



Rockhampton Girls
Grammar School
Est 1892

EASTER VACATION CARE PROGRAM FOR 2018

Dear Parents and Caregivers,

Well it's almost vacation care time again, so the staff here at Rockhampton Girls Grammar OSHC have developed an action-packed program, starting on **Tuesday 3 April 2018** and running till **Friday 13 April 2018**, that will provide care for students from Rockhampton Girls Grammar School (prep to year 9) and the wider community.

Our vacation care program is packed with exciting activities that will take place both inside and outside of the school grounds, and aims to keep all participants entertained.

If you require your child to attend our vacation care program, you will need to make a booking before the end of Term 1. To avoid disappointment, please ensure you make your booking as early as possible (as places are limited). Please be advised that families with students currently attending Rockhampton Girls Grammar School will be given priority over families attending other schools.

Did you know...

- that our vacation care programs are designed and developed in collaboration with students, their families and the staff of RGGGS OSHC. Our programs are based on an approved learning framework called "My Time, Our Place", and the developmental needs, interest and experiences of the students. The basis of our program focuses on recreational and leisure elements.
- that our learning environments are designed to embrace the student's need for "free choice" and "free play".
- all excursion venues are carefully selected, using input and feedback from the student's and their families gained through surveys, conversations and evaluations of previous vacation care experiences.
- that the program is subject to change dependent upon weather conditions and enrolment numbers.
- that to ensure safety, all excursion venues are visited in advance by service coordinator, and a full Risk Assessment completed and available to view either on our webpage or directly at the service. These risk assessments are shared with all Educators participating in the excursion, to ensure they are equipped with the knowledge to mitigate risk to participants, and work towards bringing about the desired outcomes whilst on the excursion.
- all educators are adequately equipped, by having complete up to date CPR, First Aid, Asthma and Anaphylaxis training, as well as Child Protection training. In addition, all Educators are provided with a briefing so they are aware of the children in their care, and any venue specific information necessary.
- fully stocked First Aid Kits, along with any Medication (and associated Medical Management Plans) applicable for the students on the excursion, are carried with the educators, along with a centre Epipen and Ventolin, to utilise in the case of an emergency.
- students can bring their own belongings to vacation care; however, it is their responsibility to ensure that their possessions are clearly labelled and taken home with them at the end of each day. The Service accepts no responsibility for any lost or broken personal items.
- children attending OSHC will be supervised by staff at a minimum ratio of 1 to 15.
- that the maximum numbers of students that can attend the service at any one time is 30.

OTHER IMPORTANT INFORMATION TO BE AWARE OF:

Hours of operation:

Our service is open from 7:30am until 5:30pm. Late fees apply for late pick-ups as per the parent handbook (if you do not have a copy please ask us for one or visit our website).

Some benefits of sending your child to Rockhampton Girls Grammar Outside School Hours Care program are that we offer:

- a fully supervised play based and age tailored program;
- a flexible booking process for either **full day** or **3-hour sessions**, with no cancellation fees charged if notification of changes are made **prior to 8:30am** on the day of the original booking;
- participants an opportunity to catch up with friends during the holiday period;
- outdoor and indoor activities, as well as excursions;

- care for Rockhampton Girls Grammar students and their siblings, as well as members from the wider community within school age.

Students are required to bring with them each day (unless specified in the program):

- Morning tea, lunch, afternoon tea and a water bottle. Note: It would assist us in delivering the message of the importance of healthy eating if participants bring a healthy and nutritious lunch box to vacation care and avoid snack foods which are high in fat and sugar. We suggest a sandwich, cheese, fruit and veggie sticks, crackers, yoghurt and water to drink.
- Appropriate clothing and footwear for the weather and a hat.

Rockhampton Girls Grammar Outside School Hours Care provides:

- Sunscreen (students with sensitive skin or allergies MUST bring their own sunscreen).
- Cold water or tap water.

Parents please assist us by:

- ensuring your daughter/s are signed in and out each day. Signing in and out every day is a legal requirement;
- notifying Rockhampton Girls Grammar OSHC if your child will not be attending on a booked day (this will be charged if notification is not given within the required time frame);
- dressing children in 'play' appropriate clothes. On days designated as a "Water themed" day parents are to provide their daughter/s with clothing and footwear appropriate to the engagement of water based activities, as well as any additional requests outlined in the program;
- marking all items of clothing with names;
- keeping unwell children at home;
- filling out medication forms as necessary;
- advising staff of infectious diseases etc.

