

SCHOOL HOLIDAY CARE BROCHURE



**METHODIST
LADIES'
COLLEGE**

DETAILS

Monday 15 April - Monday 29 April 2019 | 7.30 am - 5.30 pm | Out-of-School-Hours-Care (OSHC) Room. Please note OSHC Holiday Care will be closed on Friday 19 April, Monday 22 April and Thursday 25 2019.

PROGRAMME

MONDAY 15 APRIL

Sensory Sensation | Stimulate your sensory system today and join us as we explore all things touch. You will enjoy making kinetic sand, feeling your way through a mystery touch box challenge as well as making an orbeez stress ball.

TUESDAY 16 APRIL

A Day of Magic | “Hocus Pocus, Wingardium Leviosa”. Practice your spells today for a day of mystical magic. No need to pack your wand, as you will be making your own. As well as making an enchanted egg crystal geode.

WEDNESDAY 17 APRIL

The Beach House Fun Centre | Come on excursion with us today to the Beach House Fun Centre! You'll love bouncing on the indoor jumping castle as well as making your way through the climbing structures. You'll also get the chance to race your friends on the bumper bikes race track.
Booking Fee + \$20

THURSDAY 18 APRIL

Easter Eggstravaganza | Join us for an ‘eggciting’ Easter celebration. We will be making hot cross buns with a twist, creating egg faces and an Easter egg hunt.

FRIDAY 19 APRIL

Public Holiday | Closed

MONDAY 22 APRIL

Public Holiday | Closed

TUESDAY 23 APRIL

Recycled Robot | We've gathered up some recycled bits and pieces for you to use to create a robot. We'll also be applying our programming skills using Bee-Bots.

WEDNESDAY 24 APRIL

Build a Bear and High Tea | Design your own teddy bear to join us for an afternoon high tea. Today we will be sewing, stuffing and assembling a custom-made bear. Then Tammy will share her grandma's secret scone recipe to be enjoyed at our high tea.
Booking Fee + \$20

THURSDAY 25 APRIL

Public Holiday | Closed

FRIDAY 26 APRIL

Sport Day | Today we are heading outdoors for a day filled with sport. You'll be organised in teams for the day to take part in some team challenges. We'll be playing a game of Golden Egg and kickball as well a few of your favourite sports.

MONDAY 29 APRIL

Science Spectacular | Come join us for a day filled full of experimentation. We'll be applying the scientific method to make a super bouncy ball. You'll also spend your time constructing and then exploding a volcano.

HOW TO BOOK

Please complete the information below and return this form to oshc@mlc.wa.edu.au or drop the hard copy form at the Kindergarten-Year 6 Reception. If you have any questions or queries, please call Chantelle on 9383 8811.

Cost: \$80 per day, which includes a fruit snack and breakfast. There will be an additional charge for planned incursions and exclusions outlined in the programme.

Parents are to provide a drink bottle, morning tea, lunch a suitable hat.

Child's name: _____ Child's class: _____

Please indicate the day/s you would like your child to attend. School Holiday Care is available for any child from Kindergarten-Year 6.

December

Monday 15		Tuesday 16		Wednesday 17		Thursday 18		Tuesday 23	
Wednesday 24		Friday 25		Monday 29					

Situation 1: If your child is already enrolled in OSHC, please read the terms and conditions below and then sign and return.

Situation 2: If this is the first time your child/ren will attend OSHC, please read the Terms and Conditions below and complete the additional student information and return to OSHC.

Situation 3: If your child attends another school, you will need to complete the Student Medical Information Form in addition to the documentation required above. For a copy of this form, please contact OSHC at oshc@mlc.wa.edu.au.

I have read MLC's OSHC Terms and Conditions and relevant policy documents. I am the enrolling parent/guardian and I agree to abide by these conditions.

Parent/Guardian name: _____ Date: _____

OSHC TERMS AND CONDITIONS OF ENROLMENT FOR SCHOOL HOLIDAY CARE

OSHC aims to provide a quality, caring and safe care programme for your child. Please read the conditions outlined below.

