



CHRISTIAN
BROTHERS
COLLEGE

Christian Brothers College OSHC

Vacation Care Program

Location	Christian Brothers College Junior Campus 324 Wakefield Street, Adelaide SA 5000
Contact	Director: Karyn Falting Mobile: 0404 423 190 Phone: 8400 4265 Email: oshc@cbc.sa.edu.au
Time of Operation	7:30am – 6:00pm Monday to Friday \$55.00 (excursion fees are additional) 8.00am – 6.00pm Monday to Friday \$50.00 (excursion fees are additional)

CBC OSHC is a Child Care Benefit approved provider. Childcare Approval Number – 1-631-2029

Reminders

- Children are expected at OSHC by **8:30am** on excursion days. We cannot hold up our planned schedule. If you are late, you can meet the OSHC group at the excursion location.
- All children, staff and volunteers are required to wear **our OSHC (purple) broad brimmed hat and sunscreen** each day during Terms 1, 3 and 4. Children that do not have an OSHC hat will be required to stay inside or under shade at all times. Please note that caps are not appropriate.
- If your child has a medical condition, please ensure that you provide staff with updated Medical Action Plans, Risk minimisation forms and their prescribed medication.
- Please provide **weather appropriate and sun safe clothing and comfortable walking shoes or sandals for excursions.** (no thongs allowed).
- Please provide your child/ren with a **healthy recess, lunch, snacks and a labelled drink bottle each day.** An afternoon snack will be provided by the service each day at 3.00pm.
- Spending money will not be required unless stated as an option on the Vacation Care program.
- Planned activities including incursions and excursions may be cancelled in the case of inclement weather or any other event at the discretion of OSHC Director.
- **Vacation Care Fees:** \$50.00 per child, per day. An additional \$5.00 will be charged if your child starts at 7.30am. This fee is inclusive of excursions, incursions and activities (except where stated on the program).

Christian Brothers College

A Co-Ed ELC and R-Year 12 Catholic College for Boys in the Edmund Rice Tradition
214 & 324 Wakefield Street and 178 East Terrace, Adelaide SA 5000
T 08 8400 4200 enquiries@cbc.sa.edu.au www.cbc.sa.edu.au

**THE
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BEFORE
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Operoo

We are excited to advise you that we are adopting a new system named Operoo. Some people may have already used this system, previously known as CareMonkey.

The Operoo system makes it very easy for you to respond to field trip, camp and other consent forms using your mobile phone, tablet or PC. No more paperwork! No more lost forms or notes covered in a squashed banana in bags, no more concerns about children missing out on information when they are absent.

It will greatly reduce the burden on you to provide information that is repetitive. For example, it will allow you to keep your or your child's emergency contact and medical information up to date; so you don't need to repeat this information again whilst your child is at Christian Brothers College OSHC. It also puts you in control of this data so you'll always know what emergency contacts and medical information is shared with Christian Brothers College

We do need a valid email address from you in order to use the Operoo system. Please share those details with us if you haven't already.

You don't need to do anything else until you receive an email invitation from us asking you to sign up for your Operoo account. After that, you'll receive notifications whenever there is an electronic form to complete for Christian Brothers College.

From Christian Brothers College's perspective, you or your child's information will only be visible by the relevant staff for you or your child and will be managed in accordance with our privacy policies. Details about Operoo's security and privacy procedures can be found here: <https://www.operoo.com/terms-policies-security/>.

Please feel free to contact us if you have any questions. You can visit the Operoo website for more information here: www.operoo.com. There is also a parent introduction page here: <https://www.operoo.com/intro-for-parents/>.

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Terms and Conditions

Please note:

- Full payment of all excursions and incursions will be automatically deducted from your preferred account when the enrolment form is presented to us.
- Booking forms will need to be received by Thursday 6th April.
- Any bookings received after this date will be considered late and will incur a \$5.00 late fee per day per child.
- All excursion fees will be charged immediately on the day that we receive the booking form.
- Payment of fees is confirmation of your child's bookings.
- Your Oshc account will need to be up to date and paid in full prior to confirmation of all bookings.

