Welcome to the Christmas Vacation Care Programme. We look forward to working with you and your children. Our aim is to provide a warm, flexible, safe and secure environment with lots of fun filled activities and excursions.

**Director:** Pam Adams  
**Other Staff:** Stella, Tammy, Karen, Renee, John, Jack, Gabby, Matthew

**Operating Times:** 7.00am to 6.00pm  
**Venue:** OSHC Centre and School Hall

**Cost:**  
- Dec 2015 Centre based: $45  
- Jan 2016 Centre based: $50  
- Excursions: $61  
- Excursions: $65

Please ensure all enrolment and consent forms are completed and returned by Friday 27th November all bookings after this date will incur a $10.00 late fee

**Enrolments:** Enrolments can be made by visiting the OSHC Centre during operating hours or emailed. Vacation Care Sessions that are home based must be cancelled with 2 working days (Mon-Fri by 9am) notice or the session will be charged. **Excursions and Incursions:** will be charged regardless of cancellations

**LATE PICK UP FEE:**  
A late fee of $10.00 per 10 minutes will be charged for any child not picked up by 6.00PM

**Excursions:** Children MUST arrive no later than 8.30am on excursion days, (unless otherwise stated). During an excursion staff can be contacted on: 0450229734. This line is only operational during excursions, please do not use for bookings or enquiries.  
Please be considerate of Vac Care staff by arriving for excursions on time, important information is given out before we leave and it is in the interest of your child’s safety and welfare to be there at this time. We are not able to wait for children who are late, as buses and venues are booked for set times and will leave at the stated departure time regardless of any late arrivals.  
If there are any changes to the itinerary a notice will be placed conveniently above the sign in/out sheet to inform parents.  
Parents will also be reminded of any changes prior to the event. Changes may occur when the person in charge of the excursion deems it is necessary for the safety and wellbeing of the children. For further information, questions or to make a booking, please call 83218308 or see Pam or staff in the OSHC Centre.

**Food:** Each child is required to provide a piece of fruit or vegetable daily to share.  
Children need to bring a healthy recess, lunch, and a drink each day. We ask you **not** to give your children cordial and soft drinks. A healthy afternoon snack will be supplied.

**Due to children with allergies we ask that children do not bring Peanut Butter, Nutella, nuts or fish products for lunch or snacks. Where possible please pack recess and lunch in reusable containers, as this will help cut down on waste and support the School and OSHC with sustainability and the environment.**
Clothing: Children must wear appropriate clothes and footwear (No singlet tops or thin strapped dresses, no thongs or flip flops). Name all belongings as no responsibility will be taken for items that are lost or left behind.

Sun Safe Policy: As St Martins de Porres School is a Sun Safe School, Sun Safety is important. All children **must** have a School hat not baseball caps and tee shirt with sleeves for all outdoor play and excursions. (No hat, No sleeves, NO OUTSIDE play.) Parents are required to supply sunscreen at all times. In the case of an outdoor activity a staff member will supervise the application of sunscreen, every two hours to all children excepting those, which specifically state otherwise in writing.

Toys and Devices from Home: Children may bring electronic devices, toys or PG movies and X Box games at their own risk but will only be used at staff approval. Children are **not allowed to photograph other children/staff on their devices or access the internet**. Inappropriate use of these items will result in the confiscation of said items till the end of the day and will not be allowed until further notice. Cameras at own risk are allowed for special excursions. All mobile phones must be handed in to staff for safety reasons and if you need to contact your children during Vac Care you can do so on the OSHC phone on 83218308. Staff will not accept any responsibility for any loss, theft or damage to items brought from home.

Behaviour: We strive to keep St Martin de Porres Vac Care Centre a safe & happy place for your children. In order to do so, we ask that your children adhere to our behaviour code. Children are expected to show respect and care for other people and property and to act, respect, cooperate with staff and other children. Children who continually exhibit unacceptable behaviour may be excluded from the centre.

The consequences for inappropriate behaviour are:

1* Warning/reminder
2 *Time to reflect (5 minutes)
3* Time to reflect (10 minutes)
4* Talk to person in charge about behaviour
5* Suspension from Vac Care (duration determined by director and deputy principal)

Parents will be called if children constantly display negative behaviour on any one day, which detracts from the care and attention the other children receive. There may be times when all children as a group spend some time in quiet mode so that the centre can return to a more orderly, secure and safe environment.

Please note that any intentional misuse of equipment by children may result in the replacement cost being charged to the parent(s).

Priority of Access: Is given to families with children who attend St Martin de Porres School, who are at risk, working parents or studying parents. Accounts will be issued on completion of each week via email where possible.

Contacts: Office bookings & inquiries: PH 83218308
Email: PAdams@smdps.catholic.edu.au
Excursions only: 0450229734