



13 June 2018

## Expressions of Interest for Vacation Care 2 July 2018 – 16 July 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 **Friday June 22 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](mailto: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 2 July 2018 – 16 July 2018**

## Registration Form

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

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

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

### WEEK 1

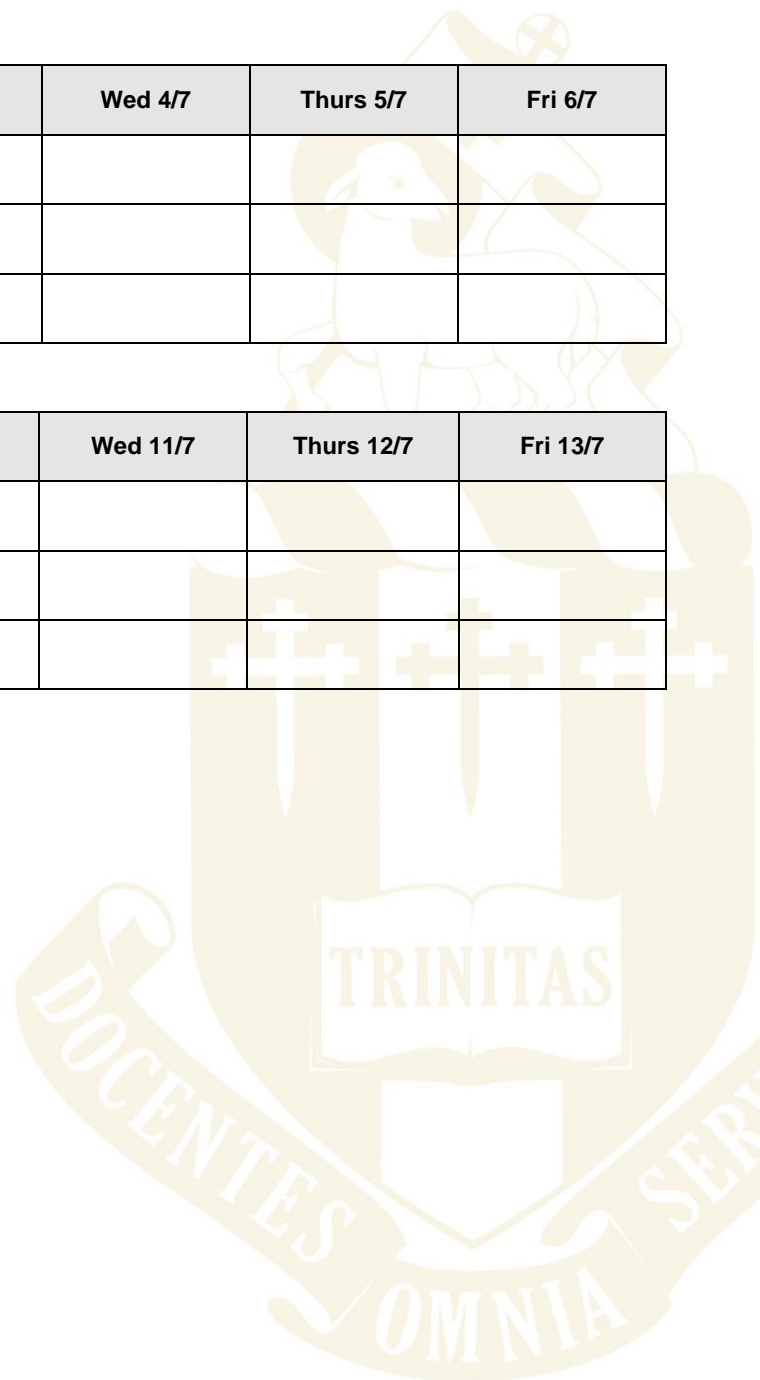
Name	Mon 2/7	Tues 3/7	Wed 4/7	Thurs 5/7	Fri 6/7
1					
2					
3					