Behaviour:

Staff reserve the right, after consultation with parents, to exclude a child from the program if their behaviour is not acceptable, or dangerous to staff or student in any way.

Weather conditions:

The program may be altered or amended to accommodate adverse weather conditions or due to unforeseen circumstances. You will be notified of any changes to the program.

Personal belongings:

Rockhampton Girls Grammar Out Side School Hours Care and its staff do not take responsibility for belongings or games that the students may bring to the Service unless specified in the program.

Excursions:

Excursions require advance booking for organisational purposes. Please book early so that we can plan transport, tickets and staffing accordingly. Consent must be given in writing for each excursion. **Please arrive at the Service by 8:30am on excursion days.** We are unable to wait for anyone who is not there on time. Once the bus leaves the Service there will not be anyone present at the Service until the scheduled return time. Please do not give students money to spend on excursions, unless specifically requested to do so on the program. Finally, on excursion days please insure your daughter/s wear closed in shoes and dress appropriately for the activity.

Child Care Benefit (CCB) and Child Care Rebate (CCR):

Help with fees is available for those eligible for CCB. All families are eligible for CCR irrespective of income. Applications must be made through Centrelink or the Family Assistance Office.

You will need to advise the Service on the enrolment form, of your Customer Reference Number (CRN) and the CRN of each of your children in order to claim CCB and CCR at the Service.

Attendance data is reported to the Government using CCMS (Child Care Management Service Software). CCB and CCR entitlements are calculated and fees adjusted accordingly.

Fee payment details:

Please note this account is strictly 7 Days. Any accounts exceeding 30 Days will result in the temporary exclusion of your child from the Service until the account is settled.

Accounts may be paid by the following methods:

- cash (only in person at Reception).
- cheque (payable to Rockhampton Girls Grammar School).
- EFTPOS by phone or at Reception. Accounts Office Telephone Number: **(07) 49 300 902**.
- directly into the Rockhampton Girls Grammar School. Please quote last name and OSHC as reference. Account details:

Bank Account Name: Rockhampton Girls Grammar School

Bank Name: National Bank Australia

BSB: 084-901

Bank Account Number: 172 384 282

Note: School business hours are Monday to Friday 8:00am to 4:00pm (excluding public holidays and Christmas/New Year week). For further information please refer to the Parent Handbook (found on the school's webpage) or alternatively you can speak directly to the staff at OSHC.

Service contact information:

If you need to contact us for any reason, please do so on the service number **(07) 49 300 956**. During excursions, we will be contactable via mobile phone on **0417 111 294**.

If you have any further questions, please contact the Service directly.

Kind regards,








Nadia Hoare
Outside School Hours Care Coordinator



EASTER VACATION CARE PROGRAM 2018






WEEK 1:

MONDAY 02/04/2018	TUESDAY 03/04/2018	WEDNESDAY 04/04/2018	THURSDAY 05/04/2018	FRIDAY 06/04/2018
<p>CLOSED: EASTER MONDAY – PUBLIC HOLIDAY</p> 	<p>FRIENDSHIP BOXES</p> 	<p>Excursion: Fishing at the Causeway Lake.</p> 	<p>Incursion: Italian Restaurant Day.</p> 	<p>Excursion: Travelling around town looking for clues to find Hamo.</p> 
<p>LEARNING OUTCOMES FOR THE PLANNED ACTIVITY:</p>				
<p>PUBLIC HOLIDAY</p>	<p>Learning Outcome 2: Children are connected with, and contribute to their world.</p> <p>Element 2.1: Students develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.</p>	<p>Learning Outcome 2: Children are connected with, and contribute to their world.</p> <p>Element 2.4: Students become socially responsible and show respect for the environment.</p>	<p>Learning Outcome 2: Children are connected with, and contribute to their world.</p> <p>Element 2.1: Students develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community.</p>	<p>Learning Outcome 3: Children have a strong sense of wellbeing.</p> <p>Element 3.1: Students become strong in their social and emotional wellbeing.</p>
<p>HOW THE ACTIVITY IDEAS WERE DEVELOPED:</p>				
<p>Due to the success of the planned excursions undertaken during the Christmas holidays last year, we decided to plan for a number of similar activities these holiday's.</p> <p>Following on from the success of our previous visits from the residents of Benevolent Nursing Home the students current interest in the food industry we decided that we would invite the residents to attend an Italian Restaurant which will be designed, set up and run by the students themselves.</p>				
<p>ADDITIONAL REQUIREMENTS:</p>	<p>ADDITIONAL REQUIREMENTS:</p>	<p>ADDITIONAL REQUIREMENTS:</p>	<p>ADDITIONAL REQUIREMENTS:</p>	<p>ADDITIONAL REQUIREMENTS:</p>
<p>PUBLIC HOLIDAY</p>	<p>There are no additional requirements for today's activities.</p>	<p>There will be an additional cost of \$5 per participant for this activity.</p>	<p>There are no additional requirements for today's activities.</p>	<p>There are no additional requirements for today's activities.</p>
<p>STAFF ON DUTY:</p>	<p>STAFF ON DUTY:</p>	<p>STAFF ON DUTY:</p>	<p>STAFF ON DUTY:</p>	<p>STAFF ON DUTY:</p>
<p>PUBLIC HOLIDAY</p>	<p>Miss Hoare (open) and Miss Bath (close)</p>	<p>Miss Hoare (open) and Miss Bath (close)</p>	<p>Miss Hoare (open) and Miss Bath (close)</p>	<p>Miss Hoare (open) and Miss Bath (close)</p>



