



# LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE VACATION CARE PROGRAM – December 2019

## INFORMATION FOR FAMILIES

This program is available to school aged children from Pre Kindy – Year 6. It has been developed to ensure that children in early to middle childhood have access to age appropriate recreational experiences that promote challenge, social engagement as well as opportunities to engage with the community around them. The program is planned in advance and therefore may change if extreme weather conditions exist.

### Program Development

The program will follow the EYLF & My Time Our Place Curriculums and will comply with the National Quality Framework as well as the Education and Care National Regulations Act.

Programs will be developed in consultation with children and families attending the programs and will be based on children's interests.

### Contact Us

Phone - 0477994123  
Email – OSHC.liwara@cewa.edu.au  
Postal Address –  
5 Tuart Road,  
GREENWOOD 6024

### Fees

\$75 for vacation Care and Pupil  
Free Days  
Includes excursions, breakfast and  
afternoon tea and lunch where  
stated.

### How to book

Bookings can be made at the  
Liwara OSHC centre between  
7am – 9am &  
3pm - 6pm weekdays

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## *Vacation Care Booking Conditions*

Please choose carefully as once booked, days cannot be swapped or changed.

**PLEASE NOTE THAT A 20% LATE BOOKING  
FEE WILL BE CHARGED FOR BOOKINGS GIVING LESS THAN 7 DAYS NOTICE.**

*\* By signing parents or guardians agree to the Booking Conditions and give their consent for their child to be transported to and from the excursion's venue specified as well as providing consent for their child to participate in experiences offered as part of the excursion as detailed on this program.*

*Please see staff if you require more information or wish to make alternative care arrangements.*

### *Liwara Catholic Out of School Hours Care*

**Located on the grounds of the Liwara Catholic Primary School in Greenwood.**

This service is part of the licensed children's services run under the Catholic Education Commission Trustees Associations WA (inc) Provider Approval

### **Transport/Excursions**

#### *(Policy Extract)*

Travel Arrangements: a bus hired from the preferred provider for use for student transport.

All children and staff will be given clear guidelines and safety rules when moving to the vehicle and whilst travelling in the vehicle.

When moving from front gate to vehicle children will follow educator and listen to instructions.

Children must remain seated and in their own seat while on the bus and seatbelts will be worn while the bus is in transit.

Children are not permitted to open door or get out of the vehicle unless given permission to do so.

In case of an emergency the bus will pull over to a safe location and contact the centre Director/ Coordinator to assist.

In case of a breakdown the staff member will call the RAC for assistance or organise a relief staff member or school principal - Andrea Millar - to collect children.

A first aid box will also be stored in the vehicle.

### **Sun Safety**

#### *(Policy Extract)*

Our Sun Protection Policy has been developed to ensure that all children are protected from skin damage caused by the harmful ultraviolet radiation (UVR) from the sun.

To ensure all children are protected the following applies:

- Children will wear a hat whenever outside
- SPF 30+ broad spectrum water resistant sunscreen will be provided for children and applied 20 minutes before going outside.
- Outdoor play will not occur in extreme heat or at the hottest time of the day.
- Staff will act as role models, by wearing hats and following sun smart procedures.
- Sunscreen protection will be provided at all times throughout all seasons.
- It is recommended that children and educators wear loose fitting clothing that protects as much of the skin as possible for outdoor activities. Shirts that cover the shoulders and have collars and sleeves in addition to longer style skirts and shorts are most suitable.
- Children wearing tank tops, singlets or dresses with strappy shoulders will be required to play in an area protected from the sun.

**On excursions children MUST wear their school hats as this assists ease of identification.**

### **Daily Routine**

#### *(In-house & Incursions)*

7.00am - Centre opens

7.00 – 8.30 Breakfast and indoor/outdoor activities

9.45 - Morning tea (or as/when required)

10.00am – 12.00 Indoor/outdoor experiences

12.00 – 1.00 Lunch

1.00 – 3.30 Indoor/outdoor experiences

3.30- Afternoon tea

4.00 – 5.30 Indoor/outdoor experiences

6.00pm – Centre closes

### **Daily Routine**

#### *(Excursions)*

7.00am - Centre opens

7.00am – 8.30am Breakfast and indoor/outdoor activities

9.30am - Depart for excursion (or as detailed on the program)

10.00 – 12.00pm- Morning tea and excursion activities

12.00 – 1.00pm Lunch

1.00pm – 3.30pm- Excursion activities

3.30pm- Return to the OSHC Centre for afternoon tea

4.00 – 5.30pm Indoor/outdoor experiences

6.00pm – Service closes

### **Important Information**

Where stated lunch and afternoon tea is provided by the service. A menu is on display at the service.