### WEEK 2

Name	Mon 9/7	Tues 10/7	Wed 11/7	Thurs 12/7	Fri 13/7
1					
2					
3					

### WEEK 3

Name	Mon 16/7
1	
2	
3	



**TAS Kewarra Beach Junior  
Vacation Care Program 2 July 2018 – 16 July 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:

<b>White Rock Campus</b>	2 July, 9 July
<b>Indoor Lazer Tag</b>	4 July
<b>Kewarra Beach BBQ</b>	6 July
<b>Hudson's Circus</b>	11 July
<b>Smithfield Cinemas</b>	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, Lisa Cunningham, and Kellie Smart.

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.

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Parent Name: \_\_\_\_\_

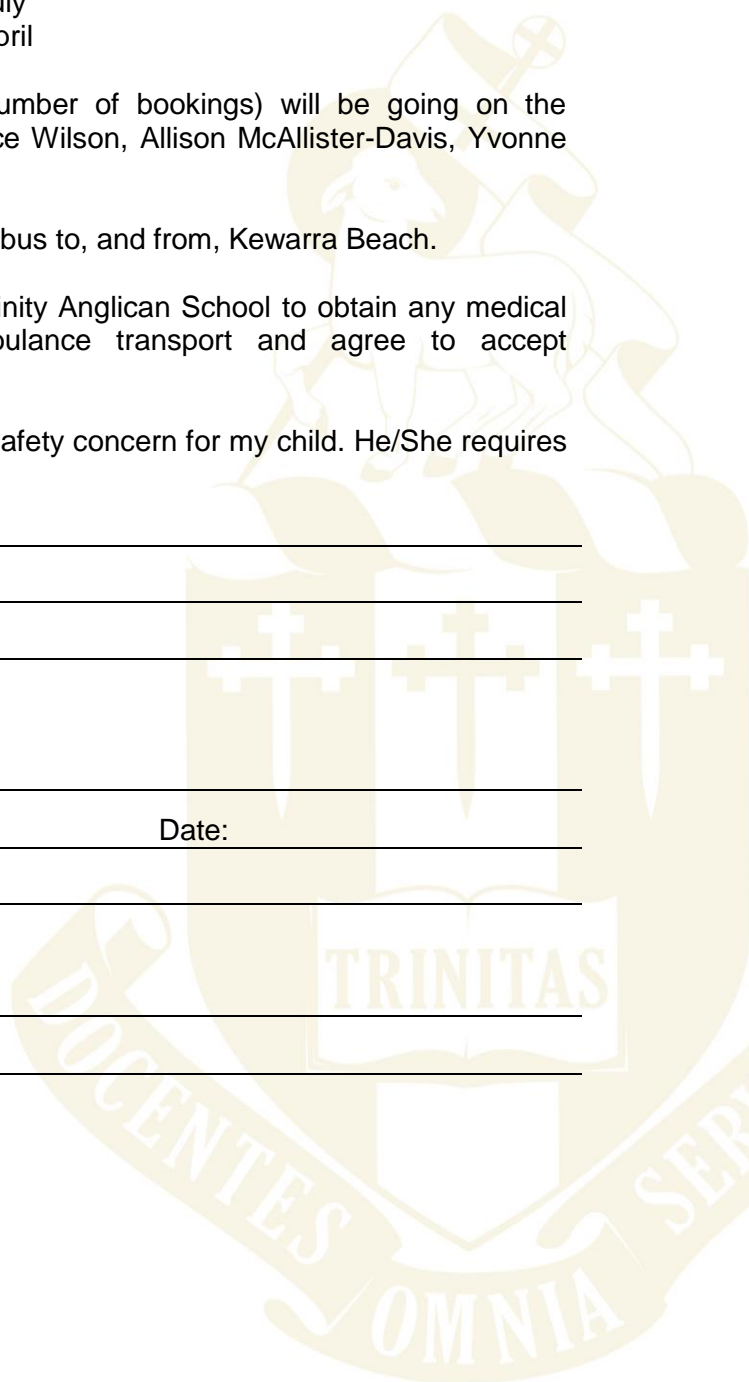
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

