



6 September 2018

Expressions of Interest for Vacation Care 24 September 2018 – 5 October 2018

Dear Parents and Guardians

TAS Vacation Care will be operating during the September/October school holidays, between 8:00am and 5:45pm, from Monday 29 September to Friday 5 October 2018. TAS Vacation care will be closed Monday 1 October for the Queen's Birthday Public Holiday.

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 14 September 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 Bernice Wilson 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 24 September 2018 – 5 October 2018**

Registration Form

Child's name: _____ Class: _____

Child's name: _____ Class: _____

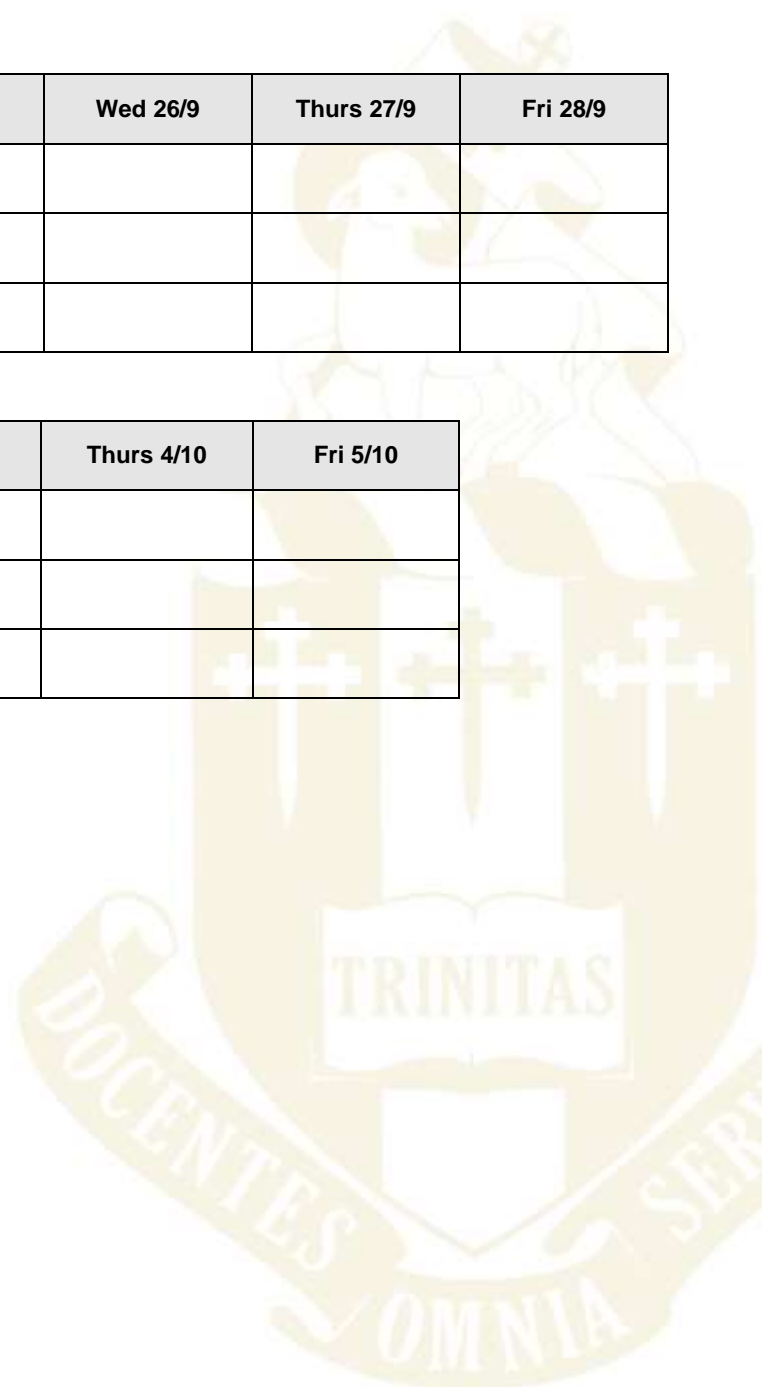
Child's name: _____ Class: _____

WEEK 1

Name	Mon 24/9	Tues 25/9	Wed 26/9	Thurs 27/9	Fri 28/9
1					
2					
3					

WEEK 2

Name	Tues 2/10	Wed 3/10	Thurs 4/10	Fri 5/10
1				
2				
3				



**TAS Kewarra Beach Junior
Vacation Care Program 24 September 2018 – 5 October 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:

White Rock Campus	24 September
Hartley's Crocodile Adventures	26 September
Laser Fun Cairns DFO	3 October
Kewarra Beach	5 October

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 and Eva Wilson.

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 **24 September 2018 – 5 October 2018**



Phone: 0408 746 339

Email: kboshc@tas.qld.edu.au

Week 1	Monday 24/9	Tuesday 25/9	Wednesday 26/9	Thursday 27/9	Friday 28/9	Week 2	Monday 1/10	Tuesday 2/10	Wednesday 3/10	Thursday 4/10	Friday 5/10
8:00am	Children arrive	Children arrive	Children arrive	Children arrive	Children arrive	8:00am	Public Holiday	Children arrive	Children arrive	Children arrive	Children arrive
9:00am Roll Call	Visit WRC Indoor play – Multi Purpose Hall Depart: 9:00am approx	Multicultural Day: Dress up as another culture, bring platter of food from another culture.	<u>Excursion</u> Hartley's Crocodile Farm Depart: 9:30am <i>Please bring \$30 cash (includes bus and entry)</i>	Inside/ Outside play	Arts and Craft	9:00am Roll Call		Inside/ Outside play	<u>Excursion</u> Indoor Laser Tag Depart: 9:30am <i>Please bring \$30 cash (includes bus and entry)</i>	Create your own plate/ keyring	<u>Beach BBQ with WRC Kewarra Beach</u> Depart: 9:30am approx. Remember sun safe clothing
9:30am Morning Tea	Packed from Home	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
10:00am 12:00pm	At WRC	Multicultural Arts/Craft /Games	At Hartley's Crocodile Farm Return 1:30pm	Wheelee Time: Remember helmets and sun safe clothing	WRC Visit	10:00am 12:00pm		Board Game Day – Bring in from home	At Laser Tag Return 12:30pm	Wheelee Time Remember helmets and sun safe clothing	At Kewarra Beach
12:30pm Lunch	Packed from Home	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
1:45pm	Movies Bring a G movie	Board Games	Sports/ basketball court active games	Gardening	Yoga	1:45pm		Sports/ basketball court active games	Movies Bring a G movie	Board Games	Indoor Play
3:30pm Afternoon Tea	Packed from Home	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
3:45pm 5:45pm	Playground Close	Playground Close	Playground Close	Playground Close	Playground Close	3:45pm 5:45pm		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.



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.