



Spring September

Vacation Care Program

18th September to 29th September 2017

(Bookings open 9:30am – Monday 28th August 2017)

Please sign in to your QK ENROL account at www.qkenhanced.com.au to book your vacation care days – please follow the instructions below – please note that the booking process outlined below is the only way to book for vacation care. Any other process (such as a wait list application) will not be accepted.

By logging on to QK Enrol and booking through the online calendar you are consenting to and accepting the terms and conditions outlined below as well as the service policies and procedures and consent for your child/children to participate in all activities, incursions and excursions organised and listed in the Wellers Hill vacation care program during the period.

BOOKINGS CLOSE ON the 8th of September 2017 at 6pm. *Please note: A rate of \$40.00 per day & \$38.00 for second and subsequent child applies for bookings made.* Please be aware that you're not entitled to CCB or CCR if the first and/or the last attendances booked have been marked absent.

TERMS AND CONDITIONS VACATION CARE

We accept all school age children up to 14 years of age

Cost: All fees must be paid a week in advance, including activity/excursion costs. If the account is not paid on time a \$10 administration charge per reminder is applicable until the account is paid in full.

- Casual users must pay on the day of attendance
- \$40 for the first child in the family per day, less CCB (Child Care Benefit) for the eligible families and CCR (Child Care Rebate). \$38 for second and subsequent children attending.
- Additional cost for activities and excursions are stated in the vacation care program below.
- NOTE: Due to unforeseen circumstances, activities or excursions may vary from time of publication therefore the cost may vary to reflect on these changes
- An extra charge of \$5.00 will be applicable when the centre provides children with food other than the normal food served for all children attending.
- As drink bottles are essential, an extra charge of \$2 will be applicable if the centre has to provide your child/children with bottled water on excursion days

Cancellation Fee: \$40 per day if less than one-week notice is given, plus activity and/ or excursion;

\$20 per day if cancelling *after the bookings closing date (8.9.17)* and one week or more notice is given, plus activity and/ or excursion;

Late fee: Should you collect your child/children after 6pm the following charges will apply:

- \$10 per child for the first 10 minutes
- \$1 per family per minute thereafter

Enrolment and Enrolment Fee (if not already enrolled at SACCS): An Online Enrolment form for each child needs to be completed and submitted along with the VC Registration Form and any medical information if applicable. An annual enrolment fee of \$10 per family will be charged when first booked and thereafter every year when re-enrolments are processed. Please contact us for further information regarding the enrolment process.

Child Care Benefits (CCB/CCR): NEW FAMILIES – To have CCB or CCR applied to your fees, you need to enter the correct CRNs into the online enrolment form and submit the form fully.

Account Payment: Accepted payment methods-

Direct Debit- 064101 10018879 (please place child/children's names in description field)

Cheque- Make to Wellers Hill SACCS

Cash – \$20 or less

SACCS Staff: The correct staff to child ratios are maintained at all times with excursions involving water 1:5 and for excursions, individual risk assessments are conducted to ascertain what ratio is best (generally 1:8) and 1:15 onsite at SACCS. All staff members have current blue cards and first aid certificates

Vacation Care Booking: All bookings are now required to be submitted online using QK Enrol. All permanently booked families will already have a QK Enrol Account. New families – Please see attached information regarding enrolment into QK Enrol. Fees are paid up-to-date for permanent children and VC fees need to be paid a week in advance.

What to Bring: Morning tea and lunch – Please make sure that you provide your child with sufficient, healthy food and drink for morning tea and lunch. **(Please avoid chips, lollies and sweet and sticky foods that can be a cause of dental decay) SACCS STRONGLY ENCOURAGES A NUT FREE ENVIRONMENT.** (See our Nutrition Policy)

- Water bottle
 - Hat- broad brimmed or legionnaires. **No caps please.** Sunscreen and shirts with sleeves, **enclosed shoes** and drink bottles.
- Please Note - Afternoon tea is provided

What to Leave at Home: Thongs (we require that shoes worn are secured to the foot with laces, Velcro or buckles).

