



7 November 2017

Expressions of Interest for Vacation Care 27 November 2017 – 22 January 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.

Note that Expressions of Interest close on **Wednesday 15 November 2017**.

The school will advise you if Vacation Care will **not be operating** during any part of the school holidays by *Friday 17 November 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.
- 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

Idina Letona
VACATION CARE COORDINATOR
KEWARRA BEACH JUNIOR

Mary Kershaw
ACTING HEAD OF JUNIOR
KEWARRA BEACH JUNIOR

**TAS Kewarra Beach Junior
Vacation Care Program 27 November 2017– 22 January 2018**

Registration Form

Child's name: _____ Class: _____

Child's name: _____ Class: _____

Child's name: _____ Class: _____

WEEK1

Name	Mon 27/11	Tues 28/11	Wed 29/11	Thurs 30/11	Fri 1/12
1					
2					
3					

WEEK 2

Name	Mon 4/12	Tues 5/12	Wed 6/12	Thurs 7/12	Fri 8/12
1					
2					
3					

WEEK 3

Name	Mon 11/12	Tues 12/12	Wed 13/12	Thurs 14/12	Fri 15/12
1					
2					
3					

**VACATION CARE CLOSED FROM 18 DECEMBER 2017 TO 1 JANUARY 2018
(INCLUSIVE)**

WEEK 4

Name	Public Holiday	Tues 2/01	Wed 3/01	Thurs 4/01	Fri 5/01
1					
2					
3					

WEEK 5

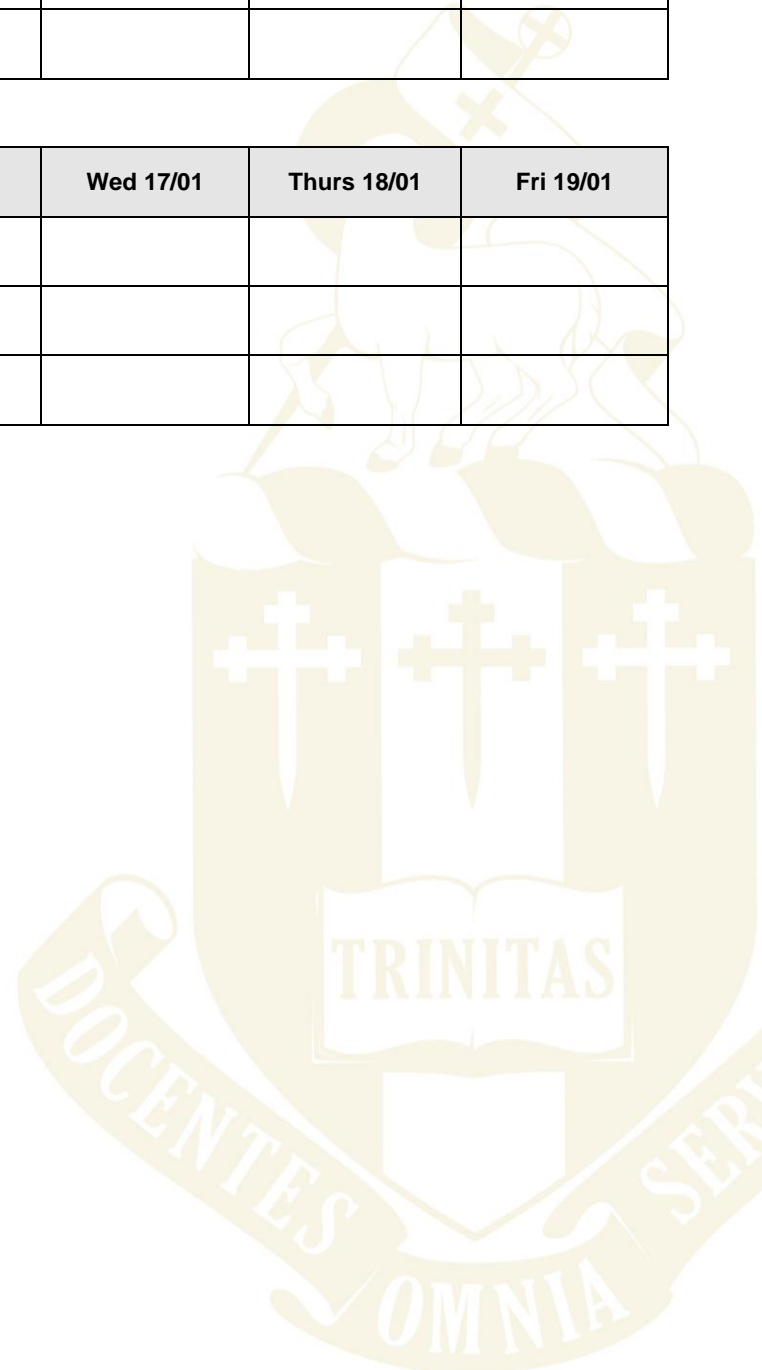
Name	Mon 8/01	Tues 9/01	Wed 10/01	Thurs 11/01	Fri 12/01
1					
2					
3					

