



# Immanuel Lutheran College

Outside School Hours Care



# Important Information

## Bookings:

### 1 The new Child Care Subsidy:

On July 2 2018 the new Child Care Subsidy (CCS) will replace the current Child Care Benefit (CCB) and Child Care Rebate (CCR). The Child Care Subsidy will be paid directly to the child care provider to be passed onto families. In order for this to occur, all personal information provided to the Service must be exactly the same as your MyGov account. All families must link their MyGov account to the Service and accept the booking routine in your MyGov account. Please note, if you do **not** complete all requirements in MyGov the account will be charged full fees with no CCS entitlement.

Information for families about CCS is available from the following link.

<https://www.education.gov.au/child-care-subsidy-0>.

Families can also contact Centrelink about CCS and other family payments from Mon-Fri, 8:00am-8:00pm on **136 150**.

### 2 To make a booking

1. Families must be enrolled in the service. Enrolment forms can be obtained from the webpage: <https://www.immanuel.qld.edu.au/community/outside-school-hours-care>
2. Families must be linked to the service through their MyGov account.
3. Complete and return the booking form and email to [oshc@immanuel.qld.edu.au](mailto:oshc@immanuel.qld.edu.au)
4. Bookings will only be accepted if all fees are paid up to date and there is a nil balance.
5. After the booking has been processed, you will need to accept the 'booking routine' at the beginning of the program via your MyGov account.

### 3 Payments:

1. You will be emailed a statement fortnightly.
2. The statement is due for payment two weeks after the date of issue.
3. Payment can be made over the phone, in person or direct deposit.  
BSB: 034 198  
A/C No: 214 658
4. Payments can be made through Payway on our webpage—<https://www.payway.com.au/MakePayment?BillerCode=225383>
5. When using direct deposit please note your family name in the reference.

### Program Dates

Monday 25 June to Friday 13 July 2018.

### Cost

- \$48 per child per day
- \$24 per child for half day (indicate 1/2 day on booking form)
- Additional \$20 - \$25 for an excursion
- Additional fees for incursions and activities as per program.

### Hours

Open: 8am

Close: 6pm. Late collection fee applies thereafter.

All children must be signed in and out by an authorised adult.

### Excursions

Children are to arrive by 8:30am on excursion days

### Specific child needs

We aim to provide an inclusive service. Please advise staff if your child requires additional support or has specific needs. (i.e dietary, neurologically)

### Cancellation

- Cancellation must be made **5 working days** prior to the date of booking.
- Anytime after this, that day's fee will be incurred.

### Late booking fee

Bookings that are received **after 8am the day before** a required day, a \$10.00 fee will be applied.

### Bring

- Healthy morning tea and lunch
- Sun smart hat
- Apply sunscreen before attending & sign register on arrival
- Change of clothes
- Water bottle
- Covered shoes
- No heelies, skateboards or electronics.

### Behaviour

Disruptive behaviour will be discussed with parents/guardians with the view to resolve any problems. Constant disruption may result in a child's exclusion in some activities or the entire program.

### Privacy

Immanuel Lutheran College OSHC collects personal and health related information for registering your child and providing the required care. We are committed to protecting confidentiality.

**DO NOT SEND NUTS, KIWI FRUIT OR EGG (exceptions—cooked egg in cakes etc.) IN ANY FORM WITH YOUR CHILD'S LUNCH AS WE HAVE CHILDREN WITH EXTREME ALLERGIES—Thank you.**

**Return booking form  
to OSHC by Monday  
11 June**



# Immanuel Lutheran College OSHC





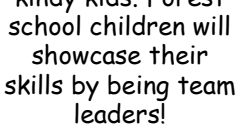



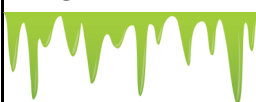
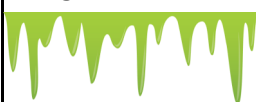




## Winter Vacation Care Program

Email: oshc@immanuel.qld.edu.au

Phone: 5477 3418

Fax: 5477 3407

Please ensure that you pack a nutritious, rubbish free morning tea and lunch. Do not pack nuts in any form with your child's lunch.

Monday	Tuesday	Wednesday	Thursday	Friday
25 June	26 June	27 June	28 June	29 June
<b>STEM Day</b> Who doesn't love a good challenge? Put on your thinking cap to create an egg protector or your own Beyblade. The longest standing Beyblade wins. 	<b>Teddy Bear Picnic</b> Make your own pizza including dough for lunch and pack your choice of a treat for a picnic and picnic games with your teddy! 	<b>Mooloolah Valley Horse Riding</b> Hold on to your saddles we are going horse riding! We will be making s'mores around the fire and riding ponies and horses. (\$20) 	<b>Sign on Sports Day</b> Sign on to either table tennis, soccer, or handball. We can't wait to see some special tricks! 	<b>Camp OSHC</b> It's time to take a mini break! Spend the day setting up camp at OSHC and sipping on hot chocolates and making damper with the kindy kids. Forest school children will showcase their skills by being team leaders! 
2 July	3 July	4 July	5 July	6 July
<b>Maroochy Bushland Botanical Garden Excursion</b> Join us to visit the exquisite botanical gardens. We will play games and learn about the local flora and fauna (\$20) 	<b>Upcycling Day</b> Create a functional piece of clothing from recycled newspaper. Also, make an accessory of choice (crown, hat, wand) and make a self-portrait out of recycled goods to compliment your best angle! 	<b>Bring Your Own Bike Or Scooter!</b> Come on kids we are going for a spin!  <p>Don't forget your helmet and NO skateboards.</p>	<b>OSHC's Got Talent</b> Show us your talent. You can showcase your circus tricks, jokes, sporting abilities, singing, dancing etc. If you can do it, we want to see it! The best performances will win a prize! 	<b>Hands On Day</b> Today all activities will be completed with our hands. We will be making goop, a jelli baff, doing finger painting, clay and chalk drawing. Get ready to get Hands On! 
9 July	10 July	11 July	12 July	13 July
<b>Breakfast Club</b> Enjoy pancakes as we have a yarnning circle for NADIOC week. <b>Maroochy Beach Gymnastics</b> Join us for an afternoon at Maroochy Beach Gymnastics. We are mixing the day up by having an excursion in the afternoon. We will walk to the Centre and the brilliant coaches will teach us new skills! (\$20)	<b>Puppet Show</b> Create your own puppet and work in groups to showcase a short puppet performance in front of an audience. We will also be trying our hand at creating shadow puppets! 	<b>Immanuel Gardens Excursion</b> We will wonder over to the Immanuel Gardens Hostel and Nursing Home to play board games, colour in and make pom poms with the residences. We will bring our lunch boxes for a picnic afterwards. 	<b>Arts Day</b> Today is all about The Arts! We will be making our own musical instruments and playing games. We all love technology at OSHC and would love to see you star in your very own music video! 	<b>Incursion Travel Guides</b> <b>ALL ABOARD!</b> We will be taking an indigenous tour of Australia starting with didgeridoo playing by Jason Morris. At one of our travel destinations we will create a diorama of a native Australian landscape! (\$5) 

