

## ELC HOLIDAY PROGRAM INFORMATION

September & October 2020



**Please note: Due to the evolving nature of the Coronavirus (Covid-19) pandemic, we are following the advice of the Department of Health and Education. The Holiday Program is subject to change at short notice.**

### Authorisation

The Holiday Program is offered to provide children with fun and safe holiday experiences. It is created with the intention to engage children in social, emotional and physical development. It is anticipated that the Holiday Program will experience an attendance up to 38 children a day.

### Bookings, Cancellations & Fees

The daily charge for the ELC Holiday Program is \$120. Please note there are separate booking processes for ELC and Junior School Holiday Programs. Please ensure you submit your ELC booking online via the parent portal, *My Family Lounge* <https://www.stjohns.sa.edu.au/portal/>

If you are unable to book online, please contact Alison Tregoning via email [OSHC@stjohns.sa.edu.au](mailto:OSHC@stjohns.sa.edu.au) or 0433 987 857.

Bookings are required by Friday 11 September 2020. If bookings are received after this date, a late fee of \$5 will be applied per session booked. Places are limited for certain activities – please book early to avoid disappointment. Cancellations to bookings must be made 5 full business days prior to the booked session via email. Cancellations made outside of this period will incur the usual daily fee. Please advise of any cancellations or changes to bookings via email above.

### Consent

In addition to completing activity bookings via *My Family Lounge*, consent for attending and participating in the Holiday Education Program activities will be emailed to all families via the School's excursion management platform, *Consent2Go*. This platform assists the School in identifying all applicable risks associated with the Holiday Program activities to ensure students are kept safe. The consent will cover all daily excursions and incursions of the ELC Holiday Program. You will be prompted to update your child's medical details, please take the time to ensure your child's medical details are up to date.

### Ratios

Staff to student ratios are as follows: in-house 1:10, excursions 1:5, site with water 1:3.

### Hours

The Centre is open between 7.30am and 6pm. On excursion days please be sure to arrive half an hour prior to the scheduled departure time outlined on the program. If you haven't arrived by the time we are leaving we will assume that your child/ren are absent. It is the responsibility of the parents to sign children 'IN' and 'OUT' daily on the electronic kiosk.

# Learning to Soar

## ELC VACATION CARE INFORMATION

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#### **Food**

Please pack recess and lunch each day. Don't forget to provide a water bottle every day. On excursion days please provide recess and lunch in separate disposable bags. Clearly label all containers and bags with your child/ren's names. Please note that we are an Allergy Aware Service.

#### **Other**

Please dress your child in clothing appropriate to the activity on the day. If you have any questions regarding the program, please call Alison Tregoning or the team on 0433 987 857 or the ELC on 0400 268 823.

