

Manly Vale Vacation Care



Important Information

General Information

Vacation Care is an additional service that is provided for families during the school holiday period. It is available for families that attend Manly Vale Public School as well as families from other schools. The program consists of a range of in-centre activities and excursions tailored for specific year groups.

What to Bring

Children should bring:

- **Healthy morning tea & lunch** (unless specified that lunch is provided on the program) - *Note: Due to children with anaphylaxis, Sustainable OSHC strives to be free from products containing nuts. Parents/guardians are asked to use caution when packing their child's lunchbox & avoid peanut butter, nutella or foods containing nuts.*
- **A sun hat & a raincoat**
- **A refillable drink bottle**
- **Spare clothes** (including underwear) in case there are any accidents.

Always mark belongings with your child's full name. Any belongings brought to the centre by your child remain the sole responsibility of the child & family. Sustainable OSHC take no responsibility for lost, stolen or broken items. Any clothing left at the end of Vacation Care will be donated to St Vincent De Paul.

What to Wear

Please ensure your child is wearing comfortable clothes that offer maximum sun protection including **a hat** and a top that **covers the shoulders**. Enclosed shoes that are suitable for walking and playing should be worn; thongs and sandals are impractical. Sunscreen should be applied to your child every day before dropping them to Vacation Care and will be reapplied throughout the day as necessary.

Food Provided

- Breakfast is available for children who arrive between 7:00am-8:00am and consists of Toast, Cereal & Fresh Fruit.
- Afternoon Tea is provided during Vacation Care and is served at 3:00pm. Afternoon Tea consists of Fresh Fruit & Sandwiches & a "special" snack i.e. Spaghetti Bolognese, Fried Rice, Banana Bread, Butter Chicken.
- In some circumstances, Lunch may be provided as part of the programmed activity. Please refer to the Vacation Care program as to whether lunch is provided.
- Due to children with anaphylaxis, Sustainable OSHC strives to be free from products containing nuts. No products containing or having traces of nuts will be used by Sustainable OSHC.

Hours of Operation

Vacation Care hours - 7:00am to 6:00pm

Pick up after 6:00pm incurs a late fee of \$15 per every 15mins or part thereof. Normal delivery and collection procedures apply.

Excursion Day Timing & Transport

- Children will generally leave the centre for excursions at 9:30am. Please ensure your child is at the centre by 9am for a briefing session prior to the excursion.
- In general, children will return back to the centre from excursions between 2:00pm - 3:00pm.
- Bus departure/return times are available on the Vacation Care Program, Risk Assessments & on the My Family Lounge App. Please read them carefully so your child does not miss the excursion.
- Please refer to the Vacation Care Program to identify the means of transportation for the excursion i.e (Chartered Bus, Walking, Ferry, Public Transport).
- The charter buses used for excursions are driven by a hired bus driver from the supplying bus company with full insurance.

Risk Assessments and Staff Ratios

Risk assessments are conducted for each for each activity & excursion to ensure safety standards are upheld at all times, these assessments are available for viewing upon request.

Staff to child ratio is:

- Onsite = 1:15
- Offsite (excursion) = 1:8
- Excursions involving water e.g. swimming = 1:5

The number of children going on each excursion can vary, the maximum number of children & anticipated number of children for excursions will be listed on the Vacation Care Program.

Waivers

For some excursions families will be required to complete a waiver form.

Changes to Planned Program

There may be occasions where the planned program must be changed due to weather conditions or the illness of an instructor. Families will be notified at earliest convenience.

Cost Breakdown

Base Day rate = \$70 per student; plus

Variable Daily Activity cost eg. \$70 + \$15 = \$85

An Administration Fee of \$22 is payable by all families on an annual basis at the time of enrolment.



Manly Vale Vacation Care

Terms & Conditions

Booking and Payment Policy

All Vacation Care Bookings must now be requested via the Xplor Home App.

Please use the Xplor Home App to find the bookings tab and book into the appropriate sessions labelled "Vacation Care Kindy, "Vacation Care 1-2" or "Vacation Care 3-6" where you will be able to book each child in for the days requested. Please refer to the [Casual Booking Instructions](#) if you require assistance. **When a solid orange circle is displayed above, your child is successfully booked in for that day.**

Changes or cancellations will be accepted up until **2 weeks prior to your booking and must be requested via Email.**

If the day is fully booked, you may request a space via the Xplor Home App and will be automatically added to the waitlist. **Please do not try and book your child into the other group.**

Direct debits are processed fortnightly for bookings 2 weeks in advance.

Cancellation Policy

Changes or cancellations will be accepted until **2 weeks prior to your booking.** Please ensure you cancel the session via email notification to Manly Vale OSHC. Thereafter no changes or cancellations can be accepted without a Medical Certificate.

Waitlist Policy

If your child has been added to the waitlist and a place becomes available, Manly Vale will contact you via email and book your child in under the assumption you still require care. It is the responsibility of the parent/guardian to advise Manly Vale immediately if you no longer require the care and wish to cancel the booking, which will enable us to offer the place to the next child on the waitlist.

COVID-19 Policy

In the event of a Lockdown resulting in the closure of the Centre, all bookings will be cancelled and fees refunded. In the event of a Lockdown in which the Centre continues to operate, families will be given 48 hours from notification to amend or cancel their bookings. This notice period also applies if there are any program changes resulting from Lockdown restrictions.

