



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 | Autumn 2024



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

Kindy

Monday 15/4

Crazy Sock Colour Run

Wear your craziest socks and get ready to run, walk, jump or dance your way through a rainbow of colour. Be ready for an explosion of colour! For the best result we suggest wearing a white or light shirt.

Max: 45 - Ratio: 1:15



\$80

Tuesday 16/4

Box Construction, Building Blocks and Bubbles

Imagine building cool stuff with boxes, creating towering castles with colourful blocks, and making the air sparkle with bubbles. Grab your friends and come play, and let's make some awesome memories with boxes, blocks, and bubbles.

Max: 45 - Ratio: 1:15



\$75

Wednesday 17/4

Flying Fox Park

Join us as we head off to the Flying Fox Park in Mona Vale. The large playground has lots to offer including swings, slides and climbing structures as well as the northern beaches biggest flying fox to zip along!

Max: 32 - Ratio: 1:8
Bus Departure: 10:30am
Bus Return: 2:30pm



\$85

Thursday 18/4

Manly Vale Pizzeria

Ciao and welcome to Manly Vale Pizzeria! You'll get to create your own pizza! Adding an array of toppings and then enjoying the delicious taste of your delicious meal for lunch!

Max: 45 - Ratio: 1:15



\$80

Friday 19/4

PJs & Shared Lunch Day

Can't be bothered getting dressed? No problem. Just roll out of bed and head to Manly Vale in your PJs. We will be having a slumber party. Remember to bring in a special dish to share with your friends.

Max: 45 - Ratio: 1:15



\$75

Manly Vale Vacation Care

Program - Week 2 | Autumn 2024



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

Kindy

Monday 22/4

Princesses + Superheroes

Calling all Superheroes and Princesses to visit Manly Vale where we will find out who has the coolest powers, who can do the finest royal wave and who is the best dressed of them all?!

Max: 45 - Ratio: 1:15



\$75

Tuesday 23/4

C Side Kids @ Collaroy

C Side Kids is what kid's 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: 32 - Ratio: 1:8
Bus Departure: 9:45am
Bus Return: 2pm



\$95

Wednesday 24/4

Beyond the Beanstalk: Dino Dig

Let's step back in time and marvel at the awesomeness that is dinosaurs. This workshop introduces children to mathematics, scientific concepts and team work. Roar like a T-Rex, get crafty with dino-themed projects, and uncover the secrets of these ancient giants.

Max: 45 - Ratio: 1:15



\$85

Thursday 25/4

OSHC CLOSED
ANZAC DAY

Friday 26/4

Anzac Day

ANZAC Day is an extremely significant day for Australians, as we recognise the importance of commemorating soldiers and, at the same time, promoting peace. Join us at Manly Vale as we honor the traditions of the ANZAC's. Lest We Forget.

Max: 45 - Ratio: 1:15



\$80

Manly Vale Vacation Care

Program - Week 3 | Autumn 2024



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

Kindy

Monday 29/4

Manly Vale Classics

Prepare for an exhilarating journey through time as we bring back the beloved classics! From the thrill of Sardines to the hilarious Noodle Knee Bash, and the excitement of Capture the flag and Dodgeball, there something for everyone to enjoy! It's a day where memories are made, friendships are forged, and fun knows no limits!

Max: 45 - Ratio: 1:15



\$80

Tuesday 30/4

Back to School