



7 March 2018

Expressions of Interest for Vacation Care 3 April 2018 – 16 April 2018

Dear Parents and Guardians

Please complete the Booking Form as your expression of interest for your child/ren to attend Vacation Care during the school holidays. The booking form and program are attached to this letter.

Please return Registration Forms by **Wednesday 21 March 2018**.

I would like to ask parents to carefully read the information below in preparation for children to attend Vacation Care.

New students are required to complete the Outside School Hours Care – Enrolment Form. This can be found on the school website.

Sun Smart Dress:

- Please ensure that your child wears closed-in shoes and a shirt with sleeves to Vacation Care.
- They also need to bring a hat. We support the School's Sun Smart Policy by encouraging the wearing of appropriate clothing, and applying sunscreen to each child before they go out to play.

Food:

- Please provide your child with a healthy morning tea, lunch and afternoon tea, as the School Tuckshop does not operate during the school holidays. Remember, we are a nut-free school - please do not send any food containing nuts or nut related products.

Should you have any queries, please do not hesitate to contact me on 0408 746 339 or kboshc@tas.qld.edu.au

Yours sincerely

Bernice Wilson
VACATION CARE COORDINATOR
KEWARRA BEACH JUNIOR

Mary Kershaw
HEAD OF JUNIOR
KEWARRA BEACH JUNIOR

**TAS Kewarra Beach Junior
Vacation Care Program 3 April 2018 – 16 April 2018**

Registration Form

Child's name: _____ Class: _____

Child's name: _____ Class: _____

Child's name: _____ Class: _____

WEEK 1

Name	Tues 3/4	Wed 4/4	Thurs 5/4	Fri 6/4
1				
2				
3				

WEEK 2

Name	Mon 9/4	Tues 10/4	Wed 11/4	Thurs 12/4	Fri 13/4
1					
2					
3					

WEEK 3

Name	Mon 16/4
1	
2	
3	

**VACATION CARE CLOSED GOOD FRIDAY 30 MARCH 2018 AND EASTER MONDAY
2 APRIL 2018 INCLUSIVE**

**TAS Kewarra Beach Junior
Vacation Care Program 3 April 2018 – 16 April 2018**

Travel to White Rock Campus and Excursions

I give permission for my child/ren _____
to travel return from TAS Kewarra Beach on the following days:

Go Bowling, Manoora	3 April
Kewarra Beach BBQ	6, 9 April
Inflatable Kingdom	11 April
Cinema, Cairns Central/Smithfield	16 April

Two to three staff members (depending on number of bookings) will be going on the excursion with the children. Staff include Bernice Wilson, Allison McAllister-Davis, Yvonne Watters and Tanya Burke.

I understand that the children will be travelling by bus to, and from, Kewarra Beach.

In case of injury or illness, I hereby authorise Trinity Anglican School to obtain any medical attention deemed appropriate, including ambulance transport and agree to accept responsibility for any cost incurred.

I would like to make special mention of a health/safety concern for my child. He/She requires the following medication/treatment.

Parent Name: _____

Parent Signature: _____ Date: _____

Parent Phone Number: _____

Alternative Emergency Contact Details:

Name: _____

Phone Number: _____

TAS Kewarra Beach Junior Vacation Care Program 3 April 2018 – 16 April 2018

Phone: 0408 746 339

Email: kboshc@tas.qld.edu.au

Week 1	Tuesday 3/4	Wednesday 4/4	Thursday 5/4	Friday 6/4	Week 2	Monday 9/4	Tuesday 10/4	Wednesday 11/4	Thursday 12/4	Friday 13/4
8:00am	Children arrive	Children arrive	Children arrive	Children arrive	8:00am	Children arrive	Children arrive	Children arrive	Children arrive	Children arrive
9:00am Roll Call	Excursion Go Bowling Manoora Depart: 9:30am approx. Cash \$30	Incursion Living with Wildlife Workshop	Inside/ Outside play	Excursion BBQ Kewarra/Clifton Beach With WRC Depart: 9:30am approx	9:00am Roll Call	Excursion Undercover games with WRC Depart: 9:30am approx	Inside/ Outside play	Excursion Inflatable Kingdom Depart: 9:30am approx. Cash \$30	Inside/ Outside play	WRC Visit
9:30am Morning Tea	Packed from Home	Packed from Home	Packed from Home	Packed from Home	9:30am Morning Tea	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home
10:00am 12:00pm	At Go Bowling	Incursion	Wheelie Time Remember closed in shoes and helmet	At Beach BBQ	10:00am 12:00pm	At Beach with WRC	Cooking	At Inflatable Kingdom	Wheelie Time Remember closed in shoes and helmet	Arts and Craft with WRC
1:00pm Lunch	Packed from Home	Packed from home	Packed from Home	Packed from Home	1:00pm Lunch	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home
1:45pm	Movies Bring a G movie	Information Technology (ICT)	Movies Bring a G movie	Makerspace	1:45pm	Movies Bring a G movie	Gardening	Information Technology (ICT)	Maker Space	Outdoor Games
3:30pm Afternoon Tea	Packed from Home	Packed from Home	Packed from Home	Packed from Home	3:30pm Afternoon Tea	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home
3:45pm 5:45pm	Playground Close	Playground Close	Playground Close	Playground Close	3:45pm 5:45pm	Playground Close	Gardening/ Playground Close	Playground Close	Playground Close	Playground Close

Activities are subject to change. Excursions need a minimum of 10 children. Excursion times of departure and arrival are subject to change.

