

Vacation Care Authorisation Form December/January 2020/2021

Booking:	Bookings open Thursday 12th November 2020 at 7am via email only – admin@ioshc.org.au . Limited spaces available. Spaces are assigned on a first in first served basis in group order (e.g. Preps, Juniors, Middles, Seniors). If your child/ren is/are not enrolled for 2020 they will not be able to attend Vacation Care. Bookings close Thursday 26th November. Children starting Prep 2021 can only attend January onwards.								
Food	<p>Lunch is NOT included!</p> <p>Please ensure a nutritious lunch is packed, free of nuts. Failure to do so will result in the parent being requested to provide lunch by 11:30am or a \$10 fee will be charged for a sandwich made by IOSHC. We do serve breakfast, morning tea, afternoon tea and a late snack.</p>								
Opening Hours:	6:45am to 6:00pm - Additional fees apply for late collection.								
Address:	Indooroopilly State School Hall, 1 Russell Terrace, Indooroopilly.								
What to bring:	Essential: Water bottle, Bucket hat, closed in shoes (no heels), sun safe clothes with sleeves (including dresses). Children may not go outside if they wear a baseball cap or clothing not covering shoulders. Optional: Healthy snack.								
Safety Policy:	Staff/child ratio complies with National Education & Care Services Regulations at all times. During standard service care a ratio of 1:15 will apply. During excursions, a staff/child ratio of 1:8 will apply.								
Costs & Fees:	<p>Costs for Vacation Care vary depending on the planned activities, as outlined in the Vacation Care program. Fees are full before CCS rebate.</p> <p>A late collection fee of \$15 per 15-minute interval (\$15 for 1 to 15 minutes late, \$30 for 16 to 30 minutes late) will apply for collections which occur after 6:00pm.</p> <p>As per the Fees Policy, full payment of all outstanding fees is required weekly/fortnightly. Accounts which are more than 30 days overdue will incur an administration fee of \$20.00 per month until payment is made. Overdue fees may result in future bookings being cancelled. To avoid late fees please contact the service to arrange payment, or to discuss a payment plan as soon as possible.</p>								
Cancellation of Bookings	Cancellations of bookings can be made up to 10 business days before the first day of Vacation Care. For this Vacation Care the last day cancellations can be made is end of business the 27th November 2020 . If cancelled after this time (or not at all), full session fee will apply.								
Incursions	Please note that some incursions are only on at certain times during the day for each area. Please ensure your child/ren is/are at the service during these times, as we would not like them to miss out on the activity.								
**Must be completed if your child/ren attends an incursion during vacation care. **	<p>Please tick the box to agree to the terms and conditions for Vacation Care incursions. Please note, if this form is not completed and the terms and conditions are not agreed to, your child/ren will not be authorised to attend the incursions. Please sign and date this document as the parent/guardian. By doing so you will be giving your consent for your child/ren to leave the service on an excursion and also being able to take part in any incursions during the upcoming Vacation Care program.</p> <p>Please tick:</p> <p><input type="checkbox"/> Yes, I acknowledge the movies shown will be G and/or PG at the discretion of the Coordinator. Middle and Senior children will choose their own movies.</p> <p><input type="checkbox"/> I acknowledge that <u>I have to provide lunch every day</u>.</p> <p><input type="checkbox"/> I allow my child/ren to have face paint</p> <p><input type="checkbox"/> No, I do not want my child/ren to participate in the following activities (list below):</p> <p>_____</p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Child 1 Name:</td> <td style="width: 30%;">Grade in 2020:</td> </tr> <tr> <td>Child 2 Name:</td> <td>Grade in 2020:</td> </tr> <tr> <td>Child 3 Name:</td> <td>Grade in 2020:</td> </tr> <tr> <td>Child 4 Name:</td> <td>Grade in 2020:</td> </tr> </table>	Child 1 Name:	Grade in 2020:	Child 2 Name:	Grade in 2020:	Child 3 Name:	Grade in 2020:	Child 4 Name:	Grade in 2020:
Child 1 Name:	Grade in 2020:								
Child 2 Name:	Grade in 2020:								
Child 3 Name:	Grade in 2020:								
Child 4 Name:	Grade in 2020:								
	<p>Parent's/Guardian Name: _____ Parent's Signature: _____</p>								

VACATION CARE TERMS AND CONDITIONS

I confirm:

- I have agreed to days of care within the service and understand the start and end times of these sessions of care.
- I understand that I am liable to pay fees for the care of my child as indicated on this form and – if applicable – in other information the service has given me, such as a fee schedule or parent handbook. I accept these documents are subject to change based on advice from the approved provider.

