

Blackmans Bay Childrens Services

Important Information for Vacation Care

	Booking Procedure
	Do you have a current enrolment form? If you do <u>not</u> , please head to <u>www.bbchildcare.org</u> to complete
1	Read the "Important Information for Vacation Care" so you are aware of booking procedure, fees, cancellations/absences, service details and other important information.
2	Complete the "Contact Details" so we have up to date details for your child's safety.
3	 Select the days required for care. Confirmation of bookings before due date can be viewed through Xplor. Written confirmation is required after due date.
4	Return the required forms (Booking Form, Contact Details) and School Aged Behaviour Agreement (if you have not already completed one for 2018) to the Admin Team for processing (this may take up to 24 hours).

Once booking procedure is complete (above), all extra bookings to be requested through the Service Coordinator. CONFIRMATION for extra bookings is required before commencement of care. This may take up to 24 hours.

Fees / Cancellations / Absences

Fees are \$56 per FULL day and \$33 per HALF day. Any booking(s) made after the due date will be charged at a casual rate.

Fees are inclusive of excursions, bus costs, resources and afternoon tea unless otherwise stated on the Program.

If claiming Child Care Benefit (CCB) or Child Care Rebate (CCR), this must be arranged with Centrelink prior to attendance with CRN and date of birth to be completed on the Enrolment Form.

If your child will not be attending a booked day, you will need to cancel their booking for that day by contacting the **Program Site** (contact details below). **All cancellations/absences after Vacation Care begins will incur a 75% Allowable Absence charge**. This also applies to changing from one Program Site to another and CCB may not be payable in this instance.

Changes to Program

The Service reserves the right to make changes to the program due to weather conditions, unforeseeable circumstance or minimum numbers. Where possible, parents will be notified prior to any changes (Xplor post, notice).

Site/Service Contact Details								
Blackmans Bay	Blackmans Bay Kingston New Town St Aloysius							
Vacation Care	Vacation Care	Vacation Care	Vacation Care					
B/Bay OSHC Site	Kingston OSHC Site	New Town OSHC Site	St Aloysius OSHC Site					
Kinder – Grade 6	Kinder – Grade 6	Kinder – Grade 6	Kinder – Grade 6					
bboshc@bbchildcare.org	koshc@bbchildcare.org	ntoshc@bbchildcare.org	saoshc@bbchildcare.org					
6229 4199	6229 4196		6227 1104					
0418 267 200	0427 294 196	0499 975 066	0400 294 914					

Main Office/Admin Team:

1 Diamond Drive, Blackmans Bay / PO BOX 64 / Phone: 6229 4914 / fax: 6229 2260 / admin@bbchildcare.org / www.bbchildcare.org

Blackmans Bay Childrens Sevices

BBCS is a not for profit community based organisation providing high quality early childhood education and care services in the Kingborough region. Fees are payable for each Service and Government Child Care Benefit and Child Care Rebate may apply. Families must confirm their eligibility for Government rebates prior to commencing enrolment.

Cating Party of

Blackmans Bay Childrens Services

Important Information for Vacation Care

Signing In/Out

Parents, or an authorised person, are required to deliver and collect their child from the Service and sign their child in and out each day using Xplor (App, or Hub). **Educators are not to sign your children in and out.**

Medication

If your child requires a **Medical Action Plan**, this needs to be provided **prior to your child's commencement** at Vacation Care. If medication is required to be administered to your child during Vacation Care (including self-medication e.g. asthma puffer), a completed **Medication Consent Form** is required prior to your child's commencement. Only medication with a pharmacists dispensing label outlining the child's name, dosage, name of medication and current date will be administered.

Excursions

Children are required to arrive at least 15 minutes prior to the departure time printed on the Program. Excursions depart at 10:00am and return at 3:00pm (unless stated otherwise). No responsibility will be taken for late arrivals.

