



12 June 2017

## Expressions of Interest for Vacation Care 26 June 2017–10 July 2017

Dear Parents and Guardians

Please complete the Registration 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.

Note that expressions of interest close on **Friday 16 June, 2017**.

The school will advise you if Vacation Care will **not be operating** during any part of the school holidays by *Monday 19 June, 2017*.

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 – Registration Form.

### Sun Smart Dress:

- Please ensure that your child wears closed-in shoes and a shirt with sleeves to Vacation Care.
- Children also need to bring a hat. We support the School's Sun Smart Policy by encouraging students to wear 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.

### Behaviour:

- The Kewarra Beach Junior Vacation Care Behaviour Management Policy is attached for your information and perusal. Please familiarize yourself with this document. If you have any questions, please contact the Vacation Care Coordinator.

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

Yours sincerely

**Idina Letona**  
Vacation Care Coordinator  
Kewarra Beach Junior

**Mary Kershaw**  
Acting Head of Junior School  
Kewarra Beach Junior

TAS Kewarra Beach Junior  
Vacation Care Program 26 June 2017 – 10 July 2017

## Registration Form

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

### WEEK 1

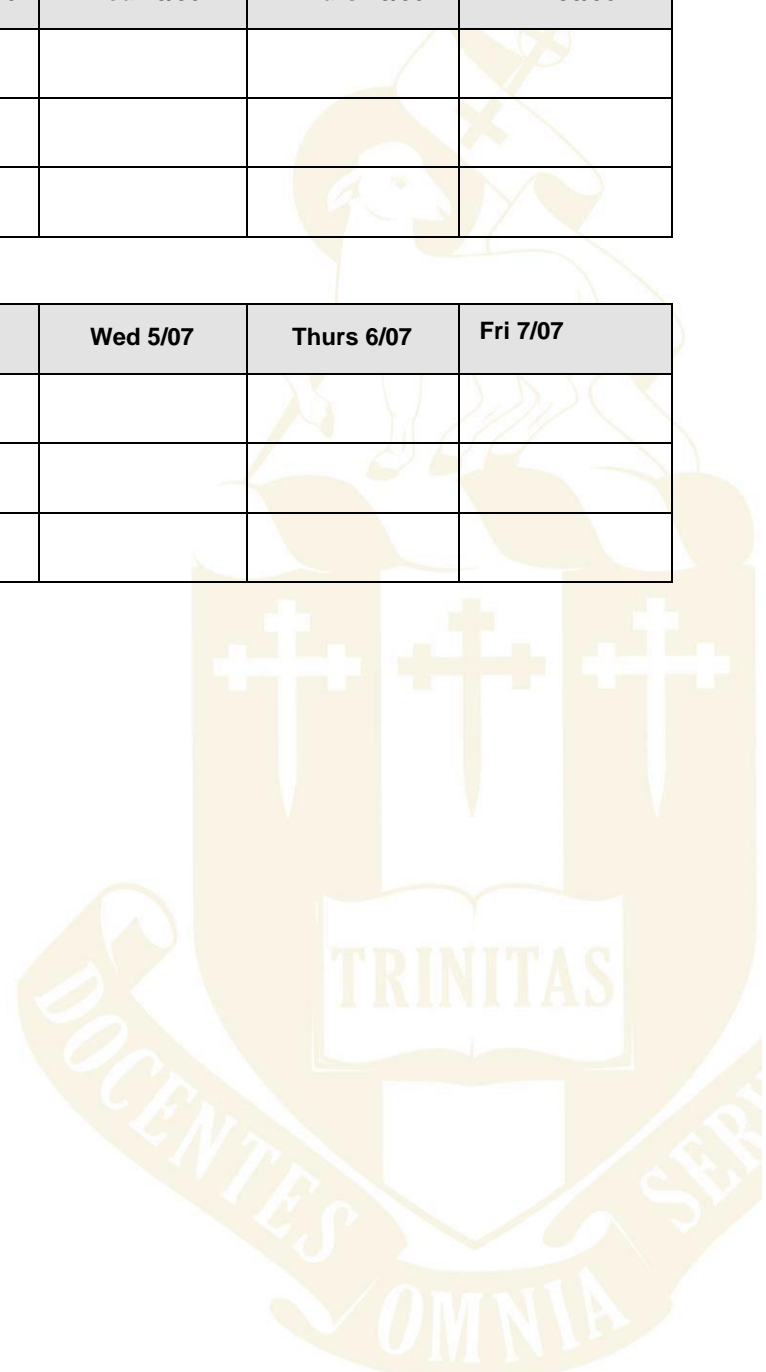
Name	Mon 26/06	Tues 27 / 06	Wed 28/06	Thurs 29/06	Fri 30/06
1					
2					
3					