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Week 3	Monday 16/4
8:00am	Children arrive
9:00am Roll Call	<u>Excursion</u> Movies <u>Depart:</u> 9:30am approx. <u>Cash \$30</u>
9:30am Morning Tea	Packed from Home
10:00am 12.00pm	At Movies
1:00pm Lunch	Packed from home
1:45pm	Makerspace
3:30pm Afternoon Tea	Packed from Home
3:45pm	Playground
5:45pm	Close

Activities are subject to change. Excursions need a minimum of 10 children. Excursion times of departure and arrival are subject to change.

VACATION CARE CLOSED GOOD FRIDAY 30 MARCH 2018 AND EASTER MONDAY 2 APRIL 2018 INCLUSIVE



Outside School Hours Care and Vacation Care Behaviour Management Policy Guidelines for parents

**So that all children are comfortable and safe at After School Care and
Vacation Care, we are MATES!**

Manage your own behaviour
Always follow instructions
Take care of others and property
Everyone co-operating and involved
Smile and have fun

At After School Care and Vacation Care, our rules are:

Children are to:

- Follow instructions promptly and without arguing
- Play appropriately with others – keep hands and feet to selves
- Speak politely and use manners
- Respect people, property and self
- Play within the boundaries
- Stay within sight of a staff member
- Use equipment appropriately – safely and without damage
- Ask a staff member for help if needed
- Help to clean up

Children are not to:

- Answer back or disobey staff instructions
- Use inappropriate or sexual language
- Touch another student inappropriately or sexually
- Engage in any behaviour that is sexual or inappropriate
- Hurt other people, fight or use any aggressive behaviour
- Tease, use 'put downs', call people names or exclude others
- Damage property
- Go into an 'out of bounds' areas
- Go out of sight of the staff
- Use other people's property without permission

If children break the rules, the following steps will be followed: (Please note that any instances of physical aggression will move immediately to Step 5 as this is a Work Place Health and Safety issue.)

Step 1 - VERBAL REMINDER/WARNING

The staff will remind the child/children of the specific rule that has been broken by the unacceptable behaviour. The child/children will be encouraged to make positive choices.

Step 2 - OFFICIAL WARNING TO THE CHILD/CHILDREN

Appropriate and logical consequences will be enforced by the staff, depending on the rule that has been broken, for example, the child may miss out on an activity or not be permitted to attend an excursion.

Step 3 - TIME AWAY / REFLECTIONS TIME (FIVE TO TEN MINUTES)

The child/children will have time away from the group and respond to re-entry questions:

- What happened?
- What did you do?
- What can you / we do to fix it?
- What could you do instead next time?
- What will happen if this behaviour occurs again?

Before the student re-enters the group they must be able to articulate what they did, what they should have done, what they agree to do if they re-enter the group and what will happen if they choose the same inappropriate behaviour.

Only when the caregiver is satisfied that the student is genuine and understands what they are to do are they accepted back into the group.

Step 4 - RECORDED TIME OUT WHEN ALL THREE STEPS HAVE BEEN COMPLETED

Parents will be notified of the recorded time out when collecting their child/children or contacted by telephone to come and collect their child/children, depending on the severity of the behaviour.

If parents are contacted, the child/children will be removed from the group until the parents arrive.

Details of the inappropriate behaviour recorded and the parent will be asked to read and sign the record.

Students may re-enter the group only after the re-entry process has been completed.

Step 5 - TEMPORARY SUSPENSION FROM THE SERVICE

During term time, a meeting will be held with the parents and OSHC Coordinator after the **third recorded time-out in a term** with a view to temporary suspension of the child/children of not more than five days.

During vacation time, a meeting will be held with the parents and the OSHC Coordinator after the **third recorded time-out during Vacation Care** with a view to suspend the child/children from Vacation Care for the duration of that Vacation Care period.

If a student receives a temporary suspension, he / she will re-enter the group only after the re-entry process has been completed.

Step 6 - EXCLUSION FROM THE SERVICE

Should a child who has previously been temporarily suspended from OSHC or Vacation Care, reach **Step 5** again he/she will be excluded from the service on a permanent basis.