All excursions will meet legal ratios (1:15) or better and will be capped at 60 children. Wisby's Bus Service will be our mode of transport unless stated otherwise. Route to and from destination will be included in the risk assessment. However, route may vary subject to changing conditions. Risk assessments have been completed before we attend each excursion and are available for viewing upon request. For further information, please see each Service's Program or talk with a member of staff.

Clothing

Please ensure your child is dressed in weather suitable clothing. This includes enclosed shoes, comfortable clothing, sun safe hat and warm jacket. Sometimes a spare change of clothes may be necessary due to the nature of the activity being provided. Please check the Program description for specific clothing requirements for each day.

Food

Please ensure your child is provided with morning tea and a nutritious lunch, including adequate snacks for the day and a clearly named water bottle. Afternoon tea (snack plus fruit or vegetables) is supplied by the Service.

Behaviour

Blackmans Bay Childrens Services reserves the right to refuse access to children who do not act in accordance with behavioural and safety expectations outlined in the School Aged Behaviour Agreement and Behaviour Guidance Policy.

Technology

Parental permission is needed for your child to use technology at our Services – refer to **Booking Form** to give permission status. For more information the Blackmans Bay Children Services Technology Use Policy is available on the BBSC website.

Other Information

Please read each of the daily activity descriptions carefully as particular days may require specific equipment, clothing or other important information, without which, your child will be unable to take part in the planned activities due to safety requirements.

Blackmans Bay Childrens Services is an Allergy Aware Service. Please do NOT send any nut products with your child.

SUN SAFE hat is required



Vacation Care **BOOKING FORM**

Due Date: Friday 6th April

April 16th – April 27th, 2018

		La Caraca d'Ara			
Child's Name:		Information			
Grade (2018):	Blackmans Bay Vacation Care Kinder-Grade 6	Kingston Vacation Care Kinder-Grade 6	New Town Vacation Care Kinder-Grade 6	St Aloysius Vacation Care Kinder-Grade 6	
D.O.B:	Current Enrolment Form Go to www.bbchildcare.org to complete		Technology Use (G/PG movies, computer, tablets) I agree for my child to use technology	Photographs (site display, website, newsletter) I agree for photographs to be used	
	Ch	nild's Booking (√)			
				Friday 13 th April STUDENT FREE DAY	
Monday 16 th April	Tuesday 17 th April	Wednesday 18 th April	Thursday 19 th April	Friday 20 th April	
Monday 23 rd April	Tuesday 24 th April	Wednesday 25 th April	Thursday 26 th April	Friday 27 th April	
	Please ensure bookings are acc	curate. Cancellation/absent	and casual fees apply.		
Information					
Child's Name:		Sel	ect Program		
Child's Name: Grade (2018):	Blackmans Bay Vacation Care Kinder-Grade 6		New Town Vacation Care Kinder-Grade 6	St Aloysius Vacation Care Kinder-Grade 6	
	Vacation Care Kinder-Grade 6	Sel Kingston Vacation Care	New Town Vacation Care Kinder-Grade 6 Technology Use	Vacation Care Kinder-Grade 6 Photographs	
	Vacation Care Kinder-Grade 6 Requ Current Enrolment Form Go to www.bbchildcare.org to complete	Kingston Vacation Care Kinder-Grade 6 Lired Forms Contact Details	New Town Vacation Care Kinder-Grade 6	Vacation Care Kinder-Grade 6	
Grade (2018):	Vacation Care Kinder-Grade 6 Requ Current Enrolment Form Go to www.bbchildcare.org to complete	Kingston Vacation Care Kinder-Grade 6 Lired Forms Contact Details	New Town Vacation Care Kinder-Grade 6 Technology Use (G/PG movies, computer, tablets) I agree for my child to use	Vacation Care Kinder-Grade 6 Photographs (site display, website, newsletter) I agree for photographs to	
Grade (2018):	Vacation Care Kinder-Grade 6 Requ Current Enrolment Form Go to www.bbchildcare.org to complete	Kingston Vacation Care Kinder-Grade 6 Lired Forms Contact Details	New Town Vacation Care Kinder-Grade 6 Technology Use (G/PG movies, computer, tablets) I agree for my child to use	Vacation Care Kinder-Grade 6 Photographs (site display, website, newsletter) I agree for photographs to	
Grade (2018):	Vacation Care Kinder-Grade 6 Requ Current Enrolment Form Go to www.bbchildcare.org to complete	Kingston Vacation Care Kinder-Grade 6 Lired Forms Contact Details	New Town Vacation Care Kinder-Grade 6 Technology Use (G/PG movies, computer, tablets) I agree for my child to use	Vacation Care Kinder-Grade 6 Photographs (site display, website, newsletter) I agree for photographs to be used Friday 13 th April STUDENT FREE	
Grade (2018): D.O.B: Monday 16 th	Vacation Care Kinder-Grade 6 Requ Current Enrolment Form Go to www.bbchildcare.org to complete Ch Tuesday 17 th April	Kingston Vacation Care Kinder-Grade 6 Lired Forms Contact Details mild's Booking (Wednesday 18 th	New Town Vacation Care Kinder-Grade 6 Technology Use (G/PG movies, computer, tablets) I agree for my child to use technology Thursday 19 th	Vacation Care Kinder-Grade 6 Photographs (site display, website, newsletter) I agree for photographs to be used Friday 13 th April STUDENT FREE DAY Friday 20 th	
Grade (2018): D.O.B: Monday 16 th April Monday 23 rd	Vacation Care Kinder-Grade 6 Requ Current Enrolment Form Go to www.bbchildcare.org to complete Ch Tuesday 17 th April	Kingston Vacation Care Kinder-Grade 6 Lired Forms Contact Details Mild's Booking (✓) Wednesday 18 th April Wednesday 25 th April	New Town Vacation Care Kinder-Grade 6 Technology Use (G/PG movies, computer, tablets) I agree for my child to use technology Thursday 19 th April Thursday 26 th April	Vacation Care Kinder-Grade 6 Photographs (site display, website, newsletter) I agree for photographs to be used Friday 13 th April STUDENT FREE DAY Friday 20 th April Friday 27 th Friday 27 th	