### WEEK 2

Name	Mon 3/07	Tues 4 /07	Wed 5/07	Thurs 6/07	Fri 7/07
1					
2					
3					

### WEEK 3

Name	Tues 10/07
1	
2	
3	



# TAS Kewarra Beach Junior

## VACATION CARE 26 JUNE 2017 – 10 JULY 2017

### Travel to White Rock Campus and Excursions

I give permission for my child/ren \_\_\_\_\_  
to travel return from Kewarra Beach Junior on the following days:

<b>White Rock Campus</b>	26 June, 3 July
<b>Inflatable Kingdom</b>	28 June
<b>Cairns Botanic Gardens</b>	4 July
<b>Kewarra/ Clifton Beach BBQ</b>	7 July
<b>Rainforestation, Kuranda</b>	10 July

Two to three staff members (depending on number of bookings) will be going on the excursion with the children. Staff include Idina Letona, Bernice Wilson Marika Berry, Selena Chan 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 I 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

**26 June 2017-10 July 2017** Phone: 0408 746 339 Email:

[kboshc@tas.qld.edu.au](mailto:kboshc@tas.qld.edu.au)

Week 1	Monday 26/6	Tuesday 27/6	Wednesday 28/6	Thursday 29/6	Friday 30/6	Week 2	Monday 3/07	Tuesday 4/07	Wednesday 5/07	Thursday 6/07	Friday 7/07
8:00am	Children arrive	Children arrive	Children arrive	Children arrive	Children arrive	8:00am	Children arrive	Children arrive	Children arrive	Children arrive	Children arrive
9:00am <b>Roll Call</b>	<b>Excursion</b> To WRC  <b>Depart:</b> <b>9:15am</b>	Inside/ Outside play	<b>Excursion</b> Inflatable Kingdom  <b>Depart:</b> <b>9:30am</b>  <b>Cash \$30</b>	Inside/ Outside play	Inside/ Outside play	9:00am <b>Roll Call</b>	<b>Excursion</b> To WRC  <b>Depart:</b> <b>9:15am</b>	<b>Excursion</b> Cairns Botanic Gardens, Guided Tour <b>Depart:</b> <b>9:30am</b> <b>Cash \$30</b>	Inside/ Outside play	Inside/ Outside play	<b>Excursion</b> Outside play BBQ at Kewarra/Clifton Beach
9:30am <b>Morning Tea</b>	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home	9:30am <b>Morning Tea</b>	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home
10:00am	At WRC	Wheelie Time	At Inflatable Kingdom	COOKING	<b>Incursion</b> Bunnings Workshop	10:00am	At WRC	At the Botanic Gardens.	COOKING	Wheelie Time	Easter art
12:00pm	Multipurpose Hall: Indoor Games  <b>Return:</b> <b>12:45pm</b>	Bring your wheelies. Remember: closed shoes and helmet	<b>Return:</b> <b>12:45pm</b>			12:00pm	Messy Play			Bring your wheelies. Remember: closed shoes and helmet	BBQ craft BBQ
1:00pm <b>Lunch</b>	Packed from home	Packed from Home	Packed from home	Packed from Home	Packed from Home	1:00pm <b>Lunch</b>	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home
1:45pm	Information Technology (ICT) / Library	Movies Bring a G movie	Information Technology (ICT) / Library	Outdoor Games	Movies <b>Bring a G movie</b>	1:45pm	Movies Bring a G movie	Information Technology (ICT) / Library	Outdoor Games	Information Technology (ICT) / Library	Movies Bring a G movie
3:30pm <b>Afternoon Tea</b>	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home	3:30pm <b>Afternoon Tea</b>	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home
3:45pm	Playground	Playground	Playground	Playground	Playground	3:45pm	Playground	Playground	Playground	Playground	Playground
5:45pm	Close	Close	Close	Close	Close	5:45pm	Close	Close	Close	Close	Close

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

Packed from Home  
Playground  
Close

<b>Week 3</b>	Monday 10/07
8:00am	Children arrive
9:00am <b>Roll Call</b>	<b>Excursion</b> <b>Rainforestation</b> Kuranda  <b>Depart:</b> <b>9:30am</b>  <b>Cash \$35</b>
9:30am <b>Morning Tea</b>	Packed from Home
10:00am  12:00pm	At Rainforestation
1:00pm <b>Lunch</b>	Packed from Home
1:45pm	Information Technology (ICT) / Library
3:30pm <b>Afternoon Tea</b>	Packed from Home
3:45pm	Playground
5:45pm	Close

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



## Outside School Hours Care and Vacation Care Behaviour Management Policy Guidelines for Parents

**So that all children are comfortable and safe at Outside School Hours 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 Outside School Hours 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 Vacation Care 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 been 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.