



2025 SPRING VACATION CARE

Monday 22nd September to Friday 3rd October



CONTACT US

EMAIL: GOSHC@GUMDALESSPC.ORG.AU

PHONE: 07 3890 2539

SERVICE MOBILE: 0498 016 918

EXCURSION MOBILE: 0439 169 957

OPERATING HOURS

MONDAY TO FRIDAY: 6:00AM TO 6:00PM

BREAKFAST: PROVIDED UNTIL 7:45AM

AFTERNOON TEA: PROVIDED FROM 3:00PM

IMPORTANT INFORMATION



WHAT YOU NEED EACH DAY

- Sun safe clothing (sleeves that cover the shoulders and upper arms)
- A wide brimmed hat. **We do not have spares available.**
- Closed in shoes
- Spare clothes and underwear.
- Food for morning tea and lunch. We supply breakfast and afternoon tea.
- Sun safe play clothing.

Your child will be active at Vacation Care. Please ensure they are dressed appropriately and all items are labelled with your child's name so they can be returned. Any unclaimed items that are left at the end of the Vacation Care period will be donated at the end of Term 3, Week 1.

WHAT NOT TO BRING AND WEAR:

- No singlet tops, cropped shirts or sleeveless dresses.
- No thongs, crocs, heeled shoes or slip ons.
- No baseball caps or visors.
- No electronic devices including iPads, mobile phones and smart watches.
- No expensive personal items or toys from home.
- No trolley bags for excursions. Children must have a back pack.



FEES CHARGED

- **If booked before or on COB Friday 12th September 2025:** \$88.00 per day
- **If booked after COB Friday 12th September 2025:** \$98.00 per day

Additional surcharges apply to special event days, and are costed accordingly. Incursions are charged on all bookings, and excursions are only charged if a child is successful in being placed on an excursion. For more information, please review the program and excursion summary.

All fees are before any Child Care Subsidy is applied. This includes additional excursion and incursion fees. **Full fees will apply until all details are confirmed.** Please ensure your child's Child Care Subsidy is active through myGov.

If you have not used the service in 13 weeks, Child Care Subsidy will cease and will need to be reactivated. If you have not used the service in 26 weeks, Child Care Subsidy will cancel and you will need to reapply. **Centrelink will notify you of this directly.**



PROGRAMMED ACTIVITIES

While our program outlines various activities on offer, our program is flexible and children have the autonomy to choose the activity they wish to participate in. Children have access to a plethora of resources, and are encouraged to engage in activities of their choosing in a variety of indoor and outdoor environments. The children have access to colouring/drawing, arts & crafts, playing with construction toys, building with blocks, physical group games, home corner, dancing, reading, dress ups, limited electronic use, and painting.



SUN SAFETY REMINDERS

The service sun safe policy must be adhered to at all times while the service is operating. Children and staff are required to wear **broad brimmed hats** that protect their ears, face and neck. Children and staff are also required to wear **sun safe clothing** and **swimwear** that covers as much of their skin as possible (especially the shoulders, back and stomach).



SUNSCREEN APPLICATION

SPF50+ Ultra Sunscreen (Cancer Council) is supplied by the service and applied throughout the day. We request that parents apply sunscreen to their child on arrival to or before they arrive to the service.

If your child cannot apply the sunscreen listed above, please ensure that you provide your own, that has been labelled with a chemist label stating your child's name.



MEDICATION ADMINISTRATION

If children require any form of medication to be administered while in our care (including antibiotics, Ventolin and EpiPens), the medication must:

'be in the original packaging and have a pharmacy label with the child's name and dosage details attached'

Any medication that needs to be administered, including self-administration, while your child is in our care must be stored in the office. A parent/guardian must also complete an Authorisation to Administer Medication form and provide relevant Medical Management Plans. **Children cannot attend without the required documentation and medication.**



BOOKINGS AND CANCELLATIONS

All bookings must be made through the OWNA mobile device app or web portal. If spaces are available, bookings can be made until 9:00am of that same day.

All requests to cancel bookings must be made through the OWNA mobile device app or web portal. All cancellations require five (5) working days notice (equivalent of seven (7) days) or full fees for that session will be charged and an absence will be marked. If you cancel an excursion day, you are automatically removed from the excursion list.



MEAL TIMES

Breakfast (6:00am - 8:00am) and Afternoon Tea (3:00pm - 3:30pm) are provided at Vacation Care each day. Families are required to supply a healthy lunchbox that includes:

- Morning tea
- Lunch
- Additional snacks

Please provide sufficient portion sizes as children are very active during the Vacation Care Program.



ALLERGY ALERT

We are an allergy aware service and have children attending our service that are anaphylactic to certain foods. This includes **all nuts, egg, coconut, seafood, melons, avocado and sesame**. Please encourage your child not to share food with others and to wash their hands after eating to protect these children. We will be having these discussions during group time each day.



CODE OF CONDUCT

We aim to always work in partnership with our families to deal with any concerns that arise throughout Vacation Care and we will act as promptly as we can. We are dealing with many children each day whilst running the service and the team deserve to be treated with respect and dignity at all times. Raising voices and threatening our team will not be tolerated and is not the way to manage any concerns or grievances you may have.

The Code of Conduct for Parents, Guardians, Authorised Nominees and Visitors establishes a standard of conduct and behaviour to be followed by all persons while at the service and defines how individuals must behave towards each other, towards the children, the educators and management team at the service and through all communications.

EXCURSION INFORMATION



EXCURSIONS

Excursions are not compulsory and a booking on the day does not guarantee a place on the excursion. All children must have a completed permission form to attend as outlined below. The service will still be available if you do not wish to send your child/ren on excursions.

You will receive a generic email the day before all excursions with important information around departure and return times, along with any special requirements for the day. Please ensure you read your emails to keep up to date.



SENIOR ACTIVITIES AND EXCURSIONS

Additional activities and excursions are on offer to our senior children (Year 4 to Year 6) to cater to their interests. We use these activities to encourage independence through exploration of their local community. We encourage all our seniors to participate in these activities.



PERMISSION FORMS

A permission form is required for all excursions listed on the program under the Education and Care Services National Regulations 102.

To secure a place on the excursion, you will need to submit an excursion permission form for your child at the time of booking.

- You will receive a confirmation email within three (3) business days if your child/ren has been placed on the excursion.
- The submission of permission forms is the sole responsibility of the account holder.
- A permission form will not be accepted without a booking for the day.
- Excursions may change due to weather conditions and parents will be informed as soon as possible.

You can find all relevant permission forms on the OWNA app.



ARRIVAL AND DEPARTURE TIMES

Please ensure you are aware of the times listed on the program to ensure you arrive to the service on time. We run on a tight schedule on excursion days, and cannot wait for late children. We utilise the additional time in the morning to ensure all children, and staff, are prepared for the day and aware of the expectations on excursions.

Please note: Excursions may be affected by unexpected circumstances (such as traffic), and this will be communicated to families via email and social media if we are delayed.