- Money- children are not to bring money on excursion except if stated.
- Valuables e.g. toys- children's personal property is the responsibility of the child. SACCS staff take no responsibility for the loss or damage of items.

Sign in Kiosk – All children must be signed in and out every day by an authorized person. Signing in and out is done via our electronic tablets located at the front door. This must be done every day. If the tablets are not working, a printed hard copy register will be provided for you to sign.

Excursion Departure Time: All excursions leave at the time stated on the program. Children must be at the centre at the specific time recorded for pre- excursion preparation. Please be aware that we need to strictly adhere to the appointed times for departing SACCS on excursion days. Due to the time constraints for the planned activities, **we will not be able to wait for late families.** – These times are found on the extra permissions table and program below. **NOTE: SACCS is closed while staff and children are away on excursions. SACCS does not provide on-site care on excursion days. All children booked for the day must attend the nominated excursion/activity for the day**

Disruptive Behaviour: The Coordinator reserves the right to have children withdrawn from activities or excursions if his/her behaviour is deemed to be unacceptable by the Coordinator and staff. The safety of the children is of paramount importance to the centre, therefore DISRUPTIVE BEHAVIOUR of child/children will not be tolerated. See Behaviour Management Policy. ***Please check our Child Risk Management Strategies folder located in the sign in area***

ONLINE ENROLING INSTRUCTIONS

Existing Families with QK Online Accounts



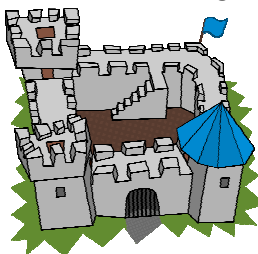
(This includes families who have submitted an online wait list request)


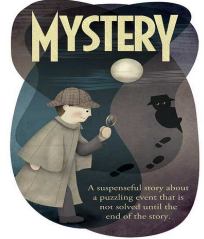


1. Sign into your QK account – www.qkenhanced.com.au
2. Under the 'Casual Bookings', select the + sign
3. A calendar will pop up on the screen
4. On the top right-hand side, select
Child: 'your child's name' (You can only book for 1 child at a time)
Service: Wellers Hill SACCS
Room: Vacation Care
5. Select a date that you would like to book your child in from the Green or Orange dates
6. Click on the 'Book Selected Day' button and repeat for additional days as required – Please check to ensure there are enough spaces available to book all your children. Check the available spaces on the right side of the calendar before booking.
7. Click on the Save Changes or Save and Exit buttons to confirm changes
8. If you wish to cancel a day, go to the calendar and select the day and select cancel. Please see cancellation information in the above for terms and conditions.
9. You may also advise us of an absence via the calendar
To ensure you have booked correctly, check the casual booking calendar and if your required days are purple and say "booked" then the online booking is confirmed

Please also check the account statement sent to you to ensure all bookings have been confirmed. If you see any discrepancies, notify SACCS ASAP.

New to SACCS Clients (never have opened a QK Account)

1. Go to the Wellers Hill State School Website
2. Choose from the top menu, 'Facilities' then select 'Outside School Hours Care'
3. On the top right-hand side, select the link that says 'Qikkids Login'
4. Follow the prompts to register an account with QK Enrol – Please do not create more than 1 account. This causes both accounts to be deleted of all their contents
5. Complete the enrolment form by adding your children under the "Child" heading. Please note that there cannot be any spaces in phone numbers and 07 must be in front of all landline numbers. Complete all fields marked with a *
6. Once you have submitted your enrolment, complete the steps to the left for Existing Families with QK Online Accounts
7. Please also print and sign the enrolment form and bring it in (you can print by going into the enrolment form and selecting print from the left side). This is very important as your enrolment won't be finalized until this is done.