I understand:

- Current Vacation Care fees are set at \$38 Standard Day, \$48 Incursion, \$58 Excursion;
- I understand that my child may miss out on an incursion when arriving late to the service;
- Full fees are due weekly/fortnightly;
- I understand that no refunds are given to confirmed bookings and the service does not accept cancellations or changes to bookings after **end of business 27th November**.
- Full fees will apply when a child is absent.
- If unavoidable changes need to be made to the program a similar activity will be substituted and parents will be notified as soon as possible. Bookings will remain and cannot be cancelled.
- Lunch will not be provided. Parents need to provide a nutritious lunch, avoiding any products made of/containing nuts.
- If parents fail to provide lunch, they are required to provide lunch by 11:30am or fees will be charged to their account for a sandwich made by IOSHC.
- Children are not to bring valuables or toys to the service, this includes bikes, scooters, skateboards and similar items. IOSHC will not take any responsibility for lost or damaged items.
- Prep children will need to have a spare set of clothing with them every day.
- Parents are required to notify the service of any allergies their child may have and provide action/asthma plans annually.
- Parents are responsible for updating all parental and emergency contact information, including authorised pick up persons.
- If a child remains at the service after 6pm due to the parent not providing authorisation for pick up in writing, the parent will be required to pay any late fees that may occur.
- Medication can only be administered by staff with the written permission of the parent/guardian. Parent requiring staff to administer medication have to complete the medical authorisation form, available in the service and on the webpage. Medication needs to be labelled with child's name, dosage, name of prescribing doctor and expiry date. Medication needs to be handed to the office by an adult. Medication of any kind is not permitted in child's bag. This includes an asthma puffer.
- Parents are required to ensure all medication is in date. This applies to short term medication like antibiotics and long-term medication like EpiPen's and Asthma puffers.
- The service does not hold any medication including Paracetamol or Ibuprofen.
- If a child becomes unwell whilst at the service parents may be required to collect the child. If parents are unable to collect the child in a reasonable time or the child's health deteriorates an ambulance will be called.
- Children who have had diarrhoea or have been vomiting will be excluded for 24 hours after the last incident.
- All children must be signed in/out by parents, guardians or authorised persons. Authorised persons are known to the service, have provided ID, their phone number and be given a pin prior to collection. Authorised persons must be over 18 years old. Children are not allowed to do this themselves.
- Parents are not to pass on their phone number and pin to a third party, including family and friends, to sign their child in/out.
- Service and Vacation Care rules are established for the safety and enjoyment of all children. Children are expected to respect and follow their rules. Any breach of these rules may result in exclusion from activities or the program following consultations between Coordinator and parents.
- I acknowledge that G and PG movies will be shown at the service after lunch and at the end of the day, or during severe weather at any time during the day.
- I give permission for my child/ren to travel the most direct way on a bus or by foot during an excursion. All children will be accompanied by staff on a 1:8 ratio (1 staff for 8 children)
- I understand that if my child is sick and therefore cannot attend the service full fees still apply.
- I understand that I have to ✓ the below booking form for each of my children on the day that care is required.
- I understand that my signature below is providing permission to participate in the specific activity as detailed for the persons under my care. I have read the Authority form and acknowledge that my child/ren will be exposed to all normal risks associated with participating in this program.

Parent/Guardian Name: _____

Signature: _____ **Date:** _____

	Date	Theme	Cost	Event Type	Incursion Time	Things to bring	Risk Assessment	Child 1	Child 2	Child 3	Child 4
Week 1	10.12.2020	Children's Choice	\$38	Standard		Bucket hat, water bottle, covered shoes, T-shirt.	Provided by IOSHC				
	11.12.2020	Children's Choice	\$38	Standard		Bucket hat, water bottle, covered shoes, T-shirt.	Provided by IOSHC				
	Date	Theme	Cost	Event Type	Incursion Time	Things to bring	Risk Assessment	Child 1	Child 2	Child 3	Child 4
Week 2	14.12.2020	Street Science	\$48	Incursion	9:30-12:30pm	Bucket hat, water bottle, covered shoes, T-shirt.	Provided by Incursion Supplier				
	15.12.2020	My Kitchen Rules	\$38	Standard		Bucket hat, water bottle, covered shoes, T-shirt.	Provided by IOSHC				
	16.12.2020	Craft Day	\$48	Incursion	All day	Bucket hat, water bottle, covered shoes, T-shirt.	Provided by Incursion Supplier				
	17.12.2020	Space and Star Wars	\$38	Standard		Bucket hat, water bottle, covered shoes, T-shirt.	Provided by IOSHC				
	18.12.2020	Ocean Life	\$48	Incursion	10am-2pm	Bucket hat, water bottle, covered shoes, T-shirt.	Provided by Incursion Supplier				
	Date	Theme	Cost	Event Type	Incursion Time	Things to bring	Risk Assessment	Child 1	Child 2	Child 3	Child 4
Week 3	21.12.2020	Beach Day	\$48	Incursion	8am-5pm	Sun safe Swimmers (rashie included), bucket hat, closed in shoes, water bottle, spare clothes/socks/undies	Provided by incursion supplier				
	22.12.2020	Crazy Hair Day	\$38	Standard		Dress Up day: Crazy hair! Bucket hat, water bottle, covered shoes, T-shirt.	Provided by IOSHC				
	23.12.2020	Petting Zoo	\$48	Incursion	9am-12pm	Bucket hat, water bottle, covered shoes, T-shirt.	Provided by incursion supplier				
	24.12.2020 *we close at 4pm today*	Movie Marathon	\$38	Standard		Bucket hat, water bottle, covered shoes, T-shirt.	Provided by IOSHC				
Service Closed- we reopen 5 th January 2021											