We offer a varied lunch menu to encourage children to experience different food choices. Please read the menu on the program and provide a packed lunch if you know your child will not enjoy the lunch provided. Please provide morning tea for your child each session and a packed lunch where stated on the program.

All entry fees for excursions and incursions are included in the daily fee unless otherwise stated.

<b>Program Summary – PLEASE KEEP</b>	
<b>Monday 16<sup>th</sup> December</b>	<p>Program details – In House - Christmas Baking Day! - Today were going to be baking Christmas treats for you to take home and enjoy with your family. Lunch will be provided and will be homemade macaroni and cheese. Breakfast and afternoon tea will be provided. Program reminders – Please bring recess, a drink bottle, school hat and wear suitable clothing.</p>
<b>Tuesday 17<sup>th</sup> of December</b>	<p>Program details – In House - Disco Diva Day- Come dressed in your 80's gear, today's going to be full of music, dancing and games. Lunch will be provided and will be chicken curry and steamed rice. Breakfast and afternoon tea will be provided. Program reminders – Please bring recess, a drink bottle, hat and wear suitable clothing.</p>
<b>Wednesday 18<sup>th</sup> December</b>	<p>Program details -- Incursion – Archery Kids! FitKids Australia joins us today for an exciting day learning the basics of archery. Lunch will be provided and will be fish fingers and sweet potato chips. Breakfast and afternoon tea will be provided. Program reminders – Please bring recess, a drink bottle, school hat and wear suitable clothing.</p>
<b>Thursday 19<sup>th</sup> December</b>	<p>Program details – In House - Ho, Ho, Ho Just 5 Days to Go – Craft Day! Get crafty with us on a day filled with Christmas craft activities while you listen to your favourite Christmas music and get into the holiday spirit. Lunch will be provided and will be homemade mini pizzas. Breakfast and afternoon tea will be provided. Program reminders – Please bring recess, a drink bottle, school hat and wear suitable clothing.</p>
<b>Friday 20<sup>th</sup> December</b>	<p>Program details -- Incursion - The Gym Bus Comes to US! This very popular activity will provide activities that will excite, challenge and exhaust. Lunch will be provided and will be ham, chicken, cheese and salad rolls. Breakfast and afternoon tea will be provided. Program reminders – Please bring recess, a drink bottle, school hat and wear suitable clothing.</p>

#### IMPORTANT NOTE

During our December 2019 and January 2020 Vacation Care, the Liwara OSHC service will be running from the Ahern Centre, as there will be major re-roofing works taking place in the block that houses our OSHC. So that our program will not be impacted in any way, we will be running our normal Vacation Care sessions from the Ahern Centre. We will have full facilities available and will be re-locating there on Friday 13 December with the assistance of our groundsman, Chris and OSHC staff. On Friday 13 December the children attending Before School Care will be cared for in the library and After School Care will be in the Ahern Centre.

Please note that during the December/January Vacation Care, it is necessary to use Gate #7 for drop off and pick up from the Ahern Centre. Gate #7 is the one closest to the Ahern Centre and access to it is from the top car park. Please note that the gate will be left unlocked from 7.00am – 9.30am and then again from 2.30pm – 6.00pm. If you are dropping off or picking up your child/children between 9.30am & 2.30pm please phone the OSHC mobile on 0477994123 and a staff member will unlock the gates for you.

The projected timeline for this project is from Friday December 13, 2019 to January 30, 2020 and if there is any change to this timeline all parents will be contacted, in advance. Be assured that our days will run exactly as they always do during Vacation Care, filled with plenty of fun and exciting activities and plenty of tasty and healthy food!

If you have any questions or concerns, please don't hesitate to contact myself via email - [gaye.margetic@cewa.edu.au](mailto:gaye.margetic@cewa.edu.au) or Amanda Tebb mobile - 0477994123 or at the centre.

