



Coowarra Out Of School Hours Care Service Inc

Policy Statement

Coowarra OOSH aims to provide children with experiences they would normally encounter during their holidays. Excursions and incursions will be included in the program along with a wide range of activities that are fun and challenging for the children to enjoy.

Coowarra OOSH believes that excursions are an essential part of the vacation care program as they provide a variety and an opportunity to expand a child's experiences, explore different environments and learn new activities and abilities.

Parent's permission will be sought for all excursions. Children on excursions will be ensured proper supervision and care for the full duration of the excursion.

PROCEDURES

- The Vacation Care Bookings must be completed online through Book Me by the closing date otherwise casual fees will apply.
- Once the booking closing date has passed, booked days must be paid for even if your child is absent.
- Booked days will not be swapped for non booked days.
- It is the parent's responsibility to contact the Service before 8.30am if their child is going to be absent on a booked day.
- Parents or authorised persons must come into the Service each morning and sign the child into care.
- Parents or authorised persons must come into the Service each afternoon and sign the child out of care.
- Parents with outstanding fees will not be able to book children into vacation care.
- Fees for vacation care (including any excursions, incursions or any other charges) must be paid by the due date.
- While at the Service children may be photographed and appear on the service closed Facebook page and program evaluations
- Photos added to our Organisation's website or face book page will not appear unless prior consent has been obtained by the parent.
- Children must be dressed appropriately for the weather conditions, (jackets in case it gets cool, and light clothing on hot days)
- Children are not to wear shoe string strap dresses or singlet tops, clothing must cover the shoulders as per Sun Protection Policy. Children must wear appropriate closed in footwear - no thongs, slip-ons or high heels.



Coowarra Out Of School Hours Care Service Inc

- All removable clothing should be labelled; any lost property that is unclaimed at the end of the holidays will be donated to a local charity.
- Children must bring a bucket or broad brim hat to be able to play outside
- All families are offered an opportunity to offer feedback each vacation care period. This ensures families have input on how to improve practices.
- Wheeled toy days will be programmed. All children must follow the Service's safety rules whilst on their bike, scooter, roller blades, or any other wheeled toy. Children unable to follow rules whilst on their 'wheeled toy' will have the item banned. Children must have their own safety gear e.g. helmet, knee and elbow pads etc. Children must ride their own wheeled toy.

Excursions / Incursions

- Excursions are an outing where children are taken away from the Service to visit other venues and participate in activities.
- Excursions are an extra cost and are compulsory, this will be stated on the booking form. Additional fees are charged to cover the cost of the excursion.
- Excursion permission forms needs to be completed for each child attending an excursion.
- The Nominated Supervisor has the right to refuse to take children on excursions, who are unable to follow Staff instructions or have previously displayed unacceptable behaviour and/or behaved in such a way that has put themselves, other children, Staff or members of the community at risk.
- All children must have enough food and drink to last the entire day whilst on the excursion; including a refillable water bottle.
- A risk assessment will be carried out for all excursions before the booking forms are available. Risk assessments can be viewed at the Service.
- Excursion permission notes will comply with regulation 102 of the Education and Care Services National Regulations.
- An excursion permission form will be filled out for each specific excursion indicating:
 - Child's name
 - Date
 - Time
 - Cost
 - Proposed destination
 - Method of transport
 - Activities involved
 - Period child will be away from the Service
 - Anticipated number of children likely to attend



Coowarra Out Of School Hours Care Service Inc

- Staff:Ratio for the excursion
- The reason the child is to be taken outside the premises
- Parent's name and signature

•

- All incursions are compulsory for each group. We have professional presenters and Companies come to the Service to entertain the children or teach them new skills.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

Plan 'B Excursions

- Alternative arrangements may be made for adverse weather conditions or other extenuating circumstances for Vacation Care excursions. Considerations for Plan B excursion include budget, age appropriateness and availability. Plan B excursions are at the discretion of the Vacation Care Coordinator.

Staff Ratios and Supervision

- Staff to child ratios to meet the 'adequate supervision standards' as outlined in the Regulations will be determined by the Vacation Care Coordinator after reviewing the Risk Assessment.

Determining the Age of Children at OSHC

- The Education and Care Services National Regulations define a 'child preschool age or under' as a child who is under the age of 7 years and is not enrolled or registered at School, nor attending or due to attend School in the current calendar year (Regulation 4).
- If a child attends OSHC/Vacation Care in December and is enrolled to attend School in the following year, they are considered to be of "preschool age or under", so they can not be booked into vacation care in December.
- If a child attends OSHC/Vacation Care in January of the same calendar year they will attend School, they meet the definition of "over preschool age" and can be booked into vacation care in January.

Food

- Breakfast is available at the Service before 8.00am.
- Children will need to bring enough healthy food to last the entire day. (lunch + morning and afternoon tea)
- Children will have access to a fruit and vegetable platter at afternoon tea to supplement the snack sent in from home.



Coowarra Out Of School Hours Care Service Inc

- Children must bring their own lunch, any child without lunch will be given a sandwich, and the cost will be added to your account.
- DO NOT send food that requires cooking or preparation, children are to bring a lunchbox as they would take to School.
- Food needs to be packed in a cooler bag to keep lunches cool, (as you would send to School). We do not have refrigeration facilities for the large number of children enrolled.
- Organised food days, which will be listed on the booking form are offered throughout each vacation care period.
- Families are asked to not send in any high allergen foods (such as peanuts, tree nuts, or foods cooked in peanut oil). This is to ensure that whilst at the Service our anaphylactic children can play freely without worrying about their allergies. Some children are so sensitive to these foods that the smell can bring on an anaphylactic reaction.

Personal Property

- The Service and Staff will take no responsibility for any items lost or broken; children are responsible for their own property. Although all care will be taken to ensure children’s personal property is kept safe, no responsibility will be taken, so all precious items and valuables should be left at home.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
	Standard 2.3 and 7.3	<ul style="list-style-type: none"> - Parent Handbook - Enrolment and Orientation Policy - Adequate supervision - Management of incident/trauma/illness - Communication - Staff:Child ratios - Dropping off & picking up children - Transportation

Updated and reviewed: January 2023

Due for review June 2027