



# 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

## Juniors (Years 1-2)

## Seniors (Years 3-6)

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, highly interactive workshop which is customised for our OSHC group!



Max: 45 - Ratio: 1:15

\$90

### YOU DECIDE!

What will you decide to do? The Seniors will be able to make decisions as a group to decide what's up next, think about the possibilities! Slime or Soccer! Basketball or Bake Off! Indoor or Outdoors! This day will be run by the Seniors for the Seniors!



Max: 45 - Ratio: 1:15

\$80

Tuesday 15/4

### Paint And Soda

The ultimate event where art meets refreshment! Grab a paintbrush, choose your colours, and let your imagination run wild while sipping on your favourite soda. Come for the painting, stay for the drinks.



Max: 60 - Ratio: 1:15

\$85

### Teppanyaki

Watch as skilled chefs perform a live cooking show right before your eyes, expertly preparing fresh ingredients on a hot iron griddle. Osaka Teppanyaki, St Leonards, offers a fun, interactive dining experience for everyone.



Max: 32 - Ratio: 1:8  
Bus Departure: 10:15am  
Bus Return: 1:30pm

\$100

Wednesday 16/4

### Fish and Chips @ Collaroy Beach

Head to Collaroy for the best fish and chips in town! Grab your freshly cooked, golden brown fish and crispy chips and take a leisurely stroll to the nearby park to enjoy some ball games and playground fun!



Max: 40 - Ratio: 1:8  
Bus Departure: 10:30am  
Bus Return: 3pm

\$100

### Tie Dye

If you prefer bold patterns, classic stripes, or something totally unique, this is your chance to showcase your personality and design expertise through tie dye. Enjoy a fun-packed creative day filled with rainbow crafts made to wear.



Max: 45 - Ratio: 1:15

\$90

Thursday 17/4

### PJ Party

Join us for a fun-filled PJ Party where we can enjoy games, crafts, movie marathons, and cozy moments—all in our favourite pyjamas. It's a day packed with laughter, creativity, and relaxation, perfect for a memorable and comfy experience!



Max: 60 - Ratio: 1:15

\$80

### Soccer World Cup

Lace up for an action-packed day with Soccer World Cup! Enjoy an array of games, challenges, and crafts celebrating the spirit of soccer. Come cheer for your favourite team and show off your skills in a lively atmosphere!



Max: 45 - Ratio: 1:15

\$75

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

Juniors (Years 1-2)

Seniors (Years 3-6)

Monday 21/4

## Manly Vale OSHC Closed Good Monday

Tuesday 22/4

### Explorers and Adventurers

Outdoor explorations, creative challenges, and fun-filled adventures! Come discover new worlds through hands-on activities, scavenger hunts, teamwork, and nature-based play and crafts throughout MVPS. Let your imagination run wild and become the greatest explorer today.



Max: 60 - Ratio: 1:15

\$75

### Easter Bake Off

Hop into our Easter Bake-Off! We will compete in fun baking challenges, creating delicious Easter treats like cupcakes, cookies, and more. With plenty of creativity and tasty rewards, it's a day full of sweet and festive fun for everyone!



Max: 45 - Ratio: 1:15

\$85

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.



Max: 60 - Ratio: 1:15

\$85

### Manly Vales Got Talent

Show off your skills at our Talent Show! Whether it's singing, dancing, acting or comedy, everyone gets a chance to shine. With a supportive audience and fun activities, it's the perfect opportunity to discover and celebrate your unique talents!



Max: 45 - Ratio: 1:15

\$75

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: 100 - 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

## Juniors (Years 1-2)

## Seniors (Years 3-6)

Monday 28/4

### All About Bee's

Did you know bees are essential for our eco-system to survive? Come join us as we learn all about bees, make bees wax wraps, create 'Bee Hotels' and plant some flowers to assist in the pollination cycle! It'll be awesome!



Max: 60 - Ratio: 1:15

\$85

### Stuck on you

Today is an action packed day all about teamwork! We will have to negotiate a variety of both creative and physical challenges and tasks while not just being paired up but being attached to someone else!!



Max: 45 - Ratio: 1:15

\$80

Tuesday 29/4

### Old Fashion Games Day

Come along and play our old school favourites! We will be playing lawn bowls, botchi, finska, chess, dominos, pick up sticks and an array of other classics!



Max: 60 - Ratio: 1:15

\$75

### Sand Art

Get creative with vibrant coloured sand to make unique designs! Dig into the fun and create art with a splash of sand both individually and as part of group projects. Finish the day off in the sandpit with an array of tools for a nice and relaxing day to get ready for the new term at school.



Max: 45 - Ratio: 1:15

\$85

Wednesday 30/4

## Return to School Term 2