



Spring Vacation Care

Celebrating Spring, Nature's way of saying LET'S PARTY!


Monday 24th September to Friday 5th October 2018

Please note we are not open on the public holiday (1.10.18)

**(Bookings open 9:30am on Monday the 3rd of September
and close on Sunday the 16th of September 2018)**

Please sign in to your QK ENROL account at www.qkenhanced.com.au to book your vacation care days – please follow the instructions on page 3. If you miss out on a day, please ensure you are checking back using the casual booking calendar for any availabilities that come up.

By logging on to your account on 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.



TERMS AND CONDITIONS VACATION CARE

We accept all school age children up to 14 years of age however, eligibility for the Child Care Subsidy is for care for a child 13 or under and not attending secondary school, unless an exemption applies. In these circumstances, you must provide evidence to the Dept of Human Services, as to why your child cannot be left unsupervised, and confirm an adult is unable to care for the child.

Child Care Subsidy (CCS): VACATION CARE ONLY FAMILIES. Please ensure you have confirmed your booking pattern in your MyGov account to receive your CCS. **Please note that for new families and vacation care only families, you will not be able to claim your CCS on absences on the first or last day of care.**

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.

- Casuals users must pay on the day of attendance
- \$40 for the first child in the family per day, less CCS for the eligible families.. \$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 publications therefore the cost may vary to reflect on these changes
- 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 (16.09.18)** and one week or more notice is given, plus activity and/ or excursion;

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 Excursion Permission 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.

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. For other excursions, individual risk assessments are

conducted to ascertain what ratio is best (generally 1:8). A 1:15 ratio is maintained when 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. Existing fees need to be 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. SACCS encourages the eating of healthy food to support the children's active day.

- Water bottle
- Hat- broad brimmed or legionnaires. **No caps please**
- Sunscreen and shirts/dresses with sleeves, enclosed shoes.

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) we recommend closed in shoes.

- 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.
- **SACCS STRONGLY ENCOURAGES A NUT FREE ENVIRONMENT.** (See our Nutrition Policy)

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: We follow our Behaviour Management Policy and the service will discuss disruptive behaviour with families.

Please check our Child Risk Management Strategies folder. Available upon request
For more information on the Child Care Subsidy, please visit the Department of Human Services Website

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 says "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.









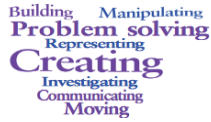


New to SACCS Clients (never have opened a QK Account)

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.

Below shows only a few of the amazing experiences offered for each day at Vacation Care!
 Children will be able to choose their own play experiences throughout the day as well!

WEEK 1	Monday 24.9.18	Tuesday 25.9.18	Wednesday 26.9.18	Thursday 27.9.18	Friday 28.9.18
<p>Morning Sessions</p> <p>Mini-Break 9:15am – 9:30am</p> <p>1st Break 11am – 11:30am</p>	<p>Flower Power Craft</p>  <p>Beyblade Tournament</p>  <p>Gardening Bird Feeders</p>	<p><u>INCURSION</u></p> <p>Cool Companions Animal Show</p> <p>\$7.50 per child</p>	<p>Sports Day!</p> <p>Round Robins!</p> 	<p>Parachute Making</p>  <p>S.T.E.M Club – Camping</p> 	<p><u>INCURSION</u></p> <p>Obstacool</p> <p>\$18 per child</p> 
<p>Middle Sessions</p> <p>2nd Break 1:15pm – 1:45pm</p>	<p>Short Film Club</p> <p>Vegan Cooking – Choc Crackles</p>  <p>Outdoor Theatre Café</p>	<p>Edible Flower Cooking</p>  <p>Spring Time Beep test</p> 	<p>Ice Cream in a Bag Experiment</p>  <p>AFL Grand Final</p> 	<p>Magical Fairy Gardens</p> 	<p>S.T.E.M Club – Slime Making</p>  <p>Grass Head Pots</p> 
<p>Afternoon Sessions</p> <p>Afternoon tea 3:00pm – 3:30pm</p>	<p>Downtime and Tech Time</p> <p>S.T.E.M Club – Flower Growing Experiments</p> <p>Full Field Soccer Game</p> 	<p>Downtime and Tech Time</p> <p>Dance Party in the Hall</p>  <p>Explorers Club</p>	<p>Downtime and Tech Time</p>  <p>Mud Kitchen</p> <p>Making Playdough</p>	<p>Downtime and Tech Time</p> <p>Nature Play Missions</p>  <p>The Amazing Race</p>	<p>Downtime and Tech Time</p> <p>Rugby League Grand Final</p> 

Below shows only a few of the amazing experiences offered for each day at Vacation Care!
 Children will be able to choose their own play experiences throughout the day as well!

