

# Whitfords After School and Vacation Care

Dear Parents

Enclosed is the Vacation Care Program for December 2011/ January 2012 We have been working with staff, children and parent's to create a program which is age appropriate for your children.

Please ensure that you fill out and return the relevant forms before the 6<sup>th</sup> December. Late bookings will only be accepted if there are places available.

Thank you,

Whitfords Out of School Hours Care Staff

Fleur Freame Pavilion

MacDonald Oval, Padbury

Phone: 9307 3421/9401 2191

Mobile: 0438441375

## Vacation Care Cost

*Excursion: \$60*

*In house day: \$47*

## December/ January Holidays 2011/2012

### REMINDERS

**SUN POLICY:** Don't forget to provide your child with a hat every day. All children are to wear a hat during outdoor activities. We ask that children's backs and shoulders are covered. Children arriving in tank tops or singlets will not be permitted outdoors.



**LATE COLLECTIONS:** There is a late fee of \$1 per minute, per child, which applies to parents who collect their children after 6pm. This will be enforced if there is a late collection. Staff must be contacted if you are running late.

**LUNCH BOX:** Children must bring a packed morning tea, lunch and bottle of water.

**CLOTHING POLICY:** On excursion days children are required to wear appropriate clothes and shoes. During water fun days children participating must wear a t-shirt/rashie over their bathers.

## DECEMBER/JANUARY HOLIDAYS 2011/2012

### Booking Conditions and general information

**Important: Please select days carefully. Any days that are requested on your booking form will be charged to your account, regardless of attendance. We cannot change your days if your child is unable to attend.**

Bookings should be made as soon as possible by completing the attached booking form. Excursions must be signed for otherwise your child may not attend.

As per Commonwealth guidelines we are obliged to give priority of care to working families.

Excursion costs are included in the fees. On excursion days please make sure your child is in attendance by 9.00am unless otherwise stated.

Fees will be charged weekly and these will be direct debited from your nominated credit card account.

Only prescribed medications accompanied by a letter from your child's doctor, or pharmacist dispensing label will be administered. All medication must be handed to a caregiver and a medication authorization form must be completed. (This includes ongoing medications also)

In case of unpredictable weather some activities/excursions may change without notice.

Please advise your child not to bring valuables or treasures from home (including hand held computer games). We will not take responsibility for them if they are lost or damaged.

Copies of the parent handbook are available from the office to be taken home to read. The handbook includes some of the policies and procedures of the centre.

PLEASE NOTE: No mobile phones are allowed. We have a mobile for the centre's use if we need to contact you or you need to contact us.

The centre opens at 7.00am and closes at 6.00pm. Late fees will be charged at a rate of \$1 per minute per child.