Office Use Only:		
Date received:	Time received:	Name & Signature:



CONTACT DETAILS

First Contact Person	Second Contact Person
Name:	Name:
Address:	Address:
Phone Contact:	Phone Contact:
Email Address:	Email Address:
Relationship to Child:	Relationship to Child:
First Emergency Contact/Authorisation To Collect Children	Second Emergency Contact/Authorisation To Collect Children
Contact 1 Name:	Contact 2 Name:
Telephone:	Telephone:
Relationship to Child:	Relationship to Child:
Medica	al details
Name of Child:	
Medical Conditions/Allergies:	
Reaction/Treatment:	
Have you completed/updated a Medical Action Plan?	Yes □ No □
Does the Service/Site have a copy?	Yes □ No □
Name of Doctor:	Doctor Phone:
Terms and	Conditions
	npanying this Booking Form and confirm this booking in accordance
with the information provided.	
	haviour Agreement 2018 and continue to abide by Blackmans Bay
Children's Services Policies and Procedures.	
Parent/Guardian Signature:	Date:

BLACKMANS BAY Vacation Care

Kinder to Grade 6 – Blackmans Bay OSHC Site



April 16th – April 27th, 2018

Student Free Day: Friday 13th April

Construction Day: bring your hard hats and thinking caps as today we are going to be building!

