

ELC HOLIDAY PROGRAM INFORMATION

April 2023



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 Education Program is subject to change at short notice.

Authorisation

The Holiday Program provides children with a fun and safe holiday experience. It is created with the intention to engage children in social, emotional and physical development. It is anticipated that Holiday Program will experience an attendance up to 40 children a day.

Bookings, Cancellations & Fees

Bookings are required by COB Wednesday 5 April 2023. If bookings are received after this date a late fee of \$10 will be applied per session booked. Places are limited – please book early to avoid disappointment. Attached are the program and booking form, please complete and return to the ELC or email to oshc@stjohns.sa.edu.au.

The daily charge for the ELC Holiday Program is \$130. 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 oshc@stjohns.sa.edu.au.

Consent

In addition to completing the booking sheet, a consent for attending and participating in the ELC Holiday 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 send 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. **Please note that all the activities will be included in the *Consent2Go* Platform and families only need to consent to the days/activities booked.** This allows consent to be given for any extra bookings that are made at a later date once confirmed with OSHC administration.

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

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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. Hats are required as the UV index reaches above 3. Please ensure your child has personal sunscreen if required.

Catastrophic and Extreme Fire Danger Days

On days of Catastrophic Fire Danger in the Mount Lofty Ranges District, **all School Campuses will be closed**. An SMS notification will be sent to all families by the Principal, or his delegate, the evening before.

On **Extreme Fire Danger Days**, the ELC Holiday Program will be **CLOSED**. An SMS will be sent to inform families at the ELC.

If you have any questions regarding the program, please contact Alison Tregoning or Sherryn Pillans at oshc@stjohns.sa.edu.au OSHC Mobile 0433 987 857 or the ELC on 0400 268 823 during the holidays.

