

ELC HOLIDAY PROGRAM INFORMATION

January 2024



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 Friday 8 December 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. Our preferred method of booking is via Xplor OR if needed, you can use the hard copy booking form which can be returned via email to elcaccounts@stjohns.sa.edu.au or handed in at the ELC.

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 note, cancellations cannot be processed during the Christmas closure period (20 December 2023 – 7 January 2024) Please advise of any cancellations or changes to bookings via email elcaccounts@stjohns.sa.edu.au.

Consent

In addition to completing the booking, 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.

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.

Learning to Soar

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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

Days deemed as **Catastrophic** by the CFS will result in school closure and the cancellation of school buses.

For days with a prediction of an '**Extreme**' Fire Danger Rating, but where the Fire Behaviour Index remains below 75, the ELC will remain open. Families will not be charged on these days if they elect to not send their child/ren to the ELC.

A daily Fire Behaviour Index prediction of 75 or higher represents an unacceptable level of risk to the safety of our students and staff, and will dictate the subsequent closure of the ELC on that day.

Parents and staff will be alerted of a closure by a text message from the Principal usually after 4.00pm when the next day's Fire Ban ratings are officially announced by the CFS. If a Fire Ban rating changes during the course of a day when students are at ELC, they will be cared for at school for the remainder of the day.

Our full Bushfire Policy can be found here: <https://www.stjohns.sa.edu.au/current-parents/policies/>

If you have any questions regarding the program, please contact Bettina Abram or Susie Goodwin at elcaccounts@stjohns.sa.edu.au. During the Holiday Program period please contact Helen Shaw or Emma Caddy on 8709 8311 or 0400 268 823.