Authorisation

By booking my child into Sustainable OSHC Vacation Care via the Xplor Home App, I hereby give consent for the child/ren booked into the Vacation Care program to attend the prescribed activities/excursions on the days they have been booked in.

I have access to & have read all the necessary information available in the Risk Assessments, Policies & Vacation Care Program prior to booking my child/ren in for Vacation Care as it contains the following regulatory information for excursions:

- (a) the child's name; and
- (b) the reason the child is to be taken outside the premises; and
- (c) the date the child is to be taken on the excursion; and
- (d) a description of the proposed destination for the excursion; and
- (e) if the excursion involves transporting children -
 - (i) the means of transport; and
 - (ii) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
- (f) the proposed activities to be undertaken by the child during the excursion; and
- (g) the period the child will be away from the premises; and
- (h) the anticipated number of children likely to be attending the excursion; and
- (i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- (j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
- (k) that a risk assessment has been prepared and is available at the service.

By clicking confirm booking, you are agreeing to these terms, if any questions please email Manly Vale OSHC.

Manly Vale Vacation Care

Program - Week 1 | Winter 2025



= Travelling by Bus (Seatbelts to be worn) = Walking Excursion = Travelling by Ferry = Travelling via Public Transport

Kindy

Monday 7/7

Wheels Day

Bring your scooter or bike to Manly Vale for a ride session! Ride or Scoot on down to OSHC where we will be spending the day on our wheels around MVPS. Turning the school into our own racetrack, enjoying free riding as well as riding relay races!

BYO Bike or Scooter and Helmet

Max: 30 - Ratio: 1:15
In Centre



\$80

Tuesday 8/7

Messy Art

Wear an old t-shirt as we are going to be getting messy! Throughout the day we will be unleashing our inner artists creating masterpieces with some splatter painting, finger painting, slime & moon dough making and chalk drawing.

Max: 30 - Ratio: 1:15
In Centre



\$85

Wednesday 9/7

Pie Making Day

Ever eaten a meal and thought it would taste better in a pie? Well here is your chance to test that theory! We will be creating our very own fillings and turning them into pies as we experiment with the different possibilities a pie can offer.

Max: 30 - Ratio: 1:15
In Centre



\$85

Thursday 10/7

Fort Building

Embark on an epic fort-building adventure! Using donated sheets, natural and processed materials and furniture, we will be spending the day turning Manly Vale OSHC into a giant Fort. From cozy hideaways to towering fortresses, the possibilities are endless. Get ready to build, play, and create unforgettable memories.

Max: 30 - Ratio: 1:15
In Centre



\$75

Friday 11/7

NAIDOC Week

Let's dive into the vibrant world of NAIDOC, a fabulous event in Australia that shines a spotlight on the incredible accomplishments and rich culture of Aboriginal and Torres Strait Islander communities. The theme this year is the Next Generation: 'Strength, Vision & Legacy,' not only celebrating the achievements of the past but the bright future ahead.

Max: 30 - Ratio: 1:15
In Centre



\$75

Manly Vale Vacation Care

Program - Week 2 | Winter 2025



= Travelling by Bus (Seatbelts to be worn) = Walking Excursion = Travelling by Ferry = Travelling via Public Transport

Kindy

Monday 14/7

Jiu Jitsu

Fancy yourself as a ninja? Our friends from SJJA Brookvale will be joining us for a lesson in Brazilian Jiu Jitsu and learning all about martial arts. High kicks, low kicks, rolling, defense skills and much more. Jiu-jitsu is a safe & structured activity to become physically and mentally fit and to nurture resilience and growth as individuals.

Max: 30 - Ratio: 1:15
In Centre



\$90

Tuesday 15/7

Kite Making

Come join us for some high-flying fun at kite-making day! We'll provide the materials you need to design, build and decorate your own soaring masterpiece here at Manly Vale OSHC. Once the wind picks up, we will be able to test out our new creations and watch them soar!

Max: 30 - Ratio: 1:15
In Centre



\$80

Wednesday 16/7

C Side Kids @ Collaroy

C Side Kids is what dreams are made of! Expect a full hands-on exploration of textures, colours and sensations as children dive into the wonderful world of sensory play. From squishy mud to gooey paints, it's a day where creativity knows no bounds!

Max: 24 - Ratio: 1:8
Bus Departure: 9:45am
Bus Return: 2pm



\$100

Thursday 17/7

Upcycling and Junkyard Beats

Junkyard Beats will be bringing a high-energy and unique experience to OSHC as they transform everyday objects into extraordinary musical instruments. Get ready to make some noise and groove to the sounds of our junkyard beats.

Max: 30 - Ratio: 1:15
In Centre



\$85

Friday 18/7

Whole School Capture The Flag

Calling all competitors! It's time for the ultimate showdown! Get ready to run, dodge and strategize in a whole school game of Capture the Flag! Don't miss out on this fun and excitement! Will you claim victory?

Max: 30 - Ratio: 1:15
In Centre



\$75

Manly Vale Vacation Care

Program - Week 3 | Winter 2025



= Travelling by Bus (Seatbelts to be worn) = Walking Excursion = Travelling by Ferry = Travelling via Public Transport

Kindy

Monday 21/7

Obstacle Course

Challenge your friends to the ultimate Commando Obstacle Course! We will have time trials along this 15 metre inflatable course to see who can complete it the quickest. We will finish the day off with plenty of exciting activities such as laser maze, hide & seek and many more!



Max: 30 - Ratio: 1:15
In Centre

\$90

Tuesday 22/7

Back to School