



Nominated Supervisors: Marina Bosworth & Jacqui Pearson

Ph 4340 4561 Mobile 0404 572 847

Email oosh@knc.net.au Address 10 Langford Drive, Kariong 2250 Opening Hours 6:30am– 6:30pm

KARIONG OOSH VACATION CARE PROGRAM ADDITIONAL INFORMATION JANUARY 2019

MOBILE PHONE NUMBER- Kariong OOSH have a mobile phone where you may call to contact carers and your child at any point during the day. The phone will be carried by the supervisor between the hours of 6:30am- 6:30 pm daily. Please feel free to use this number to contact us while we are out on excursion or if you have any messages you need to relay to your child.

The number is 0404 572 847

USE OF ELECTRONIC DEVICES- We will be allowing devices to be brought into the centre on specified days only. However, Kariong OOSH will take no responsibility for lost or damaged electronics- bring them at your own risk. We will not permit devices on excursions as the risk of them being stolen is reasonable in a public place.

SUN SAFETY- It is a requirement that your child wear clothing that has sleeves to be compliant with our sun safe policy as set by the regulatory authority. We will do everything we can to minimise the risk of sun exposure to your child and we expect them to be dressed in appropriate clothing including a broad-brimmed hat.

CLOTHING- We advise sending a full change of clothes. Again we try to minimise your child becoming wet or their clothes being soiled but these things do invariably happen from time to time. We are engaging in a lot of physical activity during this program and we would advise you to send your child in play clothes. No singlets, thongs, crocs or ballet slippers.

SUPERVISION- Kariong OOSH is licenced to provide care for 75 children per day, however limitations may be placed on maximum number of enrolments due to staffing or transport requirements. Staff to child ratios of 1:15 are maintained during centre days. The ratio increases to 1:10 during excursions to ensure all safety requirements are met. A Risk Assessment is conducted prior to each excursion and is available for you to view for each excursion prior to signing the permission document for each excursion.

Please sign the permission form located next to the rolls for excursions.

A responsible person holding their First Aid Certificate, Child Protection Certificate, and Asthma and Anaphylaxis Certificate will be rostered on at all times throughout the day. A photo of the Responsible Person on the day will be displayed on the whiteboard on the front of the OOSH Office door each day.

BOOKINGS- Bookings are to be returned to the office prior to **21st December 2018**. Verbal Bookings will not be accepted- We require documentation for all bookings, be that via email or by returning your booking information in person to the centre.



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MEDICATION- If your child requires medication during their time with us a medication form must be completed. Please note that no over the counter will be given (EXCEPT PANADOL). Medication must be provided in original packaging with the child's correct name and will be administered as per dosage instructions.

NUT POLICY- We are a nut free centre- Do not send your child with products that contain nuts for the safety of all the children in our service. We appreciate your compliance.

BREAKFAST- Breakfast is provided between 6:30 and 8am during vacation care. Breakfast options include toast, weetbix, cornflakes, rice bubbles and whole milk.

FOOD- Please pack a nutritious morning tea, lunch and some snacks for your children throughout the day. We do not provide food during vacation care other than specifically specified on the program.

We do not keep extra food to make meals on the premises during vacation care, please provide adequate food for your child.

Last vacation care we found that most children did not have an adequate amount of food for the time they were in care. This continues to be an ongoing issue for some children.

Remember your child is with us at the centre for **LONGER** than they are at school and will therefore require more food- especially on days we are on excursion. Please do not pack food that needs to be heated or prepared as we cannot guarantee we will have access to heating facilities whilst on an excursion.

Clip N Climb is capped at 30 children only– First in best dressed. 7 year olds and older only. Please specify at time of enrolment which activity you are booking your child for.

Please provide socks for Monkey Mania– we are unable to supply these.

Please note if your child is not supplied with a drink bottle and we have to purchase one on your child's behalf we will charge your account a **\$5.00 surcharge**, each time.

Cancellation Policy

Please notify staff as soon as you are able to if your child will not be attending. Bookings cancelled within 7 days of the session will incur a 25% cancellation fee to cover staff costs. We do not offer make up days. Signing your child in and out of our service is a legal requirement. Please ensure you have done so each time you drop off and pick up.

Welcome to Kariong Vacation Care we hope you enjoy your time with us.