## VACATION CARE DECEMBER 2019 - BOOKING FORM

### Details

Child 1  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Is your child affected by any of the following conditions (please tick)

- Anaphylaxis – please provide an action plan to staff and any medication required*
- Asthma – please provide an action plan to staff and medications required*
- Medical condition – please provide a care plan*
- Disability – please provide a care plan*

Child 2  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Is your child affected by any of the following conditions (please tick)

- Anaphylaxis – please provide an action plan to staff and any medication required*
- Asthma – please provide an action plan to staff and medications required*
- Medical condition – please provide a care plan*
- Disability – please provide a care plan*

Child 3  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Is your child affected by any of the following conditions (please tick)

- Anaphylaxis – please provide an action plan to staff and any medication required*
- Asthma – please provide an action plan to staff and medications required*
- Medical condition – please provide a care plan*
- Disability – please provide a care plan*

*Family acknowledgement:*

*I have checked the information contained in my child/children's current enrolment form/forms and have ensured that all information contained in the documented is correct and/or have provided updated details as required.*

Signed \_\_\_\_\_

Full Name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**NB -On excursions children MUST wear their school hats as this assists ease of identification.**

### Booking conditions

Please choose carefully as once booked days are unfortunately unable to be changed.  
Please also note full fees will be charged for any bookings cancelled without the required 7 days' notice.

Program Details Monday 16 <sup>th</sup> of December – Friday 20 <sup>th</sup> of December, 2019		
Monday 16 <sup>th</sup> December	<p><b>Program aim- 1.2 Children develop their autonomy, interdependence, resilience and sense of agency.</b></p> <p><b>Program details – In House - Christmas Baking Day! - Today were going to be baking several different Christmas treats for you to take home and enjoy with your family. Chose which treats you'd like to make - will it be decorated Christmas biscuits, marshmallow snowmen, reindeer heads or mini Australian Pavlova's? Lunch will be provided and will be homemade macaroni and cheese. Breakfast and afternoon tea will be provided.</b></p> <p><b>Program reminders – Please bring recess, a drink bottle, school hat and wear suitable clothing.</b></p>	<input type="checkbox"/> Please tick to book *Signature required  _____
Tuesday 17 <sup>th</sup> December	<p><b>Program aim- 4.1 Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.</b></p> <p><b>Program details – In House - Disco Diva Day- Come dressed in your 80's gear as today's going to be full of music, dancing and games. Lunch will be provided and will be chicken curry and steamed rice. Breakfast and afternoon tea will be provided.</b></p> <p><b>Program reminders – Please bring recess, a drink bottle, hat and wear suitable clothing.</b></p>	<input type="checkbox"/> Please tick to book *Signature required  _____
Wednesday 18 <sup>th</sup> December	<p><b>Program aim – Outcome 4.3 Children transfer and adapt what they have learned from one context to another.</b></p> <p><b>Program details -- Incursion – Archery Kids! FitKids Australia joins us for an exciting day in learning the basics of archery target shooting competitions, several fun challenges and let's not forget the best part of archery it's just plain fun. Lunch will be provided and will be fish fingers and sweet potato chips. Breakfast and afternoon tea will be provided.</b></p> <p><b>Program reminders – Please bring recess, a drink bottle, school hat and wear suitable clothing.</b></p>	<input type="checkbox"/> Please tick to book *Signature required  _____
Thursday 19 <sup>th</sup> December	<p><b>Outcome 4.4 Children resource their own learning through connecting with people, place, technologies and natural and processed materials.</b></p> <p><b>Program details – In House - Ho, Ho, Ho Just 5 Days to Go – Craft Day! Get crafty with us on a day filled with Christmas craft activities. Make bonbons, ornaments or decorations. Listen to your favourite Christmas music and get into the holiday spirit. Lunch will be provided and will be homemade mini pizzas. Breakfast and afternoon tea will be provided.</b></p> <p><b>Program reminders – Please bring recess, a drink bottle, school hat and wear suitable clothing.</b></p>	<input type="checkbox"/> Please tick to book *Signature required  _____
Friday 20 <sup>th</sup> December	<p><b>Outcome 3.2 Children take increasing responsibility for their own health and physical wellbeing.</b></p> <p><b>Program details -- Incursion - The Gym Bus Comes to US! This very popular activity will provide activities that will excite, challenge and exhaust. Lunch will be provided and will be ham, chicken, cheese and salad rolls. Breakfast and afternoon tea will be provided.</b></p> <p><b>Program reminders – Please bring recess, a drink bottle, school hat and wear suitable clothing.</b></p>	<input type="checkbox"/> Please tick to book *Signature required  _____