WEEK 2	Monday 1.10.18	Tuesday 2.10.18	Wednesday 3.10.18	Thursday 4.10.18	Friday 5.10.18
<p>Morning Sessions</p> <p>Mini-Break 9:15am – 9:30am</p> <p>1st Break 11am – 11:30am</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Public Holiday</p>	<p><u>EXCURSION</u></p> <p>Tennis for Kids at Pat Rafter Arena</p> <p>\$31 per child</p> <p><u>Arrive at SACCS by 8:30am</u></p> <p>Today we will be visiting Pat Rafter Arena! We will go on a Stadium Tour, have a play on centre court and the outside courts. We will also play in the Kids Zone where we will get Pro autographs, do face painting and hang out with Nickelodeon Characters!</p>	<p>Paper Plane Competition</p>  <p>Hair Braiding and Flower Crowns</p> 	<p>Masterchef Cooking Day</p> 	<p>Loose Parts Play</p> 
<p>Middle Sessions</p> <p>2nd Break 1:15pm – 1:45pm</p>		<p>Downtime and Tech Time</p> <p>Practice your newly learned tennis skills!</p> 	<p>Nature Scavenger Hunts</p>  <p>Volleyball</p> 	<p>Cooking Competitions</p> <p>Invention Tests</p> <p>Mystery Bag Cooking</p> 	<p>Loose Parts City Build!</p> <p>Grab a group of friends & create the loose parts café or the loose parts dog groomers or even the loose parts trade & swap centre!</p> 
<p>Afternoon Sessions</p> <p>Afternoon tea 3:00pm – 3:30pm</p>		<p>Downtime and Tech Time</p> <p>Canvas Painting</p> 	<p>Downtime and Tech Time</p> <p>S.T.E.M Club – mini-ecosystems</p> <p>Explorers Club</p>	<p>Downtime and Tech Time</p> <p>Top Oval Athletics</p>  <p>Sand Pit Play</p>	

Excursion Information

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

Please ensure you have:

- ✓ signed the correct days and have only signed for the excursion after you've booked them online
- ✓ read the information and understand the required arrival times at SACCS for the excursion
- ✓ read all the information and know what to pack for the excursion and the swimming day

Responsible person in charge on excursions will be on display in the sign in area

Information about the names of staff members accompanying children on excursions will be released on the day of the excursion at the sign in area. Children will be walking down the Wellers Hill School driveway toward Toohey Rd turning right to board the waiting bus

Daily Tech Time Extra Information

We are offering children the opportunity each day to bring in and use their own tech device as a part of our downtime in the afternoon.

Please note that the device cannot use the school's or SACCS Wi-Fi. The device cannot have 4G or similar connectivity.

They are able to use downloaded games and music only.

The device will need to be signed into SACCS each day in order to keep it safe.

Excursion Authorisations

A Risk assessment has been completed for the excursion and is available at the sign in area at SACCS

Child's Name

Child's Name

Child's Name

Excursion

Tennis for Kids

**Tuesday 2nd
October 2018**

**Arrive at SACCS by
8:30am**

Description of proposed activities

Children will travel to the stadium on a seat belted bus with seats for each child and educator. Insurance Liability has been received. Transport checklist also completed.
10am - 10:30am - Stadium Tour (Pat Rafter Arena) and free Tennis Australia Gift Pack for all children
10:30am - 11:30am - Play on centre court (Pat Rafter Arena) and outside courts (professional coaches, racquets and balls provided)
11:30am -12:00pm - Lunch break (30 minutes)
12:00pm-12:45pm - Kids Zone (45 minutes) - Pro autographs, face painting, Nickelodeon Characters
12:45pm -1:15pm - Watch live Pro Tour tennis match (20 minutes)
1:15pm – 3:00pm - Kids free play in Ken Fletcher Park.
 Children will walk to the park from the stadium. They will cross one road using the pedestrian crossing with the educators. All care will be taken when crossing the roads with the children. The road is a small road with minimal traffic. Toilets are on site and their use will be monitored by educators. They will then play on the equipment. Toilets on site at park.

Estimated no. of children & 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:

9:00am – 3:30pm

Destination:

Pat Rafter Arena - 190 King Arthur Terrace, Tennyson QLD 4105
Ken Fletcher Park - 27 Softstone St, Tennyson QLD 4105

Parent name and Signature

Date

I, _____ Parent/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)
7. Confirm that I have checked the suitability of the movie and give permission for my children to view it

Signature: _____

Date: _____