EASTER VACATION CARE PROGRAM 2018

WEEK 2:

MONDAY 09/04/2018	TUESDAY 10/04/2018	WEDNESDAY 11/04/2018	THURSDAY 12/04/2018	FRIDAY 13/04/2018
<p>EXCURSION: Arts in the Botanical Gardens</p> 	<p>ANIMATION DAY</p> 	<p>PAPER CRAFTS</p> 	<p>TWINE DREAM CATCHER</p> 	<p>EXCURSION: Girl's Day Out</p> 
LEARNING OUTCOMES FOR THE PLANNED ACTIVITY:				
<p>Learning Outcome 4: Children are confident and involved learners.</p> <p>Element 4.3: Students transfer and adapt what they have learned from one context to another.</p>	<p>Learning Outcome 4: Children are confident and involved learners.</p> <p>Element 4.4: Students resource their own learning through connecting with people, place, technologies and natural and processed materials.</p>	<p>Learning Outcome 4: Children are confident and involved learners.</p> <p>Element 4.3: Students transfer and adapt what they have learned from one context to another.</p>	<p>Learning Outcome 4: Children are confident and involved learners.</p> <p>Element 4.4: Students resource their own learning through connecting with people, place, technologies and natural and processed materials.</p>	<p>Learning Outcome 3: Children have a strong sense of wellbeing.</p> <p>Element 3.1: Students become strong in their social and emotional wellbeing.</p>
HOW THE ACTIVITY IDEAS WERE DEVELOPED:				
<p>Over the course of the Christmas vacation care program 2017, and during after school care Term 1, 2018. I received a number of request from the students asking me to plan more excursions, specifically Girl's Days Out because the last one was "so much fun".</p> <p>OSHC staff had also noticed that many of the older girls had begun to develop an interest in drawing animation characters recently. With some students telling me that they had even been attending special classes at the local Library.</p> <p>Finally, following the introduction of the Growth Mindset program at Rockhampton Girls Grammar School many of the planned activities for this program have been developed specifically to support this program.</p>				
ADDITIONAL REQUIREMENTS:	ADDITIONAL REQUIREMENTS:	ADDITIONAL REQUIREMENTS:	ADDITIONAL REQUIREMENTS:	ADDITIONAL REQUIREMENTS:
There are no additional requirements for today's activities.	There are no additional requirements for today's activities.	There are no additional requirements for today's activities.	There are no additional requirements for today's activities.	There will be an additional cost of \$30 for this activity.
STAFF ON DUTY:	STAFF ON DUTY:	STAFF ON DUTY:	STAFF ON DUTY:	STAFF ON DUTY:
Mrs. Goltz (open) and Miss Bath (close)	Mrs. Goltz (open) and Miss Bath (close)	Miss Olive (open) and Miss Bath (close)	Miss Olive (open) and Miss Bath (close)	Miss Olive (open) and Miss Bath (close)