We are unable to cancel or transfer Vacation Care bookings without a medical certificate. This is to cover staffing, catering, transport, and excursion expenses. Credit will only be given if a child is away sick, we are notified, and a medical certificate is provided. Please note that additional costs for excursions, bus trips and food cannot be refunded.

Cancellations: if a booking is cancelled during the vacation care period, this is then an absent day charge, and is claimable through CCS. Please note that if you don't attend on the last day of vacation care then you will not receive your CCS rebate.

Permissions

<p>I give permission for my child/ren to participate in programmed incursions, excursions and any short walking excursions around the Junior Campus, Senior Campus, East Terrace Glover Parklands, and Victoria Park. This includes travel by chartered bus. I am willing for my child/ren to participate in all programmed activities and excursions detailed in the Vacation Care brochure. I understand that it is my responsibility to familiarise myself with the programme details and to advise OSHC staff if I do not wish for my child/ren to participate in a particular activity. *Risk assessments are conducted for all excursions and incursions and will be sent via Operoo.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I give my permission for my child/ren to be photographed by OSHC staff and photos/video displayed <i>within</i> (not electronically) the College for promotional use and to reinforce the concepts of Being, Belonging and Becoming in our community. *We promote a positive cyber safe culture within our community, and this extends to the way in which we use photographs of children in our care. Photographs are taken with a CBC OSHC camera or Ipad only and can be reviewed upon request at any time.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I give permission for face paint or colored hairspray to be applied.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I give permission for sun block to be applied to my child/ren when it is deemed necessary by qualified staff. If your child has sensitivities please supply your own and advise us of this.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I have provided OSHC service with an updated (within 12 months) medical management plan ie Asthma Anaphylaxis/Allergies via Operoo. Please provide medication to OSHC Director on the day of attendance.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I give my permission for my child to watch PG movies as directed and supervised by the Director.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I have noted the above fees details and understand that Vacation Care fees are required to be paid in full prior to attending to confirm booking/s.</p> <p>Current contact details</p> <p>Phone numbers: (mobile 1) _____ (work 1) _____ (mobile 2) _____ (work 2) _____</p> <p>Email Address: _____</p> <p>Signed: _____ Name: _____ Date: _____</p>	

Have you completed a **CBC OSHC 2023** enrolment form? (Available online or from the OSHC office) Yes No

Have you completed an Automatic Direct Debit Form for payment of accounts. Please see attached forms. Yes No

Have you completed the online student profile and medical information via OPEROO Yes No

Non CBC Parents must bring their child's medication to the service each day and an action plan must be supplied. No child will be allowed to go on an excursion if medication is not supplied.

Payment of fees

Re: Introduction of Direct Debit Payment System (Paystream)

In the interests of providing our OSHC families with a convenient and seamless service, Christian Brothers College OSHC will be introducing an automated Direct Debit Payment facility (Paystream) to manage payments of our Out of School Hours Care Accounts. This new payment method will take affect from the commencement of January 2023. Please note that the Paystream facility is currently used by the College for our Early Learning Childcare fees and School Fees.

All families using Before & After School Care and Vacation Care Programs will be required to complete a Direct Debit Request & Authority form (as attached) and return to OSHC no later than Friday 18 November 2022.

OSHC Accounts under the Paystream facility will be processed weekly on Fridays and our first scheduled payment will be processed on the Friday 13 January 2023.

OSHC Bookings will only be accepted in 2023 upon completion and return of the new Direct Debit Request & Authority form.

The Paystream facility allow families to nominate either a bank account or credit card deduction for the weekly payment of OSHC fees.

If you currently have an outstanding OSHC Account, we ask that you pay your account in full no later than Friday 16 December 2022 to ensure that the Paystream facility does not deduct more than your current weekly OSHC fee at the commencement of 2023.

If you have any difficulties with payment of your OSHC fees, please do not hesitate to contact me on mobile: 0404 423 190 from 7.00 am to 2.00 pm Monday to Friday or via email at oshc@cbc.sa.edu.au

We look forward to working with all our families under our new automated payment system that will provide our service with additional time to deliver a better service to our children and families.



Christian Brothers College Outside School Hours Care

Direct Debit Request & Authority

Parent/Caregiver(s) Full Name: _____

Child(s) Name: _____

Direct Debit Agreement and Acknowledgement

I/we request Christian Brothers College Adelaide to Direct Debit our OSHC Fees either via Credit Card or Bank Account (provided below) for my child/ren booked into care at Christian Brothers College OSHC Service ID 190016886K.

I understand that it is my responsibility to ensure all Child Care Benefit requirements are fulfilled with Centrelink and if I fail to do so I will be responsible for paying full OSHC Fees.

I/we understand that payment of our account is my/our responsibility and payment terms of fees are 7 days.

I/we understand it is the account holder responsibility to ensure that financial institution details provided are current and to inform Christian Brothers College Adelaide of any changes.

Dishonour fees

In the event your Direct Debit is dishonoured Christian Brothers College Adelaide will charge a dishonour fee to your account.

Default Payment

In the event of default payment of OSHC Fees, Christian Brothers College Adelaide reserves the right to disclose your personal information to a debt collection agency.

Should my/our account be placed with a debt collection agency, then I/we agree to pay all collection and legal expenses relating to the recovery of my/our account, and any default debt may be reported to a credit reporting agency.

I/we request and authorise Christian Brothers College Adelaide to arrange through its own financial institution, for any amount Christian Brothers College Adelaide may charge you to be debited through the Bulk Electronic Clearing System from a nominated Credit Card and/or Bank Account as provided below.

I authorise for the full amount owing on my OSHC Fee Account to be debited weekly from my Credit Card and/or Bank Account provided.

Signature: _____ Date: ___ ___ / ___ ___ / ___ ___

Office Use Only	Date Received: ___ ___ / ___ ___ / ___ ___	Initials: _____
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Direct Debit Payment Details

Credit Card	Name on Card: _____	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard
	Number: _____		
	Expiry: ___ ___ / ___ ___	CVV: ___ ___ ___	
Bank Account	Account Name: _____		
	BSB: _____	Account Number: _____	

Date / Activity	Departure / Arrival Times and What to bring to wear	Additional Costs	7.30am Start \$50.00	8.00am Start \$55.00	Please initial to select the day	Total cost
Week 1						
Monday 17th April Biscuit Bake Off	In house Activities	No additional cost				
Tuesday 18th April Excursion Woodhouse Activity Centre 37 Spring Gully Road PICCADILY SA Ph 8339 3333 Ratio 1:08	Children are to be at school by 9.00am for a 9.30am departure and we are returning at 2.30pm (approx.) Please bring recess, lunch, water bottle and hat. Appropriate clothing for the physical activities and weather conditions. Please note: closed in shoes are to be worn and no thongs or sandals are allowed.	\$33.00 Plus				
Wednesday 19th April Curry in a Hurry Day Ratio 1:15	In house Activities	No additional cost				
Thursday 20th April Excursion Odeon Cinema 65 Semaphore Road Semaphore SA Ph 8341 5988 Ratio 1-8	Children are to be at school by 8.30am for a 9.00am departure and we are returning at 2.30pm (approx.) Please bring recess, lunch, water bottle and hat. Appropriate clothing for the physical activities and weather conditions. Please note: closed in shoes are to be worn and no thongs or sandals are allowed.	\$26.00				
Friday 21st April Messy Day Ratio 1:	In house activities	No additional cost				
Week 2						
Monday 24th April Box Construction	Bring along some boxes to help us build our box city.	No additional cost				
Tuesday 25th April	Anzac Day - No care available.					
Wednesday 26th April Incursion	Wooden Sling Disk Take Home Game	\$10.00				
Thursday 27th April EXCURSION AFL MAX 32 Butler Boulevard Adelaide Airport 5950 Ph 8312 6585 Ratio 1:08	Children are to be at school by 9.00am for a 9.30am departure and we are returning at 12.30pm (approx.) Please bring recess, lunch, water bottle and hat. Appropriate clothing for the physical activities and weather conditions. Please note: closed in shoes are to be worn and no thongs or sandals are allowed.	\$36.00				
Friday 28th April Technology and Wheels Day Ratio 1:10	Bring your technology fully charged and your scooter.	No additional cost				

Name of Student/s Attending

Student's Name 1 _____

Student's Name 2 _____