

Christian Brothers College OSHC

Vacation Care Program

Date	Fri Dec 5 th – Fri Dec 19 th closed from 22 nd Dec – 2 nd Jan reopens 5 th Jan – 23 rd Jan
Location	Christian Brothers College Junior Campus 324 Wakefield Street, Adelaide SA 5000
Contact	Director: Karyn Falting Phone: 8400 4265 Mobile: 0404 423 190 (preferred) Email: oshc@cbc.sa.edu.au
Times of Operation and fees <i>Please note increase of fees and times as of 1st March 2025</i>	7:00am – 6:00pm Monday to Friday \$65.00 (excursion and bus fees are additional) 7.30am – 6.00pm Monday to Friday \$60.00 (excursion and bus 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 always stay inside or under shade. 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 **appropriate weather and sun safe clothing and comfortable walking shoes or sandshoes 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 case of inclement weather or any other event at the discretion of OSHC Director.

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 Care Monkey.

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/>.

Payment of Fees

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 took effect on January 2023.

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.

OSHC Accounts will be emailed weekly on Wednesdays and under the Paystream facility deductions will be processed weekly on Fridays.

OSHC Bookings will only be accepted upon completion and return of the 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 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 3.00 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.

Terms and Conditions

Please note: Full payment of Vacation Care fees is required to secure your bookings. Booking forms will need to be received by Friday 28th November. 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. All OSHC accounts will need to be up to date and paid in full prior to confirmation of all bookings.

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.

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.

Permissions

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 Top and Bottom Ovals. This may include travel by chartered bus. I am willing for my child/ren to participate in all programmed activities and excursions detailed in the Vacation Care itinerary. 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 to you via Operoo for you to authorize and accept prior to departure.	☐ Yes ☐ No
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 phone or ipad and can be reviewed upon request at any time.	☐ Yes ☐ No
I give permission for face paint, colored hairspray and temporary tattoos to be applied.	☐ Yes ☐ No
I give permission for sunblock to be applied to my child/ren when it is deemed necessary by qualified staff.	☐ Yes ☐ No
I have provided OSHC service with an updated (within 12 months) medical management plan ie Asthma Anaphylaxis/Allergies. Please provide medication to the OSHC Director on the day of attendance.	☐ Yes ☐ No
I give my permission for my child to watch G rate and PG rate movies as directed and supervised by the Director.	☐ Yes ☐ No
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. Current contact details Phone numbers: (mobile 1) _____ (work 1) _____ (mobile 2) _____ (work 2) _____ Email Address: _____ Signed: _____ Name: _____ Date: _____	

Have you completed a **CBC OSHC 2025** 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

Non CBC Parents must bring their child's medication to the service each day and a current action plan (within 12 months) must be supplied. No child will be allowed to go on an excursion if medication is not supplied.

Date / Activity	Departure / Arrival Times and What to bring to wear	Additional Costs	Please Tick to Select Day	Total Amount
Week 1				
Friday 5th December Dough Day	PUPIL FREE DAY In house Activities	No additional cost		
Monday 8th December Under the Sea	In house Activities	No additional cost		
Tuesday 9th December Excursion Bounce Excursion Richmond Road Marlestone 08 61833616 Ratio 1:8	Children are to be at school by 8.30am for a 9.00am departure and we are returning at 1.00pm (approx.) Please bring recess, lunch, water bottle and hat. Appropriate clothing for the weather conditions. Please note: closed in shoes are to be worn and no thongs or sandals are allowed.	Session \$28.00 Bus \$12.00		
Wednesday 10th December Pet Rock Craft	In house Activities	No additional cost		
Thursday 11th December Zone Bowling Cross Road Westbourne Park 08 6223 0505 Excursion- Ratio 1:8	Children are to be at school by 8.30am for a 9.00am departure and we are returning at 1.00pm (approx.) Please bring recess, lunch, water bottle and hat. Appropriate clothing for the weather conditions. Please note: closed in shoes are to be worn and no thongs or sandals are allowed.	Session \$24.00 Bus \$12.00		
Friday 12th December Funky Friday and Scooter Day	In house activities Bring along your scooter, bike or roller skates and don't forget to bring your head gear. No helmet no riding.	No additional cost		
Week 2				
Monday 15th December Nature Day	In house Activities	No additional cost		
Tuesday 16th December KOORANA GYMNASIUM Excursion- Ratio 1:8 Max 45 students	Children are to be at school by 8.30am for a 9.00am departure and we are returning at 1.00pm (approx.) Please bring recess, lunch, water bottle and hat. Appropriate clothing for the weather conditions. Please note: closed in shoes are to be worn and no thongs or sandals are allowed.	Session \$21.00 Bus \$12.00		
Wednesday 17th December Christmas Craft	In house activities	No additional cost		