Monday 16 th Apr	Tuesday 17 th Apr	Wednesday 18 th Apr	Thursday 19 th Apr	Friday 20 th Apr
BONORONG PARK	WORLD RECORD DAY	ARTS & CRAFT	PLAYGROUND HOP	WHEELS DAY
Let's head to Bonorong Wildlife Park with our friends from New Town and see all the animals – tassie devils, wombats, emus, koalas and kangaroos. Strict Limits on Numbers Apply	It's back and ready to rumble BBOSHC World Record Day!! What challenges will there be this year?	Let's get creative! Mobiles, tie dye and an art competition will be some of the things we will be doing today. Bring an old t-shirt or pillow case to see what master pieces we can make.	Let's visit some old favourites as well as some new playgrounds around the Hobart area. Wentworth Park, Simmons Park, Soundys Park	Bring along your scooter, skateboard or bike? Helmets must be worn when riding Equipment must be in good working condition
Depart: 9.00 Return: 3.00	IN Day	IN Day	Depart: 10.00 Return: 3.00	IN Day

Monday 23 rd Apr	Tuesday 24 th Apr	Wednesday 25 th Apr	Thursday 26 th Apr	Friday 27 th Apr
VINNIE'S DAY	SETTLER'S DAY	ANZAC DAY	Mt WELLINGTON WALK	DISCO DAY
Bring some old toys/clothes to donate to our op shops. You can also bring some money to buy something new Limit of \$5	Lights off and technology out the door. We are going to be early settlers today.	Lest we forget Service closed	Let's take a walk from Fern Tree to the Waterworks. Jumper, walking shoes, lunch and drink bottle are required	Come dressed up as your favourite person and let's dance our way to second term!
Depart: 10.00 Return: 3.00	IN Day	Services closed	Depart: 10.00 Return: 3.00	IN Day

KINGSTON Vacation Care

Kinder to Grade 6 – Kingston OSHC Site



April 16th – April 27th, 2018

Student Free Day: Friday 13 th April	
Today we will go to the Fit'n'Fun centre in Glenorchy with our friends from New Town Vac Care. Lunch at	Depart: 10.00
Soundy's Park. Please wear SOCKS.	Return: 3.00

Monday 16 th Apr	Tuesday 17 th Apr	Wednesday 18 th Apr	Thursday 19 th Apr	Friday 20 th Apr
Fern Tree to Waterworks	Woodwork and Cooking	Salmon Ponds	Camping & Science	Playgrounds Galore
Walk from Fern Tree to the Waterworks with a nature treasure hunt along the way.	Test your cutting and hammering skills as you make a wooden pencil box.	Join us for one of our favourite excursions – a trip to Salmon Ponds. See if you can spot the platyus and feed the fish.	Enjoy our camp today. Make some damper and toast over the fire and enjoy some yummy toasted marshmallows.	Today we will join with our friends from New Town and visit Symmons Park and Wentworth Park.
Sensible walking shoes and warm jacket required	Also, make some yummy treats with 4 ingredients cooking	Plus a stop at Tynwald Park.	We will also do some science experiments with slime. What slime is best?	Sensible walking shoes and warm jacket required
			Jess.	Strict Limits on Numbers Apply
Depart: 10.00 Return: 3.00	IN Day	Depart: 9.00 Return:4.00	IN Day	Depart: 10.00 Return: 3.00

Monday 23 rd Apr	Tuesday 24 th Apr	Wednesday 25 th Apr	Thursday 26 th Apr	Friday 27 th Apr
Recycle Shop	Art & Craft	ANZAC DAY	Medieval Day	Woody's Skate'n'Play
With our friends from New Town, we will visit the recycle shop at New Town and the tip shop at south hobart to collect resources for our craft day tomorrow. Lunch at Cascade Gardens Warm jacket required Strict Limits on Numbers Apply	Enjoy creating from the resources we collected yesterday at the re use shops	Lest we forget Service closed	Today is medieval day. Come dressed as a knight or princess. Construct a fort. Bring your nerf gun (safety goggles provided)	A great way to finish our holidays with a visit to Woody's Skate'n'Play. Our friends from New Town will join. Lunch at Talosa St Park Socks required Strict Limits on Numbers Apply
Depart: 10.00 Return: 3.00	IN Day	Services closed	IN Day	Depart 9.30 Return: 3.00

NEW TOWN Vacation Care

Kinder to Grade 6 – New Town OSHC Site April 16th – April 27th, 2018



Student Free Day: Friday 13th April

Today we will go to the Fit'n'Fun centre in Glenorchy with our friends from Kingston Vac Care. Lunch at Soundy's Park. **Please wear SOCKS**.

