



IPSWICH GRAMMAR SCHOOL VACATION CARE April 2019

Program & Booking Information

Vacation Care has been designed with a focus on having fun while learning new skills, making new friends and having new experiences.

Children can get involved in a host of exciting activities and learn important social skills in a safe and supportive environment.

Our Vacation Care programs encourage children to be involved in a variety of activities, including art, craft, cooking, sport, dance and drama.

We also plan exciting incursions/excursions throughout the holiday period and a few are listed below.

- Grammar Park – Nature Play
- Costume Party
- The Warsong Larp (Medieval)
- Movies
- Swimming – water based activities
- Easter activities

Costs and requirements are noted on the daily plan for the week.

- Please bring lunch, morning and afternoon tea unless specified on the program.
- Children are to wear suitable clothing and closed in footwear.
- Red Sports hat to be worn on excursions please. No Hat - No Play.
- No electronics to be brought to Vacation Care unless otherwise specified.

IMPORTANT INFORMATION

1. To receive the Child Care Benefit (CCB): Contact Family Assistance on 136 150 to make sure your CCB details are current, or for new families to obtain a CRN (Customer Reference Number). In order for us to link you with our service, please provide us with you and your child/children's CRN and dates of birth. This information will enable us to link your detail to the CCMS (Child Care Management System). Full fees will otherwise be charged. This information is also required to enable families to apply for the CCTR (Child Care Tax Rebate).

2. To make a booking: Please complete the booking form and return to BASC by the close of business on **Thursday 4 April 2019**. All bookings are considered permanent. To cancel these bookings, **24 hours' notice** will be required otherwise you will be charged for the day. If your child is sick on the day, a doctor's certificate will be required to avoid late cancellation payment.

3. Payment: Half day fee of \$25 for children attending from 6.30am to 12.30pm or 12pm to 6pm, or full day fee of \$50 will be charged to your account. Payments for excursions/incursions will be charged to your account.

4. Accounts: It is a requirement that all accounts are brought up to date before the vacation care period. If you fail to do so your booking will not be accepted.

5. Sign in/out: Parents are required by the Federal Government to sign their children in and out of the centre each day, giving the time.

6. Morning tea/lunch/afternoon tea: Please ensure you provide your child with substantial and nutritious meals that will last throughout the day. Soft drinks and junk food are not permitted at the centre.

7. Clothing: All children must have sunscreen and a hat. We have a 'No Hat, No Outdoor Play' policy. Please provide suitable clothing, shoes and wet weather gear for your child each day. Please label all items brought to the centre.

8. Belongings: All personal belongings brought to the centre must be clearly named. Although we endeavour to assist children in keeping their possessions safe, Ipswich Grammar School Vacation Care staff will not be held responsible for these items.

9. Behaviour: If your child does not behave in an acceptable manner, IGS BASC reserves the right to suspend or withdraw the child's enrolment after consultation with the Senior Management, BASC Director and parents/guardians.

10. Sickness: In accordance with the regulations for the Department of Health, sick children with a contagious illness must not attend the centre. Please notify the centre if your child will not be attending.

11. Medication: Staff will only administer medication for a child if it has been prescribed by a doctor. Over the counter medications such as Panadol and cough medicine will only be administered if accompanied by a doctor's letter of authorisation stating the child's name, the dosage required and the time to be administered. Parents are required to complete a medication form available from a BASC staff member.

12. Immunisation: The Queensland Government has amended the Public Health Act 2005 to give approved early childhood education and child care services (ECEC services) the power to exercise discretion regarding enrolment and attendance of children who are not up to date with their immunisations.

These changes will help to:

- better protect young and vulnerable Queenslanders from vaccine-preventable disease
- give ECEC services the option to refuse, cancel or place a condition on enrolment or attendance of children whose immunisation status is not up to date, and
- legally protect approved ECEC services that make decisions about a child's enrolment or attendance based on the child's immunisation status

More detailed information on the legislative changes is available at:

www.qld.gov.au/vaccinate

13. Centre Policies and Procedure Manual: These are available upon request from the director.

In signing below you accept and recognise these conditions. It is also important to note that although we endeavour to provide all the activities as advertised, situations do not always allow this to be the case. We will provide as much notice of changes as possible and appreciate your understanding in this matter.

For those attending excursions, please fill in the attached excursion permission forms. By signing below you also acknowledge that photos may be taken of your child while attending vacation care and supervisors may assist them in putting on sunscreen when it is required. Please indicate in the boxes below which days you require care for your child/children. Excursion days will vary, please refer to program and tick preferred attendance.

For further information please call the Centre Director on 07 38139630 or email basc@ipswichgrammar.com