



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 = \$73 per student; plus
Variable Daily Activity cost eg. \$73 + \$12 = \$85
An Administration Fee of \$22 is payable by all families on an annual basis at the time of enrolment.

Terms & Conditions

Booking and Payment Policy

All Vacation Care Bookings must now be requested via the My Family Lounge App.

Please use the My Family Lounge App to find the bookings tabs labelled "VAC CARE - KINDY", "VAC CARE - YEARS 1-2" & "VAC CARE - YEARS 3-6" where you will be able to book each child in for the days requested. When the day turns **purple**, your child is successfully booked in for that day.

Changes or cancellations will be accepted up until **2 weeks prior to your booking**.

If the day is **red**, unfortunately the group is fully booked. Please do not try and book your child into the other group but instead contact Koolkuna to be added to the waitlist.

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 the My Family Lounge App. 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 OSHC 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 OSHC 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 My Family Lounge 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) the means of transport to be used for the excursion; 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 | Autumn 2025



= Travelling by Bus = Walking Excursion = Travelling by Ferry = Travelling via Public Transport

Kindy

Monday 14/4

Hoops Poarx

Come one, come all! The team from Hoops Poarx are joining us for a day with big circus activities including Hula hoops, spinning plates, poi, juggling, partner and small group acro and giant jenga! A popular, dynamic and highly interactive workshop which is customised for our OSHC group!



Max: 15 - Ratio: 1:15

\$90

Tuesday 15/4

Crazy Colour Run

Get ready for the most vibrant, rainbow fun day! If your looking to have a blast with friends, this colourful adventure is perfect for you! Filled with laughter, brightly coloured craft's and a race through vibrant colourful powders, every step you take is a rainbow explosion! It's not about speed - it's about having fun, embracing the chaos, and celebrating with a huge splash of colour!



Max: 30 - Ratio: 1:15

\$80

Wednesday 16/4

Sustainable Sounds

At Sustainable OSHC we offer fun and eco-friendly activities that are designed to inspire creativity, teamwork, and a love for the environment. From nature crafts to outdoor adventures, children will explore the world around them while learning about sustainability. With a focus on kindness to the planet and each other, your child will create a musical instrument with reusable items and perform it with their team!



Max: 30 - Ratio: 1:15

\$75

Thursday 17/4

Easter Madness

Hop into a fun day that is packed with egg-citing activities, from thrilling Easter egg hunts to creative crafts and games. It's the perfect way to celebrate the easter madness with friends! This day is filled with laughter, festivity, surprises, and plenty of chocolate treats guaranteeing an unforgettable day! Don't miss out on the fun - let's make this Easter one to remember!



Max: 30 - Ratio: 1:15

\$80

Friday 18/4

**Manly Vale OSHC Closed
Good Friday**

Manly Vale Vacation Care

Program - Week 2 | Autumn 2025



= Travelling by Bus = Walking Excursion = Travelling by Ferry = Travelling via Public Transport

Kindy

Monday 21/4

Manly Vale OSHC Closed Easter Monday

Tuesday 22/4

When I Grow up

This program is all about exploring different careers, discovering your passions, and having fun while learning and embracing new skills. Whether you dream of being an artist, scientist or entrepreneur, each activity is packed with new skills that help spark creativity, imagination, and teamwork. Helping you discover your own passion, today will be about taking on the roles of multiple professions such as chefs, athletes, emergency services and teachers!



Max: 30 - Ratio: 1:15

\$80

Wednesday 23/4

Cupcake Baking

Get ready to bake and decorate delicious cupcakes at our Cupcake Baking Day! We will have a blast mixing and measuring our cupcakes before channeling our design skills and adding the finishing touches to our baked treats with frosting, and creative toppings ensuring our cupcakes as beautiful as they are delicious. It's a fun, hands-on day filled with yummy cupcakes for everyone to enjoy!



Max: 30 - Ratio: 1:15

\$85

Thursday 24/4

ANZAC Day

Honor and remember the courage of our hero's on Anzac Day. Join us as we dive deep into the history of ANZAC day and it's importance through ceremonies, reflections and activities. Create meaningful crafts and enjoy themed baking activities, celebrating and commemorating courage and mate-ship on this special day.



Max: 30 - Ratio: 1:15

\$80

Friday 25/4

Manly Vale OSHC Closed ANZAC Day

Manly Vale Vacation Care

Program - Week 3 | Autumn 2025



= Travelling by Bus = Walking Excursion = Travelling by Ferry = Travelling via Public Transport

Kindy

Monday 28/4

Bop Til You Drop

Do you love to dance? Join us as we practice and perform an array of different dance styles, from Jazz to Hip-Hop. Find your groove and work as a team to dance the day away before giving a performance to a very supportive audience. Let's see who has the best moves!



Max: 30 - Ratio: 1:15

\$75

Tuesday 29/4

Manly Vale Pizzeria

Ciao and welcome to Manly Vale Pizzeria! You'll get to create your own pizza with an abundance of delicious toppings including ham, pineapple, pepperoni, mushroom and cheese! Learn how to throw the dough and enjoy creating a savoury lunchtime treat to eat with your friends!



Max: 30 - Ratio: 1:15

\$85

Wednesday 30/4

Return to School Term 2