

# VACATION CARE PROGRAM

**DECEMBER 2024/JANUARY 2025**

St Bernard's OSHC, Berowra

Hours: 7:00am – 6.00pm

P: 0421 040 760

E: [oshc.berowra@catholiccaredbb.org.au](mailto:oshc.berowra@catholiccaredbb.org.au)

## BOOKINGS & GENERAL INFORMATION

Our vacation care service operates between **7.00am - 6.00pm** for children up to 12 years old who are currently enrolled in primary school.

We are licensed to enrol **90** children per day and are always required as per regulations to maintain the approved staff to child ratio.

We are excited to share with you our vacation care program. We have planned our vacation care program to offer children the time to relax and have fun with their friends, especially since they may have spent some time separated from them.

Risk assessments have been completed for our vacation care program including any outside providers. We welcome families to request these from your service supervisor for your review.

The vacation care program has been planned thoughtfully, with fun in mind and feedback from children and parents.

### STAFF

Educators are employed because of their experience and knowledge in childcare and all educators are involved in ongoing training. At parent sign in area, you will find the details of which educator is in charge between the hours of **7.00am - 6.00pm**.

### AM I ELIGIBLE TO RECEIVE CHILDCARE SUBSIDY (CCS) DURING VACATION CARE?

We are approved to process your Childcare Subsidy payments from the federal government. However, we are not in control of how much subsidy is paid by the government to each family. If you have questions about Childcare Subsidy please contact Services Australia on 136 150.

You must have a formalised account with the centre to receive your fee reduction.

The package helps parents with children aged 0 – 13 work, train, study, and volunteer. It will be paid directly to services. You will need to complete a Centrelink Childcare Subsidy if you have not already. You can complete your assessment through [MyGov](#) using your Centrelink online account or via the Express Plus Centrelink mobile app. In order to receive your Childcare Subsidy it is essential that your child/children attend their first and last booked session with the service or you will be required to pay full fees for the absent day.

## HOW DO I MAKE A BOOKING?

Please complete the booking form. If booking for the first time, you will need to also complete an enrolment form.

<https://stbernardsberowra.hubworks.com.au/>

and you can use the BOOK ME app. **WHAT ARE THE FEES AND CHARGES?**

Incentre cost is **\$73.50 per day**, additional costs depending on the incursion or excursion will be reflected in the program.

Excursion – this activity involves travelling on a bus fitted with seat belts.

External provider –we have a provider that comes out to the service, and they run activities or experiences.

Internal provider – resources are purchased specifically for the experience planned for the day.

Centre Day – experiences are planned using resources available at the service with no additional cost to families.

## WHAT DO I NEED TO KNOW ABOUT EXCURSIONS?

Excursions are planned and focus on the interests of children enrolled at the service. Risk assessments are completed by the coordinator in consultation with Catholic Care to ensure that the safety of all children is always maintained. Excursions are staffed at a staff to child ratio of 1:10, however this ratio may change dependant on the planned excursion or activity.

Information pertaining to excursions will be provided on the permission forms and parents/carers are welcomed and encouraged to read the supervision and risk assessments completed by the service. Some excursion venues may require parents to sign a waiver which cannot be completed by the service. These waivers must be returned to the service along with all other vacation care documentation.

## MEALS

Families are to provide food for their children enrolled in the vacation care program unless otherwise specified in the program. Please do not send any food that requires heating as we do not have the facilities to do so (We are not permitted to reheat food due to regulations).

Due to the severity of some children's allergies, we are nut and egg aware. Please do not send any food with nuts or egg.

If your child has allergy or dietary restrictions, please make an appointment to discuss with staff prior to vacation care.

This will assist us in understanding the needs of your child and supporting them whilst they are in our care.

## **PROGRAMMING & EVALUATION**

During each school holiday period children are asked to provide ideas and comments for the current and next school holiday program. We encourage families to share information about their child's interest so we can incorporate this within the program. Evaluations can be found in our daily evaluation located on the sign on desk.

## **WHAT SHOULD MY CHILD WEAR & SUN SAFETY INFORMATION?**

Please make sure to clearly label all items of clothing. It is important to ensure that your child is dressed appropriately for the weather and the daily activities.

