

## Normanhurst West OOSH Vacation Care Spring 2018

How the year has flown! Won't be long and Santa will be visiting from the snow.

Our Spring Vacation Care Program will run from the 2<sup>nd</sup> to the 12<sup>th</sup> of October, 2018.

To make a Vacation Care Booking please visit our website and follow the steps under the Vacation Care section: www.normanhurstwestoshc.com.au

To avoid disappointment please make your booking early, as places are limited and fill fast!

#### Early Bird Rates and no cancellation timeframes

We offer an early bird discount for families who complete their bookings <u>and return any permissions and payment receipts</u> to the centre on or before *Friday 21<sup>st</sup> September.* After this date, any families who have not made payment or returned their permissions will have their bookings cancelled. Any bookings made after Friday 21<sup>st</sup> September will be charged the full rate, and bookings will be subject to availability. For planning purposes, after 21<sup>st</sup> September 2018 no cancellations will be accepted.

#### **Payments and Booking Conditions**

Please be aware that before your booking is Approved, the Centre must have Approved your 2018 Enrolment, we must have a copy of your Signed Permission Form and a Payment Receipt for the Vacation Care days booked (unless on Direct Debit). When making payment via Internet Banking, please ensure that your Parent Code, Surname and the letters "VC" are included in the payment description. If you would like to sign up for EziDebit, please navigate to the 'ezidebit' tab under the 'parents menu' on the webserver.

Families with children attending Normanhurst West Public School will be given priority over families attending other schools. Please note that we will start accepting bookings from external families from Monday, 10<sup>th</sup> September 2018.

Bookings close midday the business day before each session, unless otherwise stated in the program. However, any bookings after the initial bookings dates will be subject to availability, charged at the full rate and be at the Director's discretion.

Normanhurst West OOSH cnr Sefton & Dartford Rd, Thornleigh 9484 4412 <u>nwoosh@hotmail.com</u> <u>www.normanhurstwestoshc.com.au</u> To ensure safety, all excursion venues are visited in advance by Senior Educators at the centre. A full Risk Assessment (and associated Risk Benefit Analysis) is completed and made available on our website through the links listed on the Permission Slip. These risk assessments are shared with all Educators participating in the excursion, to ensure they are equipped with the knowledge to mitigate risk to children, and work towards bringing about the desired outcomes whilst on the excursion.



Early Bird Bookings Close & there are no cancellations after 21<sup>st</sup> September, 2018



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#### **CENTRE HOURS**

7:00am to 6:15pm Monday to Friday.

#### IMPORTANT INFORMATION TO NOTE

Children are required to bring with them each day (unless specified in the program):

- Morning Tea, Lunch and a Water Bottle
- Jumper and a Hat
- Wet weather gear just in case

#### NWOOSH provides

- Breakfast and Afternoon tea
- Sunscreen
- Water is available at all times

#### Parents please assist us by

- Signing in and out every day (this is a legal requirement)
- Notifying NWOSHC if your child will not be attending on a booked day (this will still be charged)
- Dress children in 'play' appropriate clothesno thongs or sleeveless shirts / dresses
- Mark all items of clothing with names
- Keep unwell children at home
- Filling out medication forms as necessary
- Advising staff of infectious diseases etc.

#### BEHAVIOUR

Staff reserve the right, after consultation with parents, to exclude a child from the program if their behaviour is not acceptable, or dangerous to staff or children in any way.

#### WEATHER CONDITIONS

The program may be altered or amended to accommodate adverse weather conditions or due to unforeseen circumstances. You will be notified of any changes to the program.

#### MONEY AND BELONGINGS

Please do not provide your children with spending money. Electronic Games are only

allowed to be brought to the Centre on days listed in the program. All other times they will be securely locked away. The Centre does not take responsibility for belongings or games that the children may bring to the Centre. Bikes etc. are not permitted unless specified in the program.

