSmart hat Bring bathers and towel for outdoor water play 	\$72.00 + \$16.00 incursion
Wednesday 19 January 2022	<ul style="list-style-type: none"> Craft: paper plate watermelon BYO LUNCH Afternoon Tea: Fairy Bread Cookies Craft: Bubble Painting 	<ul style="list-style-type: none"> Morning tea Snacks Lunch Drink bottle SunSmart hat Bring bathers and towel for outdoor water play 	\$72.00
Thursday 20 January 2022	<ul style="list-style-type: none"> ALL THINGS AUSSIE Craft: Making a Didgeridoo LUNCH - SAUSAGE SIZZLE Afternoon tea: Pancakes Craft: Australian flora collage with magnet 	<ul style="list-style-type: none"> Morning tea Snacks Drink bottle SunSmart hat Bring bathers and towel for outdoor water play 	\$72.00 + \$8.00
Friday 21 January 2022	<ul style="list-style-type: none"> FUN IN THE SUN INCURSION: SCIENCE From 10.30am Children can engage in hands on experiments and experience hands-on science, including catching the fog from dry ice in boo-bubbles, making polymer slime, launching fizz rockets, creating defying with magic jars and creating exploding bags. Children will be able to take home a small bag of slime Craft: Sailing Ships BYO LUNCH Afternoon Tea: making watermelon pizza slices Craft: Design your crazy sunglasses 	<ul style="list-style-type: none"> Morning tea Snacks Lunch Drink bottle SunSmart hat Bring bathers and towel for outdoor water play 	\$72.00 + \$15.00 incursion

Monday 24 January - Friday 28 January 2022

Holiday Program Timetable

Week 6 | Breakfast and afternoon tea will be provided daily

Date	ELC and OSHC Activities	What to Bring	Cost
Monday 24 January 2022	<ul style="list-style-type: none"> • INCURSION: CIRCUS SKILLS Learn how to juggle, hula hooping, plate spinning and flower sticks From 10.30am-12.30pm • Craft: Cool Sunshine • BYO LUNCH • Afternoon Tea Recipe: Cinnamon Spice Apple Chips • Craft: Making a funny flip book 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat • Bring bathers and towel for outdoor water play 	\$72.00 + \$15.00 incursion
Tuesday 25 January 2022	<ul style="list-style-type: none"> • INCURSION: MASTERCHEF DAY • Craft: Hama beads • Making ice cream Spiders • LUNCH: Beef Tacos • Craft: Scaled Fish • Afternoon Tea: Making Muesli Balls 	<ul style="list-style-type: none"> • Morning tea • Snacks • Drink bottle • SunSmart hat • Bring bathers and towel for outdoor water play 	\$72.00 + \$15.00 incursion
Wednesday 26 January 2022	AUSTRALIA DAY PUBLIC HOLIDAY - PROGRAM CLOSED		
Thursday 27 January 2022	<ul style="list-style-type: none"> • INCURSION: Learn how to HIP HOP DANCE From 10.30am-12.30pm • Craft: Beaded Snake • BYO LUNCH • Afternoon tea: Making Anzac Biscuits Bliss Balls • Craft: Pre-cut head designs 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat • Bring bathers and towel for outdoor water play 	\$72.00 + \$15.00 incursion
Friday 28 January 2022	<ul style="list-style-type: none"> • MOVIE DAY at ELTHAM College Sit back and Relax watching a movie on the big projector screen in the ELC room with popcorn • Craft: Sand art bracelet • BYO LUNCH • Afternoon Tea: Making French Toast • Craft: Hanging Octopus 	<ul style="list-style-type: none"> • Morning tea • Snacks • Lunch • Drink bottle • SunSmart hat • Bring bathers and towel for outdoor water play 	\$72.00