**St Bernards OSHC** endorses the Cancer Council's 'Sun Safe OOSH' Policy. Under this policy, a daily UV check is conducted, and at times where the UV level is above 3, SPF 50 sunscreen is applied every 2-3 hours. Children are also required to wear sun safe clothing, including a hat, and clothing which covers their shoulders. Singlets are not sun safe clothing. Children must also wear sensible shoes for walking and playing (i.e. enclosed shoes or strap-on sandals) and bring a jumper or a jacket and drink bottle each day. Thongs and slip-on style shoes are not permitted unless otherwise informed by the service.

Educators will ensure that sunscreen is applied throughout the day. If you prefer that your child, use a different sunscreen to the one provided by CatholicCare please ensure they have it in their bag and educators will remind them to apply it.

## **WHAT IF MY CHILD NEEDS MEDICATION?**

Prescription medication can only be administered by educators with written permission from the parent/guardian. This is actioned by completed a medication form available at the OSHC service.

Medication must be handed to an educator in its original packaging with the prescribed dosage information and use-by date. Non-prescription medication cannot be administered by educators, as per CatholicCare policy.

For further information, please see the Centre Coordinator.

# VACATION CARE DEC 2024 & JAN 2025

St Bernard's Catholic School, Berowra Heights

7:00am – 6:00pm

P: 0421 040 760 | E: oshc.berowra@catholiccaredbb.org.au

CatholicCare  
Diocese of Broken Bay



**THURSDAY  
19 DEC**

## CHRISTMAS COOKING DELIGHTS

Join us for this tasty workshop including making and baking your own cookies. You can choose to eat what you create and share with the family.

Starts: 10:00am

**\$** INTERNAL PROVIDER  
\$84.00



**FRIDAY  
20 DEC**

## LITTLE HELPERS CRAFT WORKSHOP

It's almost Christmas and we're making last minute decorations! Children will be able to take their creations home.

Starts: 10:00am

**\$** INTERNAL PROVIDER  
\$84.00



**WE LOOK FORWARD TO  
SEEING YOU AFTER CHRISTMAS**

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MONDAY  
13 JAN

## ART ATTACK

Get ready to get messy with the first day for 2025 with our Art Attack program. Express yourself through paint and other materials. You'll also get to take a tote bag that you designed home.

Starts: 10:00am

\$ INTERNAL PROVIDER  
\$84.00



TUESDAY  
14 JAN

## DINOSAUR ENCOUNTERS

Have a roaring good time as we are visited by creatures from a time long ago. You'll discover fossils and even get a picture with some of these creatures!

Starts: 10:30am

\$ EXTERNAL PROVIDER  
\$91.00



WEDNESDAY  
15 JAN

## PLAY & PICNIC AT WARRINA PARK

The popular park excursion is back and so is our lunch BBQ! Games and challenges galore on the oval and equipment.

Depart: 10:00am  
Return: 2:00pm

\$ EXCURSION  
\$91.00



THURSDAY  
16 JAN

## CIRCUS SKILLS

Ever felt like running away to the circus? Well today is for you! We'll be learning circus skills today and then will showcase them in our mini circus show.

Starts: 10:00am

\$ INTERNAL PROVIDER  
\$84.00



FRIDAY  
17 JAN

## FORTS & CUBBIES

Build your fort and battle to see which one will stay standing!

Starts: 10:00am

\$ INCENTRE  
\$73.50

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<b>MONDAY 20 JAN</b>	<b>TUESDAY 21 JAN</b>	<b>WEDNESDAY 22 JAN</b>	<b>THURSDAY 23 JAN</b>	<b>FRIDAY 24 JAN</b>
<b>DETECTIVE</b>	<b>AFRICAN PERCUSSION</b>	<b>9D CINEMA</b>	<b>ULTIMATE SYDNEY</b>	<b>AUSTRALIA DAY CELEBRATION</b>
Are you the next Sherlock Holmes? Help solve mysteries and puzzles to find out the hidden secrets.	Learn to make a beat and explore African culture in this percussion experience.	Experience a movie like never before! It'll feel realistic as you ride the 9D cinema coming to our centre!	Have tonnes of fun on this excursion to Ultimate Sydney. Try out your skills on the trampolines, foam pits and climbing jungle and slides.	We'll be celebrating today with traditional games and activities. Join us for this Aussie themed day.
Start: 10:00am	Start: 10:00am	Please note: no technology to be brought to the centre as this is catered for.  Start: 10:30am	Depart: 11:15am Return: 3:30pm	Start: 10:00am
<b>\$ INTERNAL PROVIDER \$84.00</b>	<b>\$ EXTERNAL PROVIDER \$91.00</b>	<b>\$ EXTERNAL PROVIDER \$91.00</b>	<b>\$ EXCURSION \$110.00</b>	<b>\$ INCENTRE \$73.50</b>