Bookings open Thursday 12th November at 7am. Spaces may fill quick and will be allocated on a first in, first served basis. Please email the completed forms to admin@ioshc.org.au.

Date	Theme	Cost	Event Type	Incursion Time	Things to bring	Risk Assessment	Child 1	Child 2	Child 3	Child 4	
We are Closed Monday 4th January 2021											
Week 4	05.01.2021	Welcome Back	\$38	Standard		Dress up day: What you want to be when you grow up. Bucket hat, water bottle, covered shoes, T-shirt.	Provided by IOSHC				
	06.01.2021	Pokémon & Minecraft	\$38	Standard		Bucket hat, water bottle, covered shoes, T-shirt.	Provided by Incursion Supplier				
	07.01.2021	Art Day	\$48	Incursion	9:30am-1pm	Bucket hat, water bottle, covered shoes, T-shirt. Clothes you can get messy in	Provided by Incursion supplier				
	08.01.2021	Johnny the Jester	\$48	Incursion	10am-11:30am	Bucket hat, water bottle, covered shoes, T-shirt.	Provided by Incursion Supplier				
Date	Theme	Cost	Event Type	Incursion Time	Things to bring	Risk Assessment	Child 1	Child 2	Child 3	Child 4	
Week 5	11.01.2021	Wild Encounters	\$48	Incursion	12pm-4pm	Bucket hat, water bottle, covered shoes, T-shirt.	Provided by incursion supplier				
	12.01.2021	Carnival Day	\$48	Incursion	12:30-3:30pm	Bucket hat, water bottle, covered shoes, T-shirt.	Provided by incursion supplier				
	13.01.2021	Book Day	\$38	Standard		Dress Up Day: Your favourite BOOK Character Bucket hat, water bottle, covered shoes, T-shirt.	Provided by IOSHC				
	14.01.2021	Australia/ multicultural day	\$38	Standard		Dress Up day: Something special you're your culture. Bucket hat, water bottle, covered shoes, T-shirt.	Provided by IOSHC				
	15.01.2021	Hip Hop	\$48	Incursion	10am-12:30pm	Bucket hat, water bottle, covered shoes, T-shirt.	Provided by incursion supplier				

	Date	Theme	Cost	Event Type	Incursion Time	Things to bring	Risk Assessment	Child 1	Child 2	Child 3	Child 4
Week 6	18.01.2021	Bollywood dancing	\$48	Incursion	10am-12:40pm	Bucket hat, water bottle, covered shoes, T-shirt.	Provided by Incursion Supplier				
	19.01.2021	Sports Day	\$38	Standard		Bucket hat, water bottle, covered shoes, T-shirt.	Provided by IOSHC				
	20.01.2021	Party Day	\$48	Incursion	9am-4pm	Bucket hat, water bottle, covered shoes, T-shirt.	Provided by Incursion Supplier				
	21.01.2021	Pizza and Free Dress	\$38	Standard		Dress Up day: your favourite dress, pair of pants or a fun hat. Something that makes you feel confident! Bucket hat, water bottle, covered shoes, sun safe clothing	Provided by IOSHC				
	22.01.2021	African Drums	\$48	Incursion	10am-1pm	Bucket hat, water bottle, covered shoes, T-shirt.	Provided by Incursion Supplier				
	Date	Theme	Cost	Event Type	Incursion Time	Things to bring	Risk Assessment	Child 1	Child 2	Child 3	Child 4
Week 7	25.01.2021	Expression of Interest Children's Choice Day pending booking requests.	\$38	Standard		Bucket hat, water bottle, covered shoes, T-shirt.	Provided by IOSHC				
	26.01.2021	Australia Day – Service Closed									
	27.01.2021	School Resumes									

Child 1 Name:		Grade in 2021:	
Child 2 Name:		Grade in 2021:	
Child 3 Name:		Grade in 2021:	
Child 3 Name:		Grade in 2021:	

Parent/Guardian Name: _____ Signature: _____ Date: _____