Depart: 10.00 Return: 3.00

Monday 16 th Apr	Tuesday 17 th Apr	Wednesday 18 th Apr	Thursday 19 th Apr	Friday 20 th Apr
Bonorong Park	Master Chef Day	Nerf Gun War & Jewellery Making	Richmond	Playgrounds Galore
Let's go on a journey	Whether you're just		Let's take a liesurely	Today we will join with
through one of	starting out or a skilled	Bring along your nerf	stroll around Tasmania's	our friends from
Tasmania's most popular	chef already, today will	guns and challenge your	picture perfect town,	Kingston and visit
wildlife parks! I wonder if	be full of cooking,	friends or seek revenge	Richmond. We will feed	Symmons Park and
we will be lucky enough	learning, team	(against educators?)	the ducks before	Wentworth Park.
to catch a glimpse of the	challenges and FUN! We		crossing the oldest	
wombats, devils or	will create a range of	If nerf guns aren't your	bridge in Australia. Our	Sensible walking shoes
koalas? Are you game	dishes throughout the	thing, kick back and	day won't be over until	and warm jacket
enough to feed the	day.	make your own	we stop by the lolly shop	required
kangaroos?		jewellery.	and tour the Old	
	Lunch provided		Richmond Gaol.	Strict Limits on Numbers
Please pack good			Good walking shoes	Apply
walking shoes				
Strict Limits on Numbers			Children may bring \$3	
Apply			for the lolly shop	
Depart: 9.00	IN Day	IN Day	Depart: 10.00	Depart: 10.00
Return: 3.00			Return: 3.00	Return: 3.00

Monday 23 rd Apr	Tuesday 24 th Apr	Wednesday 25 th Apr	Thursday 26 th Apr	Friday 27 th Apr
Recycle Shop	"Let's be adults"	ANZAC DAY	PJ Day	Woody's Skate'n'Play
With our friends from Kingston, we will visit the recycle shop at New Town and the tip shop at south hobart to collect resources for craft. Lunch at Cascade Gardens	Pack your imagination as it is time to be adults! Whether you set up a business, shops, homes or cities, today you will have the opportunity to create your own world.	Lest we forget Service closed	Jump straight out of bed and grab your favourite teddy bear (if you wish). Stay in your pyjamas and we will walk to our local park for a play and a picnic. The afternoon will be spent with a movie and art/craft.	A great way to finish our holidays with a visit to Woody's Skate'n'Play. Our friends from Kingston will join. Lunch at Talosa St Park
Warm jacket required Strict Limits on Numbers Apply			Lunch provided By booking this day, you agree for your child to watch a G/PG movie	Strict Limits on Numbers Apply
Depart: 10.00 Return: 3.00	IN Day	Service closed	IN Day	Depart: 9.30 Return: 3.00

ST ALOYSIUS Vacation Care

Kinder to Grade 6 – St Aloysius OSHC Site $\text{April } 16^{\text{th}} - \text{April } 27^{\text{th}}\text{, } 2018$



