

## IMPORTANT DATES

Bookings commence 3 weeks before each school holiday care period.

### **Program Dates 2023/2024**

Period	Start	Finish
School Holidays	18/12/2023	22/12/2023
Shutdown ( not opened)	25/12/2023	12/01/2024
School Holidays	15/1/2024	31/1/2024
School Holidays	15/04/2024	29/04/2024
School Holidays	08/07/2024	22/07/2024
School Holidays	30/09/2024	11/10/2024

### **Priority of Access**

- A child at risk of serious abuse
  - Current family using the service or new family
  - Sibling of a child attending the service
  - A Any other child
- Within these main categories priority will be given to the following children:
- Children in Aboriginal and Torres Strait Islander families;
  - Children in families which include a disabled person;
  - Children in families on low incomes;
  - Children in families from culturally and linguistically diverse backgrounds;
  - Children in socially isolated families;
  - Children of single parents.



# School Holiday Care Program

Contact OSHC Administrator at

[Stephen.Crimston@innerwest.nsw.gov.au](mailto:Stephen.Crimston@innerwest.nsw.gov.au)

for booking forms, enrolment and booking inquiries

Bookings commence three weeks before  
each school holiday care period.

Ferncourt School Holiday Care—9392 5602 / 0412 862 089

Located at Ferncourt PS—Premier St Marrickville

(Service Approval Number—SE 00012333)

Web page—[www.innerwest.nsw.gov.au](http://www.innerwest.nsw.gov.au)

FUN, SUPERVISED CARE FOR PRIMARY SCHOOL  
AGED CHILDREN

Open 7.00am to 6.00pm

# SCHOOL HOLIDAY CARE – INFORMATION SHEET

## POLICY AND PROCEDURES

This is a fact sheet providing an overview of current protocols and procedures. A comprehensive policy and procedure manual is available at the Centre.

## STAFF

School Holiday Care Co-Ordinator is the Nominated Supervisor and Educational Leaders of the Service. Educators are employed because of their experience in childcare and all Educators are involved in ongoing training. At the parent sign in area and staff notice board is on display and provides details of who is in charge between 7am and 6pm each day. Please refer to our notice board for more information

## FEES

A copy of the current fee schedule is on display at the centre and on our web page. To obtain more information about Child Care Subsidy, please visit; [Child Care Subsidy - Services Australia](#)

## SIGNING IN/OUT

It is a requirement of enrolment and funding to sign children in/out of the centre each morning and afternoon they attend the Centre including school holiday care. Children are not permitted to sign themselves in or out of care.

Please use the Hub Hello QR code at the entry of the service

## BOOKINGS AND ACCOUNTS

A booking and excursion form completed.

**All Child Care Subsidy payments received will be applied to the account.**

**Accounts will be issued each week.**

## ABSENTEES AND CANCELLATIONS

All absentee days are payable. Changing or cancelling days booked requires 2 weeks written notice and made directly to the Centre. Staff are unable to accept verbal requests to change attendances.

## FOOD & DRINKS

Breakfast is not provided during school holidays.

**Families must provide a nutritional and prepared morning tea, afternoon tea and lunch for your child.** If your food requires refrigeration please see staff.

Staff will not be able to leave the centre to purchase food for your child.

Water is available at all times for children.

## HEALTH CONDITIONS

**Centres have children attending that have life threatening allergies.** Do not send food for your child with peanuts or nut products.

## CHILDREN REQUIRING ADDITIONAL SUPPORT

The Centre Co-ordinator will work with the family to ensure a smooth transition into the service and where required apply for funding to provide additional support.

## CLOTHING/ SUN PROTECTION

**Hats—NO HAT, NO SUN PLAY** policy. Whilst outdoors, everyone must wear a hat. Hats must meet the Cancer Council's recommendations; a full brim hat.

**Sunscreen**— Please apply sunscreen prior to signing your child in. Throughout the session sunscreen will be applied in accordance with our Sun Safe Policy. 30+ Sunscreen is available at all services. If your child has an allergy / sensitivity to sunscreen, please supply a suitable sunscreen for them to wear and inform staff.

**Clothing**— Clothing should be loose-fitting, and cover as much of the skin as possible. ( no singlet's, mid drift tops, open back tops, short shorts or thongs)

Ensure your child wears old, comfortable clothing, having fun can be messy business.

**ELETRONIC DEVICES** – Mobile phones, tablets, camera's are not permitted.

## EXCURSIONS

Parents can contact staff when on an excursion by calling the centre mobile.

A risk assessment for all excursions has been conducted.

**On excursion days children need to be at the centre 15 minutes before the time on the program.**

## ITEMS REQUIRED FOR EXCURSIONS

- Packed lunch for the whole day
- Water
- A full brimmed hat
- A back pack
- Closed in shoes & clothing that meet the sun protection requirements

## PROGRAMMING AND EVALUATION

During each school holiday care period children are asked to provide ideas and comments for the current and the next school holiday care program.

Evaluations / feedback can be forwarded to the Centre Co-ordinator via email

Centres will use the information to program for the next school holiday care period.

We need comments returned by week 3 of each term so we can plan for the next school holidays

## PRESCRIBED BODIES AND EXCHANGE OF INFORMATION

Information about a child or a family including details on this enrolment form may be shared with other prescribed bodies without consent of the parent / guardian where the service has concerns about the safety, welfare or wellbeing of a child. More information about this requirement can be located from the Policy and Procedure manual.

## COMMUNICATION/ COMPLAINTS/FEEDBACK

Please feel free to discuss any aspects of the program with the Co-ordinator. If you have any issues that are unable to be resolved at this level, please contact the Co-ordinator, Middle Childhood Services on 9335 2144. A detailed complaints procedure is on display and in the procedure manual at the centre.