We seek your cooperation by complying with the conditions set out below:

1. The Enrolment Form and agreement must be completed prior to your child's first day of attendance at the service.
2. All children who attend School Holiday Care must be booked in ahead of time.
3. Accounts must not fall more than two weeks behind in payment. Non-payment of fees will result in accounts being sent to the College's debt-collection agency. All costs associated with the recovery of an outstanding debt will be the sole responsibility of the account holder.
4. Children must be signed in by a parent or guardian upon arrival at the service and signed out upon departure. The OSHC staff hold no responsibility for children who are not signed in.
5. If children are not attending a session which they are booked in for at the service, regardless of the reason, notification must be provided in writing to oshc@mlc.wa.edu.au. There are no refunds for non-attendance at School Holiday Care.
6. Only persons nominated on the Enrolment Form are allowed to collect children. Written permission or, in an emergency, verbal permission by telephone or email, along with photo ID, is required if someone other than the nominated person/s is collecting the child. If someone is prohibited from visiting the service or collecting your child, the information must be included on the Enrolment Form.
7. A late fee of \$20 for the first 10 minutes or part thereof, then \$1 per minute thereafter, will be charged on an account for children who are collected after the service's 6.30pm closing time. Please call the service if you think you are going to be late, so that children can be informed.
8. A minimum of two weeks' notice in writing is required for the cancellation of bookings. If two weeks' notice is not provided, parents/guardians will be responsible for continued payment of fees until the notice period has ended.
9. The programme cannot cater for children who are unwell. If a child becomes ill while in care, staff will notify parents and the child is to be collected as soon as possible. Details of any medical conditions, special needs or family circumstances that may assist staff in working with your child are to be included on/attached to the Enrolment Form if your child is new to OSHC. All changes to enrolment information must be provided.
10. If a child's behaviour is such that it endangers the safety of themselves, other children or staff, your child's behaviour will be reviewed in consultation with parents.
11. If your child has an allergy, asthma or anaphylaxis, you agree to their information being on display at the service to ensure their safety.
12. Please be aware that the OSHC policies and procedures are available for you to view. Hard copies are kept in the designated OSHC room.
13. In an emergency situation where evacuation is necessary, your child may need to leave the premises under the direction of OSHC staff.

I have read MLC's OSHC Terms and Conditions and relevant policy documents. I am the enrolling parent/guardian and I agree to abide by these conditions.

ADDITIONAL STUDENT INFORMATION ENROLMENT FORM FOR A STUDENT ALREADY ATTENDING MLC

Child's name: _____ Child's class: _____

Does your child, or their sibling, already attend MLC? Yes No

Are you a MLC staff member? Yes No Child's CRN number: _____

Parent Claiming CCB/CCR: _____

Parent DOB: _____ Parent CRN: _____

Are contact details and information recorded with the College current and up to date? Yes No

Is the College aware of any court orders, parenting orders or parenting plans? Yes No

Are your child's medical records and documentation—such as anaphylaxis plans, allergies, asthma, medical treatment, disability plans, special cultural needs—up to date with the College?
Yes No

If No, please send the updated information to the Health Centre.

Are your child's immunisations up to date? Yes No

If No, please provide a written statement confirming your child's non-immunised status. In the event that there is a suspected or identified vaccine-preventable disease, unimmunised children will be excluded from the service for the recommended minimum-exclusion period. Children without complete and/or immunisation records will be considered unimmunised.

Emergency Collection Authority

I/We give permission for the people listed below to be contacted if we, the parents/guardians, can't be contacted. I/We also give permission for these people to pick up our child.

Person One:

Name: _____ Relationship to child: _____

Address: _____

Mobile: _____

Medical Authorisation

Delivery/Collection

Excursion authority

Person Two:

Name: _____ Relationship to child: _____

Address: _____

Mobile: _____

Medical Authorisation

Delivery/Collection

Excursion authority