	Monday 18.9.17	Tuesday 19.9.17	Wednesday 20.9.17	Thursday 21.9.17	Friday 22.9.17
W E E K O N E	Karaoke and Jukebox hired all week at SACCS. \$2 per child				
	M.A.D.D Day	<u>Excursion</u>	<u>Incursion</u>	International Day of Peace at SACCS	Medieval Day
	<p>Today we are going M.A.D.D at SACCS</p> <p>M – Music A – Art D – Drama D - Dance</p> <p>Karaoke starts today and runs all week!</p> <p>Today is all about ‘Just Dance’ competitions, drama performances and games, painting and drawing and much more!</p>	<p>Come today to explore the world of Sea Life. Discover thousands of marine and freshwater animals including a family of seals, sawfish and tropical reef fish without getting your feet wet!</p> <p><u>Underwater World</u></p> <p><u>Cost</u> \$33 per child Arrive at SACCS by 7:45am <i>Must sign permission on pages 7&8</i></p>	<p><i>KGM Designs are back by popular demand!</i></p> <p><u>GREETING CARDS</u></p> <p>Today, Katie will be leading a fun art workshop for children which will see them to exploring different forms and design principles of simple print making techniques to encourage the use of imagery and texture to create unique designs. Children will come home with 5 hand-made greeting cards to share with whoever they choose!</p> <p><u>Cost</u> \$6 per child</p> 	<p>The Day’s theme for 2017 is “Together for Peace: Respect, Safety and Dignity for All.”</p> <p>Come today and explore cultures from around the world.</p> <p>We will also be holding a SACCS International Olympics with medals to be won!</p> 	<p>Hear ye hear ye! All Kings, Lards, Ladies and Knights! SACCS will be transported back to the middle ages.</p> <p>Become a knight, a lady or a lady knight and make your own castle to defend!</p> <p>Create your own armor and coat of arms, eat bellytimber from the garden and take part in the jousting competition. Dress up and spend the day back in the dark ages!</p> 
<u>Some Play</u>	<i>Fermentation Project in the Kitchen!</i>	<i>Colouring in comp</i>	<i>Pallet construction</i>	<i>Seniors Amazing</i>	<i>Cardboard Box</i>

<u>Options</u>	<i>Drama Games</i>	<i>projects</i>	<i>Race</i>	<i>Castle Building</i>	
W E E K T W O	Monday 25.9.17	Tuesday 26.9.17	Wednesday 27.9.17	Thursday 28.9.17	Friday 29.9.17
	Talk Like a Pirate Day	Who Dunit? SACCS Mystery Day	<u>Incursion</u>	<u>Incursion</u>	<u>Excursion</u>
	<p>Ahoy there Shipmates!</p> <p>“Ye gots to be stubborn and mighty cranky, Ye gots to be dirty and awfully stinky! Ye gots to load a cannon and know how to fire it, But most of all, ye gots to talk like a pirate!”</p> <p>All hands-on deck for a SACCS talk like a pirate day! Dress up like a buccaneer and join us in Pirate adventures. Find the stolen Jolly Roger, walk the plank and don’t forget to bring your sea legs for some pirate fun!</p>	<p>Solve the SACCS mystery by putting together all the pieces of the puzzle. Put on your detective hats and solve the SACCS mystery of WHO DUNIT?! Become a mystery solver by following clues, taking fingerprints and deciphering hidden messages!</p>	<p>ICED CANDLES</p> <p>Ice cubes and candles? It might sound messy, but as far as home decor goes, fire and ice can be a great combination. So much fun as your child watch the science of the ice and wax, creating fabulous art in their take home candle. Your child can make beautiful and unique candles as a gift for others or to enjoy around the home!</p>	<p>Today we have a SACCS first!</p> <p>Toko-Ton Taiko is here to perform an energized Japanese Drumming Performance followed by a Japanese Drumming workshop!</p>	<p><i>Let’s make the most of Spring’s beautiful weather and spend the day playing in the park. You can bring your scooter along (with a helmet) and use all the fun pathways to ride! The day wouldn’t be complete without a BBQ Lunch at the park. Have a snag sanger</i></p>
<p><i>Free Play available everyday</i></p> 		<p><u>Cost</u> \$6 per child</p> 	<p><u>Toko-Ton Taiko</u></p> <p><u>Cost</u> \$9 per child</p> <p>No signed permission needed</p> 	<p><u>Calamvale Park, scooters and BBQ</u></p> <p><u>Lunch</u> <u>Cost</u> \$10 per child Arrive at SACCS by 9:00am <i>Must sign permission on pages 7&8</i></p>	