Date / Activity	Departure / Arrival Times and What to bring to wear	Additional Costs	Please Tick to Select Day	Total Amount
Thursday 18th December Ginger Bread Cookies	In house activities	No additional cost		
Friday 19th December	\$7.00 gift for Secret Santa	Lunch \$8.00 Roast Chicken Dinner and Dessert		

Date / Activity	Departure / Arrival Times and What to bring to wear	Additional Costs	Please Tick to Select Day	Total Amount
Week 3				
Monday 5rd January HOT WHEELS DAY	Bring along your hot wheels cars and tracks.	No additional cost		
Tuesday 6th January Inflatable World Modbury Excursion- Ratio 1:8 Max 45 students	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 weather conditions. Please note: closed in shoes are to be worn and no thongs or sandals are allowed.	Session \$20.00 Bus \$12.00		
Wednesday 7th January Splash Down	Bathers, rashie, towel and water blasters	No additional cost		
Thursday 8th January Excursion Semaphore Movie Day Zootopia @ Rated PG Semaphore Odeon Cinema and Playground Semaphore Road, Semaphore Ratio 1:8 Max 45 students	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 weather conditions. Please note: closed in shoes are to be worn and no thongs or sandals are allowed.	Bus \$12.00 Movie & meals deal \$17.00		
Friday 9th January Green Thumb Day	In house Activities	No additional cost		
Week 4				
Monday 12th January DIY ICECREAM DAY	In house Activities	No additional cost		
Tuesday 13th January Incursion Goo Roo Claymation	Children are to be at school by 9.00am	Session \$18.50		
Wednesday 14th January ICA Sports Works Excursion 1 Stepney Road Stepney SA 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 weather conditions. Please note: closed in	Session \$17.00 Bus \$12.00		

Date / Activity	Departure / Arrival Times and What to bring to wear	Additional Costs	Please Tick to Select Day	Total Amount
Max 45 students	shoes are to be worn and no thongs or sandals are allowed.			
Thursday 15th January TAEKWONDO Incursion	Children are to be at school by 9.30am. Session starts at 10.00am.	Session \$10.00		
Friday 16th January Designer Day	Take home a designer wallet.	\$5.00		

Date / Activity	Departure / Arrival Times and What to bring to wear	Additional Costs	Please Tick to Select Day	Total Amount
Week 5				
Monday 19th January Bake Like Brooki	In house activities	No additional cost		
Tuesday 20th January Splotch and Splat	In house activities	No additional cost		
Wednesday 21st January Slip and Slide Day		No additional cost		
Thursday 22th January Young Engineers Incursion	Children are to be at school by 9.00am for a 10.00am start.	Session \$20.00		
Friday 23rd January Trash to Treasure	In house activities	No additional cost		
Please note that all activities/excursions will be charged to your account when your application is received. Full payment is required to confirm your bookings.			Total Cost	

Name of Student/s Attending

Student's Name 1: _____

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: __ / __ / __

Direct Debit Payment Details – Only complete if you have changed your banking details or if its a new account.

Credit Card or	Name on Card: _____ ☐ VISA ☐ MasterCard
	Number: _____ Expiry: __ / __ CVV: _____
Bank Account	Account Name: _____ BSB: _____ Account Number: _____ Organisation: _____
Office Use Only	Date Received: __ / __ / __ Initials: _____