WEEK 6

Name	Mon 15/01	Tues 16/01	Wed 17/01	Thurs 18/01	Fri 19/01
1					
2					
3					

WEEK 7

Name	Mon 22/01
1	
2	
3	



**TAS Kewarra Beach Junior
Vacation Care Program 27 November 2017– 22 January 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	27 November, 4 December 11 December, 8 January, 15 January
Go Bowling, Manoora	29 November
Cairns Museum	6 December
Kewarra Beach BBQ	8 December, 12 January
Cinema, Cairns Central/Smithfield	13 December
Monkey Business	2 January
Cairns Aquarium	10 January
Cairns Wildlife Dome	17 January

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, Oliver Boswell, Marika Berry, Danielle Scott-Virtue 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: _____

SERVICE CLOSED FROM 18 DECEMBER 2017 TO 1 JANUARY 2018 (INCLUSIVE)

Week 3	Monday 11/12	Tuesday 12/12	Wednesday 13/12	Thursday 14/12	Friday 15/12		Monday 18/12	Tuesday 19/12	Wednesday 20/12	Thursday 21/12	Friday 22/12
8:00am	Children arrive	Children arrive	Children arrive	Children arrive	Children arrive		Closed	Closed	Closed	Closed	Closed
9:00am Roll Call	Excursion To WRC Depart: 9:15am approx.	Wheelie time Remember closed in shoes and helmet	Excursion Movies Cairns Central/Smithfield Depart: 9.15am approx. Cash\$30	Inside/ Outside play	Christmas party with WRC. Please bring a healthy dish.						
9:30am Morning Tea	Packed from Home	Packed from Home	Packed from Home	Packed from Home	Please bring a healthy dish.						
10:00am 12.00pm	At WRC Christmas Treasure Hunt	Wheelie Time	At movies	Christmas Art and craft	Christmas party						
1:00pm Lunch	Packed from home	Packed from Home	Packed from home	Packed from Home	Packed from Home						
1:45pm	Makerspace	Information Technology (ICT)	Sports/Outdo or games	Sports/Outdo or games	Movies Bring a G movie						
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	Playground Close						

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

SERVICE CLOSE FROM 18 DECEMBER 2017 TO 1 JANUARY 2018 (INCLUSIVE)



Week 4	Monday 01/01	Tuesday 02/01	Wednesday 03/01	Thursday 04/01	Friday 05/01	Week 5	Monday 08/01	Tuesday 09/01	Wednesday 10/01	Thursday 11/01	Friday 12/01
8:00am	Closed	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 Monkey business Bring socks! Depart: 9:15am approx Cash \$25	Wheellie time Remember closed in shoes and helmet	Inside/ Outside play	Bunnings Workshop WRC visit	9:00am Roll Call	Excursion Swimming at WRC TAS pool Depart: 9:15am approx..	Inside/ Outside play	Inside/ Excursion Cairns Aquarium Depart: 9:15am approx Cash \$30	Incursion Botanic Gardens Mr Peter Shanagan Presentation	Excursion BBQ at Kewarra/ Clifton Beach with WRC Depart: 9:30am approx.
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 Monkey Business	Wheellie Time	Makerspace	Bunnings Workshop With WRC	10:00am 12.00pm	At WRC Swimming Bring a change of clothes	Undercover active Games	At Cairns Aquarium	Presentation "Animals and creatures of the Rainforest"	At BBQ Kewarra/ Clifton Beach 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		Makerspace	Information Technology (ICT)	Movies Bring a G movies	Information Technology (ICT)	1:45pm	Information Technology (ICT) / Library Bring a G movies	Movies Bring a G movies	Information Technology (ICT)	Makerspace	Movies Bring a G movies
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		Playground	Playground	Playground	Playground	3:45pm	Playground	Gardening/ Playground	Playground	Playground	Playground
5:45pm		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.

Week 6	Monday 15/01	Tuesday 16/01	Wednesday 17/01	Thursday 18/01	Friday 19/01	Week 7	Monday 22/01
8:00am	Children arrive	Children arrive	Children arrive	Children arrive	Children arrive	8:00am	Children arrive
9:00am Roll Call	Excursion WRC Depart: 9.15am approx.	Inside play/ Outside play	Excursion Cairns Wildlife Dome Depart: 9.30am approx. Cash \$30	Inside play/ Outside play	Incursion Bunnings Workshop WRC visit	9:00am Roll Call	Wheelie time Remember closed in shoes and helmet
9:30am Morning Tea		Packed from Home	Packed from Home	Packed from Home	Packed from Home	9:30am Morning Tea	Packed from Home
10:00am 12.00pm	At WRC Group Games Multipurpose hall	Undercover active Games	At Cairns Wildlife Dome	Water play Bring a change of clothes and towel	Bunnings Workshop with WRC	10:00am 12.00pm	Wheelie Time
1:00pm Lunch		Packed from Home	Packed from home	Packed from Home	Packed from Home	1:00pm Lunch	
1:45pm	Makerspace	Movies Bring a G movies	Information Technology (ICT) / Library	Movies Bring a G movies	Information Technology (ICT) / Library	1:45pm	Makerspace
3:30pm Afternoon Tea		Packed from Home	Packed from Home	Packed from Home	Packed from Home	3:30pm Afternoon Tea	Packed from Home
3:45pm 5:45pm	Playground Close	Gardening/ Playground Close	Playground Close	Rinse T-shirt Close	Playground Close	3:45pm 5:45pm	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.