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<b>MONDAY 27 JAN</b>	<b>TUESDAY 28 JAN</b>	<b>WEDNESDAY 29 JAN</b>	<b>THURSDAY 30 JAN</b>	<b>FRIDAY 31 JAN</b>
<b>PUBLIC HOLIDAY</b>	<b>FISH WHISPERER &amp; PICNIC AT BOBBIN HEAD</b>	<b>WATERTASTIC</b>	<b>PICKLEBALL</b>	<b>PUPPETS &amp; PLAYS</b>
We are closed today for Australia Day. We look forward to seeing you tomorrow.	The Fish Whisperers will be teaching us all how to make a great catch. Then we'll get to have a picnic and play at Bobbin Head's vast playground.  Depart: 11:00am Return: 3:00pm	It's not summer without at least one water day! We'll battle away with various water games and test your skills in water challenges.  Starts: 10:00am	Find out what all the craze is about with pickleball! A professional coach will come in to teach us all the rules and have fun with this fast-paced game!  Starts: 10:30am	Become a puppet master with our puppet making workshop. Make a play for your puppet as we showcase them in the afternoon. The children will be able to keep the puppets they make.  Starts: 10:00am
	<b>\$ EXCURSION \$110.00</b>	<b>\$ INTERNAL PROVIDER \$84.00</b>	<b>\$ EXTERNAL PROVIDER \$91.00</b>	<b>\$ INCENTRE \$73.50</b>



## DEC/JAN 2025 BOOKING FORM – ST BERNARDS OSHC, BEROWRA

A risk assessment of all excursions is carried out and a printout is available at the service. I \_\_\_\_\_ give permission for my children

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

To participate in the following activities, under the supervision of the staff at St Bernards OSHC, Berowra. I have read and understood and agree to abide by the conditions set out in the information sheet. I understand that any offsite transportation will be on a coach fitted with seat belts from St Bernard's OSHC, Berowra. I understand that my child/ren must be at the centre by the requested time. I will allow staff to take photographs of my child/ren for the purposes of programming and display within the centre only.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Date	Tick if attending	Activity	Location	Cost	Method of Travel	Departing	Returning	No. children Approx.	Staff:Child Ratio	No. Staff Attending	Responsible Person on Duty
Thursday 19 <sup>th</sup> December		Christmas Cooking Delights	OSHC	\$84	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Friday 20 <sup>th</sup> December		Little Helpers Craft Workshop	OSHC	\$84	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Monday 13 <sup>th</sup> January		Art Attack	OSHC	\$84	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Tuesday 14 <sup>th</sup> January		Dinosaur Encounters	OSHC	\$91	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Wednesday 15 <sup>th</sup> January		Play & Picnic at Warrina Park	Berowra, NSW	\$91	Walking	10:00am	2:00pm	40	1:10	4	Benjamin Caswell & Kathy Willoughby
Thursday 16 <sup>th</sup> January		Circus Skills	OSHC	\$84	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Friday 17 <sup>th</sup> January		Forts & Cubbies	OSHC	\$73.50	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Monday 20 <sup>th</sup> January		Detective	OSHC	\$84	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Tuesday 21 <sup>st</sup> January		African Percussion	OSHC	\$91	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Wednesday 22 <sup>nd</sup> January		9D Cinema	OSHC	\$91	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Thursday 23 <sup>rd</sup> January		Ultimate Sydney	Northmead, NSW	\$110	Private Seat Belted Bus	11:15am	3:30pm	40	1:10	4	Benjamin Caswell & Kathy Willoughby
Friday 24 <sup>th</sup> January		Australia Day Celebration	OSHC	\$73.50	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Monday 27 <sup>th</sup> January		PUBLIC HOLIDAY									
Tuesday 28 <sup>th</sup> January		Fish Whisperer & Picnic at Bobbin Head	Mt Colah, NSW	\$110	Private Seat Belted Bus	11:00am	3:00pm	30	1:5	4	Benjamin Caswell & Kathy Willoughby
Wednesday 29 <sup>th</sup> January		Watertastic	OSHC	\$84	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Thursday 30 <sup>th</sup> January		Pickleball	OSHC	\$91	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby
Friday 31 <sup>st</sup> January		Puppet & Plays	OSHC	\$73.50	NIL	Incentre	Incentre	60	1:15	4	Benjamin Caswell & Kathy Willoughby