#### EXCURSIONS

Please arrive by 8:30am on excursion days. We are unable to wait for anyone who is not there on time. All children booked for an excursion day attend the scheduled excursion.

#### **BOOKINGS AND PAYMENT**

Early Bird Bookings are those that have made a Booking & provided Payment Receipt (unless on Direct Debit) to the Centre by the close off date. CLOSE DATE: 21<sup>st</sup> September 2018

#### Payment is by deposit to:

Normanhurst West OOSH BSB: 062 181 Account: 909 852 Please use your PARENT CODE, SURNAME and the letters "VC" in the payment description. \*\*We do NOT accept cash or cheque payments.\*\*

Bookings will only be accepted for Vacation Care if there is no money outstanding on your account & we have received payment confirmation, or you are setup on Direct Debit. PLEASE NOTE: THERE ARE NO REFUNDS AND DAYS ARE NON-TRANSFERABLE. ALL DAYS BOOKED MUST BE PAID FOR REGARDLESS OF ABSENCE.

All families are required to have completed a 2018 Enrolment and received Approval Email. Once you have completed your Vacation Care Bookings please return permission forms to the Centre with your Payment Receipt (unless on Direct Debit). Places are given on a first come first serve basis as there are a limited number of places available.



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### **Permission Slip**

I		(parent name)		give permission for my child/ren						to participate in the following activities
	Signed:							Da		
Please tick	Day / Date	Destination	Time of excursio n	Transpor t method	Reason	Proposed activities	Est child #	Est staff #	Est ratio	Risk Assessment Link
	Tuesday 2 <sup>nd</sup> October – 4cats	321 Pacific Highway, Lindfield NSW 2070	9:00am- 2:00pm	Private Bus	To further develop creativity in a less structured actvitiy, following on from our Plate Painting last vacation Care	Morning Tea, Splatter Painting Activity in the Studio and Lunch	40	4	1:10	http://www.normanhurstwestoshc.com.au/ risk-assessments/
	Thursday 4 <sup>th</sup> October – Centennial Parklands	Dickens Drive. Sydney NSW 2021	9:30am - 3:00 pm	Private Bus	To follow up on the children's interest in animals, displayed by their digging and searching in the gardens.	Morning Tea, The Wild Play Discovery Centre OSHC in the Bush program, lunch and The Wild Play Garden	40	4	1:10	http://www.normanhurstwestoshc.com.au/ risk-assessments/
	Monday 8 <sup>th</sup> October – James Craig Tall Ship, Darling Harbour Playground and Maritime Museum	James Craig: Pirrama Rd, Pyrmont NSW 2009, James Craig: Maritime Museum: 2 Murray St Darling Harbour NSW 2000 Playground: Darling Harbour NSW 2000	9:00am – 3:45pm	Private Bus	To develop an understanding of the History of the Tall Ship, arn learn about Maritime History.	Morning Tea, Tour on board the Tall Ship, Maritime Museum Tour, Lunch and Play in the Park.	40	4	1:10	http://www.normanhurstwestoshc.com.au/ risk-assessments/
	Tuesday 9 <sup>th</sup> October - Café 38 <b>NB: SKOOSH ONLY</b>	38 Denman Pde, Normanhurst NSW 2076	10:00am - 12:00pm	Walking	By child request for Relaxation and friendship building purposes.	Have a Morning Tea Snack	10	1	1:10	http://www.normanhurstwestoshc.com.au/ risk-assessments/
	Friday 12 <sup>th</sup> October – Kayaking	Pro Kayaks Narrabeen 11 Narrabeen St Narrabeen 2101. Kayaking on Narrabeen River	9:30am- 2:30pm	Private Bus	To teach children a new skill, and focus on concepts of water awareness and safety	Morning Tea, Kayaking on the water, along with Lunch and Group Games	40	6 + 2 Kayak instructors	1:4 on water 1:10 off water	http://www.normanhurstwestoshc.com.au/ risk-assessments/