EASTER VACATION CARE 2018 - BOOKING FORM

Student/s Name and Year Level/s: _____

Tick this box if you intend your daughter/s to attend a:		Day and Date		Planned Activity
Full Day (\$54)	3 Hour Session (\$23)			
WEEK 1				
N/A	N/A	MONDAY	02/04/2018	CLOSED – EASTER MONDAY (PUBLIC HOLIDAY)
		TUESDAY	03/04/2018	Friendship Boxes.
		WEDNESDAY	04/04/2018	Excursion: Fishing at the Causeway Lake. Note: An additional \$5 will be charged for today's excursion.
		THURSDAY	05/04/2018	Incursion: Italian Restaurant Day.
		FRIDAY	06/04/2018	Excursion: Travelling around town looking for clues to find Hamo.
WEEK 2				
		MONDAY	09/04/2018	Excursion: Arts in the Botanical Gardens followed by a picnic lunch.
		TUESDAY	10/04/2018	Animation Day.
		WEDNESDAY	11/04/2018	Paper Crafts.
		THURSDAY	12/04/2018	Twine Dream Catcher.
		FRIDAY	13/04/2018	Excursion: Girls Day Out - Movie "Sherlock Gnomes" followed by lunch at Hog's Breath. Note: An additional \$30 will be charged for today's excursion.

MEDICAL INFORMATION:

Please list any medical conditions and necessary treatment. Please provide the service with Action Plans for medical alerts if available. Epi-pens and Puffers **MUST** be brought with the child to OSHC if they are required by your child.

MEDICAL CONTACT DETAILS IN CASE OF EMERGENCY:

In the case of accident or emergency, every effort will be made to contact parents/guardians prior to seeking treatment. In the event of my child receiving injuries requiring urgent medical attention, I authorise the seeking of that medical attention and agree to pay all costs incurred on behalf of my child.

Name of Doctor: _____

Phone Number: _____

Contact Details:

Primary Contact's Name: _____
Phone: _____ Email: _____

Secondary Contact's Name: _____
Phone: _____ Email: _____

Emergency Contact's Name (in case we cannot get a hold of the contacts above): _____
Phone: _____ Email: _____

IMPORTANT INFORMATION FOR ALL DAYS INVOLVING EXCURSIONS:

Students should be at the service **no later than 8:30am**. Even if we intend to leave later than this, there are many important things that need to be done before we leave. This includes issuing the students with details and instructions about the excursion for the safety and well-being of everyone in attendance. We will always endeavour to be **back at the service by 3pm**. Please do not give your students any money to spend on the excursion as it is not fair to students without money.

Excursions: Any additional costs for excursions will charged directly to your account.

Movies: At times during vacation care we sometimes watch movies. Do we have your permission to show:

- **G Rated Videos**
- **PG Rated Videos**
- **Both G and PG Videos**

FEES AND ADDITIONAL COST: Vacation Care Daily Fees (2018):

- 3 Hour Session **\$23.00** per session
- Long day (8.00am to 6.00pm) **\$54.00** per day

PARENT/GUARDIAN DECLARATION:

PLEASE BE AWARE THAT THIS FORM MUST BE RETURNED TO OSHC BY NO LATER THAN THE LAST FRIDAY OF THE SCHOOL TERM. PHONE AND EMAIL BOOKING WILL BE ACCEPTED; HOWEVER, YOU **MUST** ENSURE THAT YOU HAVE SIGNED THIS DECLARATION AND BOOKING FORM PRIOR TO LEAVING YOUR CHILD AT THE SERVICE FOR CARE.

I _____, give permission for my daughter/s _____ to participate in all the activities booked for the September vacation care period and I confirm my agreement to pay all costs associated with these bookings. Finally, I confirm that I have read the "Important Information" section and other notices for the Easter 2018 vacation care program.

Parent/Guardian Signature: _____ Date: _____



EXCURSION PERMISSION FORM

Rockhampton Girls Grammar Outside School Hours Care is governed by strict regulations regarding adult/child ratios and risk associated with activities undertaken outside the licensed premises. Therefore, it is extremely important that you are given all the relevant information required for you to make an informed decision as to whether or not you are willing to allow your child to participate in these planned activities.

All parents/guardians with daughters attending any Outside School Hours Care excursions please fill in this form and return to the Service prior to the excursion.