Monday 16 th Apr	Tuesday 17 th Apr	Wednesday 18 th Apr	Thursday 19 th Apr	Friday 20 th Apr
Local Walk & Sketch	Slumber Party	Dru point	Scavenger Hunt Day	Playground Crawl
Bring your sketch book along as we are going to explore the reserve and around Kingston to find awesome spots to sketch. We will also collect some things to bring back to make art.	Come in your PJs and bring a pillow and blanket. We are going to relax as it's been a long first term. Enjoy a movie, some snacks and games! Make sure you bring a hat because we might have a picnic outside.	Let's head off to dru point for the day. Explore the foreshore, have a play on the equipment. Maybe we can have some educator versus children games!!	Can you follow the clues to all the hidden prizes? We will be hunting all day so make sure you bring your thinking cap, not everything is as it seems	Who doesn't like playgrounds? Why not 3 in one day? We will start at Kangaroo Bay, then head to Cornelian Bay and finsih off at Blackmans Bay Beach.
	By booking this day, you agree for your child to watch a G/PG movie	Strict Limits on Numbers Apply		
Depart: 10.00 Retrn: 3.00	IN Day	Depart: 10.00 Return: 3.00	IN Day	Depart: 10.00 Return: 3.00

Monday 23 rd Apr	Tuesday 24 th Apr	Wednesday 25 th Apr	Thursday 26 th Apr	Friday 27 th Apr
Building Day	Tahune Airwalk	ANZAC DAY	Zoo Doo	Wacky Paint Day
We have boxes, we have Mo Block and we have marshmallows and toothpicks. Let's build all day! The tallest tower, the strongest bridge, maybe a robot! Who knows!?	Let's go reach for the clouds and walk amongst the trees at the Air Walk. Bring your lunch and clothing for the weather because this is something you don't want to miss out on. Bird watching, sightseeing and maybe some spotto bingo.	Lest we forget Service closed	Who likes animals? We do! So, let's head to Zoo Doo to see our wildlife friends. Strict Limits on Numbers Apply	Let's get creative. We will do some painting; but not in the usual way and perhaps not with the usual things. Please wear appropriate clothing as your child may get messy
IN Day	Depart: 10.00 Return: 3.00	Services closed	Depart: 10.00 Return: 3.30	IN Day



School Aged Behaviour Agreement

2018

Blackmans Bay Childrens Services (BBCS) aim to provide an environment where all families, educators and children feel safe, cared for and relaxed and which encourages cooperation and positive interactions between all persons. To meet our goals, we have developed rules for all persons entering our service which are based upon safety, respect for others, and which help to create a caring environment.

This behaviour agreement entered in to by the child/ren and families at BBCS has been established to ensure the educators, children and families are aware of the expectations and consequences for unacceptable behaviour.

Expectations:

- 1. I will listen when others are talking.
- 2. I will be kind to others, play fairly and use sensible words to explain my feelings.
- 3. I will keep my hands and feet to myself.
- 4. I will not enter people's personal space unless I am invited to.
- 5. I will treat BBCS and school property with respect and ensure all equipment is returned when I am finished using it.
- 6. I will always ensure I am in sight of a staff member.
- 7. I will follow instructions.
- 8. I will use acceptable words that do not hurt people.

Consequences:

- 1. Warning 1: Informal meeting with family to discuss Child Behaviour Plan.
- 2. Warning 2: Formal meeting to discuss progress and consequences of Child Behaviour Plan.
- **3.** Warning 3: Meeting with families to formalise exclusion of child/ren from services.

CHILDREN: I agree to follow the School Aged Behaviour Agreement
Student's name:
PARENTS: Please note
If a child continues to show unacceptable behaviour, or is violent towards another child or educator, they may be excluded fron attendance at the centre for an appropriate period of time, or permanently (please refer to the Behaviour Guidance Policy fo further information – available at www.bbchildcare.org or at each service).
I am aware of the expectations and associated consequences including the policy of exclusion for unacceptable behaviour. agree to assist the service in enforcing this behaviour agreement whilst my child is at BBCS.
I have read, understood and spoken with my child about this School Aged Behaviour Plan
Parent's name:
Parent's signature: Date:

177b Roslyn Avenue, Blackmans Bay, TAS 7052

Ph: (03) 6229 4914 Fax: (03) 6229 2260

Email: oceanview@bbchildcare.org