



# VACATION CARE PROGRAM

Our services are subsidised by the Federal Government via the Child Care Benefit and Child Care Rebate Scheme.

The Prices below are Full Fee costs and are subject to change each financial year.

## VACATION CARE

### Operating Hours

- 6:30am to 6:30pm – Operating Hours
- 6:30am to 8:00am – Breakfast and Beverages (Additional Fee)
- 3:30pm to 4:00pm – Afternoon Tea (Included)
- 6:30am to 6:30pm – Administration Hours (Subject to change for Excursion Days)

Arrival, Departure and Return times are subject to days scheduled

### Pricing Information

- \$2.50 – Breakfast
- \$1.00 – Flavoured Milk Drink
- 50c – Juice Drink
- \$36.00 – Booking Fee
- \$36.00 – Casual Booking
- \$61.00 – Incursion or Excursion Programmed for that day. (Including \$36.00 Fee)
- \$2.50 – Movie Snack Pack (Optional – Includes Juice Box, Chips/Popcorn/Biscuits, and Lollies etc.)

## PAYMENTS & INVOICES

All invoices are due before Vacation Care commences to secure all bookings. Additional costs for Breakfast, Beverages, and Snack Packs can be included in the invoice prior to care, or sent in new weekly invoices. New invoices will be sent via email each coming Monday. EFTPOS and BPAY facilities for payment are currently available.

### EFTPOS

- Located in the OSHC Building

### BPAY DETAILS

- Account Name – Pakenham Consolidated School



- BSB – 063733
- Account Number – 1015 9254

Please be sure to direct payments to OSHC, with the Invoice Number and Surname in the description box.

## **CANCELLATIONS AND REFUNDS**

During Vacation Care refunds are only applicable in case of illness where a medical certificate is supplied, or other additional absence reasons including Exceptional Circumstances. Please notify us as soon as possible for cancellations and booking adjustments at least 24 hours in advance. NO refunds will be issued for Late Cancellations and Absences once care has commenced. Once a cancellation has been made and you change your mind, your child will be added to the waiting list if no places are available.

## **IMPORTANT INFORMATION**

### **Morning Tea & Lunch**

- Is not provided unless otherwise indicated. We are not always able to heat/cook lunches for children as time often does not permit. Water is available all day, although a drink bottle or two should be provided on excursions.

### **Excursions**

- All children attending on an excursion day will attend the excursion. Please be aware that we are unable to wait beyond the scheduled time of departure, so children should be dropped off by the time indicated.

### **Clothing**

- Should be appropriate to the activity. **Art smocks are provided, but no responsibility can be taken for soiled clothing.** Wet-weather clothing should be provided for all excursions. We recommend closed-toe shoes and covered shoulders for all outdoor activities.

### **Sunsmart Policy**

- Our program follows the school Sunsmart policy and this will be implemented during terms 1 & 4, however we strongly recommend that at other times of the year when the sun is out, that children require appropriate clothing and head wear. (Please, NO singlet tops)

### **Details**

- Parents should ensure all details are kept up-to-date in case of an emergency. Please check with educators if you think you need to update contact details. These details are easily adjusted when completing your paperwork.



### **Sickness**

- In the interests of the health and safety of all children at the service, we are unable to care for sick children. Please be aware that in cases of illness or injury you may have to make arrangements for children to be collected.

### **Property**

- All property should be clearly labelled as it remains the responsibility of your child to care for it. Educators cannot take responsibility for any property lost, damaged or stolen at vacation care.

### **Behaviour**

- Children are expected to display an appropriate level of behaviour at all times. Children may be excluded from part-of, or, the entire program if behaviour is consistently inappropriate.

## **CONTACT DETAILS**

### **Outside School Hours Care - OSHC**

- Phone - 5945 7117
- Mobile - 0488 576 526
- Address – 2 Rundell Way Pakenham 3810 (White Building to the left)
- Email - [ohsc.pakenham.cs@edumail.vic.gov.au](mailto:ohsc.pakenham.cs@edumail.vic.gov.au)

### **Pakenham Consolidated School Administration**

- Phone – 5941 1511
- Address – 2 Rundell Way Pakenham 3810
- Email – [pakenham.cs@edumail.vic.gov.au](mailto:pakenham.cs@edumail.vic.gov.au)