Attending	Not Attending	Excursion Name	Excursion Details
		Fishing at the Causeway Lake	<p>Participants will be off the Service grounds from approximately 9:00am till 3:00pm (6 hours). On Wednesday 4 April 2018.</p> <p>Participants will be transported to the Causeway Lake in the Rockhampton Girls Grammar School minivan.</p> <p>Staff:Student ratios for this excursion will be maintained at a ratio of 1:15 for the duration of the excursion.</p> <p>A risk assessment has been completed for this excursion and is available for viewing on the Rockhampton Girls Grammar Schools webpage or via a hard copy on display in the ELC room.</p>
		Where is Hamo???	<p>Participants will be off the Service grounds from approximately 10:00am till 1:00pm (3 hours). On Friday 6 April 2018.</p> <p>Participants will be transported to various locations around town looking for clues to find Hamo in the Rockhampton Girls Grammar School minivan.</p> <p>Staff:Student ratios for this excursion will be maintained at a ratio of 1:15 for the duration of the excursion.</p> <p>A risk assessment has been completed for this excursion and is available for viewing on the Rockhampton Girls Grammar Schools webpage or via a hard copy on display in the ELC room.</p>
		Arts in the Park	<p>Participants will be off the Service grounds from approximately 10:00am till 1:00pm (3 hours). On Monday 9 April 2018.</p> <p>Participants will be transported to the Rockhampton Botanical Gardens in the Rockhampton Girls Grammar School minivan.</p> <p>Staff:Student ratios for this excursion will be maintained at a ratio of 1:15 for the duration of the excursion.</p> <p>A risk assessment has been completed for this excursion and is available for viewing on the Rockhampton Girls Grammar Schools webpage or via a hard copy on display in the ELC room.</p>
		Girls Day Out	<p>Participants will be off the Service grounds from approximately 9:00am till 1:00pm (4 hours). On Friday 13 April 2018.</p> <p>They will be transported by School's minivan to Birch Carroll Coyle Cinemas to watch "Sherlock Gnomes" and then participants will walk across to Hog's Breath Café, where they will eat lunch before heading back to the Service.</p> <p>Staff:Student ratios for this excursion will be maintained at a ratio of 1:15 for the duration of the excursion.</p>

			A risk assessment has been completed for this excursion and is available for viewing on the Rockhampton Girls Grammar Schools webpage or via a hard copy on display in the ELC room.
Attending	Not Attending	Incursion Name	Incursion Details
		Italian Restaurant Day	<p>Participants will take part in an event being held within the CAB area within the school grounds from 10:00am to 1:00pm (approximately 3 hours). On Thursday 5 April 2018.</p> <p>Staff:Student ratios for this excursion will be maintained at a ratio of 1:15 for the duration of the excursion.</p> <p>A risk assessment has been completed for this excursion and is available for viewing on the Rockhampton Girls Grammar Schools webpage or via a hard copy on display in the ELC room.</p>

(please tick the relevant boxes above)

Consent:

By signing the below permission form, you are agreeing to allow Rockhampton Girls Grammar Outside School Hours Care to:

- take your daughter/s off the school grounds for the purpose of the planned excursion/activity;
- take your daughter/s photo during this excursion/activity;
- transport your daughter/s to the planned venue via the school's seat belted mini bus and that said mini bus will be driven by a licenced OSHC staff member.
- acknowledge that you are aware that no excursion/activity will be undertaken by Rockhampton Girls Grammar Outside School Hours Care without a written risk assessment/s being completed prior to departure, and that said written risk assessment/s can be accessed for viewing either on the school's web page or in the risk assessment folder located in the OSHC room.
- administer any medical assistance or treatment my daughter/s may reasonably require, including contacting my daughter/s doctor in the event of an accident or illness, school staff to obtain.
- arrange for emergency transportation if they feel it is required.
- my daughter/s being transported in a privately-owned vehicle driven by a member of the supervisory staff of Rockhampton Girls Grammar OSHC in the event of an emergency.

I _____, have read all of the information contained in this form in relation to the activity (including any attached material) and give consent for my daughter/s, _____ to participate in the above selected activities/excursion. I will pay to the Service the costs detailed above for my daughter/s participation in the activities/excursion. I accept liability for all reasonable costs incurred by Rockhampton Girls Grammar Outside School Hours Care in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the Service the full amount of those costs. I have provided the school all relevant details of my daughter/s medical or physical needs on enrolment and where relevant have updated this information.

Parent/Guardian Signature: _____ Date: _____