<u>Play</u>	<i>Plank Walking</i>		<i>Wax Drawings</i>		<i>Nature Drawing</i>
<u>Options</u>	<i>Mini raft building</i>	<i>Mystery Bag Cooking</i>	<i>Ice Cube Cooking</i>	<i>Kabuki Masks</i>	<i>BBQ Lunch</i>

If you have **booked on an excursion day** you need to print, sign and return the following pages to give your authorisation for the excursions.

There is **no need to sign and return anything if you have not booked for an excursion**

Due to National Regulations, if a permission form is not received for an excursion, your child/ren cannot attend on the day

Please ensure you have:

- ✓ signed the correct days.
- ✓ only signed for the excursions you have booked online.
- ✓ read the information and understand the required arrival times at SACCS for excursions
- ✓ read all the information and know what to pack for each excursion

Thank You

Excursion Authorisations

Don't forget to sign the next page as well

<i>Child's Name</i>	
<i>Child's Name</i>	
<i>Child's Name</i>	

SUPERVISORS IN CHARGE ON EXCURSIONS ARE Valya Slavov (Nominated supervisor), Shannon Parish and Kylie McGeough

*Information about the number of staff members accompanying children on excursions and their names will be released on the day of the excursion at the sign in area. **Note: Risk assessment for each excursion and outing is completed prior to vacation care and is available at the sign in area.** Children will be walking down the Wellers Hill School driveway toward Toohy Rd turning right to board the waiting bus.*

Tuesday 19.09.17 Excursion – Underwater World Arrive at SACCS by 7:45am	Description of proposed activities Children will have a 3-hour guided tour of the venue. Toilets on site, lunch and morning tea at the venue. Some free time available at the end.	<u>Parent Signature</u>		
	Estimated no. of children and ratio to educators 72 children 1:8 educator to child ratio			Method of Transport Bus – there are appropriate numbers of seat belted seats for children and staff.
	Duration: 8:00am - 3:30pm			Destination: Parkyn Parade, Mooloolaba QLD 4557
Friday 29.9.17 Excursion – Calamvale Park, BBQ and Scooters Arrive at SACCS by 9:00am	Description of proposed activities Children will spend the day playing on the equipment and enjoying a BBQ lunch. They have the option to bring their scooters (helmets must be worn) Toilets on site	<u>Parent Signature</u>		
	Estimated no. of children and ratio to educators 72 children 1:8 educator to child ratio			Method of Transport Bus – there are appropriate numbers of seat belted seats for children and staff.
	Duration: 9:30am - 3:30pm			Destination: 31 Formby St, Calamvale QLD 4116

IParent/Guardian (name) hereby;

1. Consent for my child/children to travel on a bus, where Wellers Hill SACCS deems such transport necessary or appropriate
2. State that I am aware that SACCS needs to strictly adhere to the specified times for departing SACCS on excursion days and that due to the time constraints for the planned activities, SACCS will not be able to wait for families who have not arrived by the departing time.
3. Confirm that my child/children will arrive at SACCS with shoes, clothes, and sunscreen which are consistent with Wellers Hill SACCS Sun Protection Policy.
4. Understand that in the case of an emergency, the procedures as detailed in the Parents Handbook and SACCS Policies and Procedures Manual will be followed.
5. Confirm that our family and emergency contacts details provided online are current and up to date.
6. Confirm that I have provided SACCS with all the relevant information and required paper work/medical certificates relating to my child/children's medical conditions (when required)

Signature:

Date: