




Service **Sacred Heart**

Bookings are Essential

Monday 10 April	Tuesday 11 April	Wednesday 12 April	Thursday 13 April	Friday 14 April
CLOSED EASTER MONDAY	CLOSED EASTER TUESDAY	<p><u>Cooking</u></p> <p>Make some Easter buns and have an egg hunt.</p>  <p>In House Activity BYO Lunch/Water Bottle/Hat</p>	<p><u>Village Cinemas</u></p>  <p>Haven't been to the cinema in a while, come and join us!</p> <p>Movie: TBA</p> <p>Walking Excursion Depart 9.00am Return 12.30pm BYO Lunch/Water Bottle/Hat</p>	<p><u>Craft/Tas Rocks</u></p> <p>Paint some rocks to brighten someone's day and a short walk to the Brickfields to share them with others.</p>  <p>Walking Excursion BYO Lunch/Water Bottle/Hat</p>

Monday 17 April	Tuesday 18 April	Wednesday 19 April	Thursday 20 April	Friday 21 April
<p><u>Science</u></p> <p>Something science – Let's experiment with air and water!</p> <p>In House Activity BYO Lunch/Water Bottle/Hat</p> 	<p><u>Tasmania Zoo</u></p> <p>Come and see the animals!</p>  <p>Excursion Depart 9.00am Return 3.00pm BYO Lunch/Water Bottle/Hat</p>	<p><u>Senses</u></p>  <p>We are creating a barefoot walk and sensory activities.</p> <p>In House Activity BYO Lunch/Water Bottle/Hat</p>	<p><u>Cooking</u></p> <p>Sloppy Joes</p> <p>Slaw</p> <p>Slices</p>  <p>In House Activity Lunch Provided BYO Water Bottle/Hat</p>	<p><u>Tech Day</u></p>  <p>BYO Device</p> <p>Just a quiet day with a bit of screen time before school starts again.</p> <p>In House Activity BYO Lunch/Water Bottle/Hat</p>

Booking Process

Upcoming Vacation Care bookings are to be made through the **My Family Lounge Phone website/app**.

This process has no additional forms to complete, allowing you to book vacation care instantly and receive immediate confirmation.

By booking through the App you accept and agree to the details stated in this document

Fees / Cancellations / Absences

Fees are **\$77 per day**,

All fees are before any subsidy is removed.

Fees are inclusive of excursions, bus costs, resources, and afternoon tea.

To cancel a booking with no charge you need to notify Administration in writing with **7 days' notice**. To receive a 50% discount for an absence you need to notify administration by phone, email or mark your child absent via the app or website with **24 hours' notice**.

Services / sites

CORPUS CHRISTI Bellerive	HOLY ROSARY Claremont	ST BRIGID'S New Norfolk	ST CUTHBERT'S Lindisfarne	ST JOHN'S Richmond	ST MARY'S Hobart
Kinder – Grade 6	Prep – Grade 6	Prep – Grade 6	Prep – Grade 6	Kinder – Grade 6	Kinder – Grade 6
0488 107 863	0447 599 368	0427 779 672	0437 270 922	0438 189 468	0427 781 500
LARMENIER St Leonards	SACRED HEART Launceston	ST ANTHONY'S Riverside	ST FINN BARR'S Invermay	ST THOMAS MORE'S Newstead	OUR LADY OF LOURDES Devonport
Kinder – Grade 6	Kinder – Grade 6	Kinder – Grade 6	Prep – Grade 6	Kinder – Grade 6	Kinder – Grade 6
0407 061 451	0409 421 428	0437 014 241	0409 757 502	0409 561 167	0418 525 672

Administration Team
ccs.admin@aohtas.org.au
1300 119 455

Signing in / out – Collection of children

Families, or an authorised person over the age of 18 with their own login, are required to deliver and collect their child from the Service using the sign in tablet.

You may add additional people to your contact list by emailing Administration with the person's name and phone number. All new contacts are required to provide identification if they are collecting your child from the service.

Educators are not to sign your children in and out.

Medication / Action Plans

If your child requires a **Medical Action Plan**, this needs to be provided **prior to your child's commencement**.

Your child will not be able to attend care without a current Medical Action Plan. If medication is required to be administered to your child during Vacation Care (including self-medication e.g. asthma puffer), a completed **Medication Record (Form no. F2 PP04)** is required prior to your child's commencement. Only medication with a pharmacist dispensing label outlining the child's name, dosage, name of medication and current date will be administered.

Excursions

Children are asked to arrive at the service at least 15 minutes prior to the excursion leaving. Departure times are written on the program for individual days. Please be aware that times for excursions vary from day to day.

The legal requirement for excursion ratios is 1:15, we endeavour to run all of our excursion at 1:10. Risk assessments ([T3.1](#)) are done prior to the children leaving for the excursion. If you would like to see a copy of the risk assessment, please ask one of the educators.

Families are required to sign the Excursion permission form ([T2](#)) on the day of excursions.

All bus companies we use are accredited and all drivers hold current WWVC cards.

Weather Conditions

Services may need to change excursions / outdoor activities on the day due to weather conditions (rain or heat). Families will be notified on arrival at the service or by Storypark / email.

Clothing

Please ensure your child is dressed to suit the weather conditions. This includes enclosed shoes (no thongs) sun safe hat / warm jacket.
Please read the program closely to see if there are any other requirements needed (eg: swim wear / sports shoes)

Food

Afternoon tea which consists of seasonal fruit and vegetables and a snack is provided daily. Please pack your child a healthy morning tea, lunch and a water bottle. Check the program daily to see if lunch is provided (e.g: BBQ)

Behaviour

Early Learning and Care reserves the right to refuse access to children who do not act in accordance with our Child Behaviour Guidance and Management policy ([PP02](#))