# Immanuel Lutheran College OSHC

## Afternoon Tea Menu

Please ensure that you pack a nutritious, rubbish free morning tea and lunch.  
Do not pack nuts in any form with your child's lunch.

25 June	26 June	27 June	28 June	29 June
Make your own sushi w Apples and oranges	Packed lunch for afternoon tea w Fruit and veg platter	Tacos with mince, avo, sour cream cheese and tomato w Apples and cherry tomatoes	Apple crumble w Oranges and grapes	Sandwiches with various toppings w Fruit and veg platter
2 July	3 July	4 July	5 July	6 July
Rice crackers with various topping and popcorn w Fruit and veg platter	Coconut and banana bread w Capsicum and watermelon	Pasta with tomato pasta sauce w Apple and pineapple	Slow cooked con carne with garlic bread w Carrots and apple	Mild chicken curry w Fruit and veg Platter
9 July	10 July	11 July	12 July	13 July
Packed afternoon tea w Fruit and veg platter	Slow cooked chicken and veg soup with garlic bread w Apples and watermelon	Home-made hummus with carrot sticks or crackers w Fruit and veg platter	Nachos w Guacamole w Fruit and veg Platter	Home-made pikelets with banana and honey w Fruit and veg platter

# Booking Form # 1

**Return this page to O\$HC by Monday 11 June**

Family Name:

Child/ren's Names:	D.O.B	School	Year
1.			
2.			
3.			

Caregiver's Name:

Relationship to child:

Phone:	H)	W)	M)
Email:			

Caregiver's Name:

Relationship to child:

Phone:	H)	W)	M)
Email:			

Authority to collect/other approved contacts (in case of emergency):

1. Name:			Relationship:		
Phone:	H)	W)	M)		
Emergency Contact:	Yes	No	Authorised Nominee (collection):	Yes	No
Authorised Nominee (Excursion):	Yes	No	Authorised Nominee (medical):	Yes	No
2. Name:			Relationship:		
Phone:	H)	W)	M)		
Emergency Contact:	Yes	No	Authorised Nominee (collection):	Yes	No
Authorised Nominee (Excursion):	Yes	No	Authorised Nominee (medical):	Yes	No

Medical Details & Dietary Requirements:

1. Name:	Details:
2. Name:	Details:
3. Name:	Details:

Consent:

I have read and understood the policies regarding payment of fees (including; if there are outstanding fees, your booking will not be accepted). I understand if I cancel a booked day out outside of the 5 working days' cancellation period, I will be required to pay that day's fee. I have read the Consent Statement in the Immanuel Lutheran College O\$HC enrolment as well as the booking conditions within this document and have agreed to abide by these.

Name:	Signed:	Date:
Photographic consent:	Do you consent to photographs of your child appearing in promotional publications/media? Yes No	

# Immanuel Lutheran College OSHC

## Booking Form # 2

Family name:

**Vacation Care Booking** (Please include one tick for each child in the family)

25 June	26 June	27 June	28 June	29 June
2 July	3 July	4 July	5 July	6 July
9 July	10 July	11 July	12 July	13 July

## Daily Routine

**8.00** Welcome to Vacation Care

**8.00-9.30am** Free Play – quiet activities, outside play, simple crafts, handball, skipping etc.

**8.30am—9.30am** Free choice of games in the hall, courts

**9.30-9.45am** Group Time

**9.45-10.00am** Morning Tea

**10.00-10.15am** Group Time – activity transition

**10.15-12.15pm** Main Activity; Organised Group Activities or Outings

**12.15-12.30pm** Activity Pack-up

**12.30-12.45pm** Lunch

**12.45-1.00pm** Free play

**1.00-1.15pm** Transition to down time (toileting, drink, hats, shoes, sunscreen)

**1.15-3.00pm** Down Time; Quiet Time (board games, colouring in, movie in the lecture theatre/library)

**3.00-3.30pm** Afternoon Tea (provided)

**3.30-3.45pm** Children's choice activities according to children's interest: library, handball, skipping, games in the hall, craft, adventure playground

**3.35-5.00pm** Free Play – Outside activities or quiet inside activities (reading, colouring in etc.)

**5.00-5.15pm** Clean up

**5.30-5.55pm** Free Play inside only

**5.55pm** Last parent pick-up

**6.00pm** Staff alarm building

**RETURN THIS BOOKING FORM BY 11 JUNE**