**Alternative Emergency Contact Details:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## TAS Kewarra Beach Junior Vacation Care Program 2 July 2018 – 16 July 2018

Phone: 0408 746 339

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

Week 1	Monday 2/7	Tuesday 3/7	Wednesday 4/7	Thursday 5/7	Friday 6/7	Week 2	Monday 9/7	Tuesday 10/7	Wednesday 11/7	Thursday 12/7	Friday 13/7
<b>8:00am</b>	Children arrive	Children arrive	Children arrive	Children arrive	Children arrive	8:00am	Children arrive	Children arrive	Children arrive	Children arrive	Children arrive
<b>9:00am Roll Call</b>	<b>Visit WRC</b> Indoor play – Multi Purpose Hall  <b>Depart: 9:00am approx</b>	<b>Multicultural Day:</b> Dress up as another culture, bring platter of food from another culture.	<b>Excursion</b> Indoor Lazer Tag  <b>Depart: 9:30am approx.</b>  <b>Please bring \$30 cash</b>	Inside/ Outside play	<b>Beach BBQ with WRC</b>  <b>Depart: 9:30am approx.</b>  Remember sun safe clothing	<b>9:00am Roll Call</b>	<b>Visit WRC</b> Scavenger Hunt  <b>Depart 9:00am approx</b>	<b>NAIDOC Week Celebrations</b>  Arts/Craft	Inside/ Outside play	Inside/ Outside play	<b>WRC Visit</b> Drive in Movies at KBJ
<b>9:30am Morning Tea</b>	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home	<b>9:30am Morning Tea</b>	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home
<b>10:00am  12:00pm</b>	At WRC	Multicultural Arts/Craft /Games	At Lazer Tag	Wheelie Time Remember helmets and sun safe clothing	WRC Visit	<b>10:00am  12:00pm</b>	At WRC	NAIDOC Week Celebrations  Cooking	<b>Excursion</b> Hudson's Circus <b>Depart: 10am</b> <b>Return: 2:30pm</b> <b>Please bring \$30 cash</b>	Wheelie Time Remember helmets and sun safe clothing	WRC Visit
<b>12:30pm Lunch</b>	Packed from Home	Packed from Home	Packed from home	Packed from Home	Packed from Home	<b>1:00pm Lunch</b>	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home
<b>1:45pm</b>	Movies  <b>Bring a G movie</b>	Information Technology (ICT)	Sports/ basketball court active games	Gardening	Bring in your own portable game: iPads, DS etc.	<b>1:45pm</b>	Gardening	Movies  <b>Bring a G movie</b>	At Hudson's Circus	Bring in your own portable game: iPads, DS etc.	Sports/ basketball court active games
<b>3:30pm Afternoon Tea</b>	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home	<b>3:30pm Afternoon Tea</b>	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Packed from Home
<b>3:45pm  5:45pm</b>	Playground  Close	Playground  Close	Playground  Close	Playground  Close	Playground  Close	<b>3:45pm  5:45pm</b>	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.**

Week 3	Monday 16/7
8:00am	Children arrive
9:00am Roll Call	<u>Excursion</u> Smithfield Movies  Depart: 9:30am approx.  <i>Please bring \$30 cash</i>
9:30am Morning Tea	Packed from Home
10:00am    12.00pm	At Movies
12:30pm Lunch	Packed from home
1:45pm	Sports/basket ball court active games
3:30pm Afternoon Tea	Packed from Home
3:45pm	Playground
5:45pm	Close



## 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!**

**M**anage your own behaviour  
**A**lways follow instructions  
**T**ake care of others and property  
**E**veryone co-operating and involved  
**S**mile 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.