



# Novita OSHC

## October 2018 Adelaide West Vacation Care Booking Request

Location: Adelaide West Special Education Centre, 12 Moldavia Walk, Taperoo SA 5017

Opening Hours: 8.00am – 5.00pm (Monday – Friday)

Phone: 1300 668 482

**Dear Parents & Caregivers,**

Novita OSHC invites you to nominate the days you would like your child(ren) to attend the Vacation Care program in October 2018. Below are the days we will be open together with an outline of the main activity that we plan to offer. We need to start planning well ahead of time to ensure we have enough staff with the required skills to support all children's needs. The final program is confirmed in line with bookings to ensure that activities offered are suitable for children attending and they allow enrolled children to work towards their goals.

Places are limited and fill quickly so please return the attached form by **5PM Friday 21 September**. Please do not hesitate to contact me for more information.

**Excursion Days** – Please be mindful of whether the excursion is suitable for your child. Please consider if the staffing ratio agreed will allow them to safely attend the excursion.

**DK (Daisy) Hoskins**

Team Leader

**Phone:** 8243 8282

**Email:** daisy.hoskins@novita.org.au

**NB. Program subject to change – weather and enrolments permitting**

	Monday 1 Oct	Tuesday 2 Oct	Wednesday 3 Oct	Thursday 4 Oct	Friday 5 Oct
Week 1	Every day will include an art or craft activity and Sports or Fitness				
	Closed - Public Holiday	Music and Dance Activities	Animal Visit	Excursion - Swimming	Sensory Activities

PTO...

	<b>Monday 8 Oct</b>	<b>Tuesday 9 Oct</b>	<b>Wednesday 10 Oct</b>	<b>Thursday 11 Oct</b>	<b>Friday 12 Oct</b>
<b>Week 2</b>	<b>Every day will include an art or craft activity and Sports or Fitness</b>				
	<b>Excursion - Visit from Metropolitan Fire Service (Novita, Regency Park)</b>	<b>Cooking Activities</b>	<b>Visit from Wilbur's Wildlife</b>	<b>Arts and Crafts Activities</b>	<b>Excursion - Swimming</b>

### Important Information & Reminders:

**Opening times:** 8am – 5pm – Please allow around 15 min when signing in your child to OSHC to ensure they have everything required including medication, Health Care Plan, hat, personal care items, food, drinks, change of clothes etc

**Session Fee:** The session fee is comparable to the fee charged by most OSHC services and contributes towards the costs associated with running any OSHC service, such as; staff, training, equipment, resources and activities not of a specialist nature.

	<b>Session Fee</b>	<b>Session Fee (Excursion)</b>
<b>Vacation Care</b>	\$60.00	\$70.00

**The Child Care Subsidy (formerly CCB) will subsidise the session fee depending on your entitlement.**

For further information please go to – [www.education.gov.au/ChildCarePackage](http://www.education.gov.au/ChildCarePackage)

**Individual Support Fee:** This hourly fee will be claimed/invoiced in addition to the session fee to support the higher staff ratios required to support students with disability.

The hourly fee is charged based on the National Disability Insurance Scheme (NDIS) price guide according to the level of support your child needs to participate safely in the Novita OSHC program to achieve their goals. For NDIS participants the hourly fee can be claimed from your NDIS funding or invoiced under Core Supports if your child has a goal that can be met by attendance at OSHC or can be charged direct to you on a fee-for-service basis.

The individual support fee contributes towards the costs associated with ensuring we have the appropriate number of staff with appropriate competencies to meet your child's needs. The hourly fee also contributes to the cost of specialist training, specialist equipment, facilities and resources.

**Late Fee:** A late fee of \$15 may be charged for collection between 5.01 and 5.15pm. \$1 may be charged for every late minute after that. This fee is to cover the cost of staff required to stay back after hours to care for your child.



**Health Referral Training:** Parents/Guardians of a child that is new to Novita OSHC requiring level 3 staff assistance such as nutrition via gastrostomy feeds, are required to complete a **Health Referral Training form**. Please allow additional time for the enrolment process to allow for any additional staff training and credentialing required. Contact the OSHC Program Leader on 8243 8282 for more information.

**Medication, Medication Authority, Health Care Plans:** Parents or carers are responsible for handing any type of medication to be administered to OSHC staff daily and signing forms. Medication will only be able to be administered by OSHC staff with a current Medication authority and medication must be in the original single dose packaging clearly labelled. All Health Care Plans must be with the child each day and current. This is a mandatory requirement for your child to stay at OSHC for their safety.

**Companion Card/Disability Parking Permit:** If your child has a Companion Card and / or Disability Parking Permit please send this along on excursion days.

**Food and Drinks:** At OSHC we encourage everyone to make healthy eating and drinking choices. Please ensure your child has a drink bottle every day which can be refilled frequently. No soft drink is permitted at OSHC. Please do not send money on excursions unless otherwise advised. OSHC is a nut free zone.

**Hat & Sun Safe Policy:** Please ensure your child has a hat at OSHC every day. A full brim hat is recommended. Without a hat – no outside activities are allowed unless full shade is available. OSHC provides clients with Sun Sense Ultra Milk sunscreen to be applied prior to outside activities. Advise staff if your child is allergic to this sunscreen and or has their own sunscreen to apply. Children will be encouraged to apply the sunscreen themselves with assistance from staff as needed. In extreme hot weather, outside activities and excursions may be cancelled.

**Personal Belongings:** It is requested that all personal belongings are **clearly labeled** including shoes, bag, hat, drink bottle, jumper etc. Personal belongings including mobile phones and other electronic devices are the responsibility of the owner. Staff will not take responsibility for children's personal belongings brought to OSHC.

**Door Code:** To enter and exit OSHC parents/guardians are informed of the four digit security code. Please ensure the door is closed when entering and exiting the program. It is crucial that children enrolled in the program do not know the code to ensure the safety of everyone that attends OSHC. A cost is incurred anytime the code has to be changed.

**Booking Request Form:** Must be completed by **Friday 21 September 2018**. Include your intended drop off time and pick up time each day and sign the Terms and Conditions section at the bottom. Contact 8243 8282 for more information.

**Cancellations:** Please note, due to staffing costs all bookings confirmed will incur full session fees charged to your account. You will still receive CCS for sessions cancelled (terms and conditions apply). The individual support fee will be claimed/invoiced according to Novita's Cancellation Policy published on our website. Thank you for your understanding and cooperation.



# Adelaide West Vacation Care

## October 2018 OSHC Adl. West Vacation Care Booking Request

Please complete, sign and return to: oshc@novita.org.au OR  
 Novita OSHC, PO Box 2438, Regency Park SA, 5010 by **21 September 2018**

Complete the following:

Student's Name:..... Age:.....

Parent Name/Guardian:..... Phone:.....

Email Address:.....

	Week 1 8am – 6pm	Monday 1 Oct	Tuesday 2 Oct	Wednesday 3 Oct	Thursday 4 Oct	Friday 5 Oct
Week 1	(Circle first preference)			Animals No Animals	Swimming No Swimming	
	Drop off Time	<b>Closed – Public Holiday</b>				
	Pick Up Time	<b>Closed – Public Holiday</b>				

	Week 2 8am – 6pm	Monday 8 Oct	Tuesday 9 Oct	Wednesday 10 Oct	Thursday 11 Oct	Friday 12 Oct
Week 2	(Circle first preference)	Excursion No Excursion		Animals No Animals		Swimming No Swimming
	Drop off Time					
	Pick Up Time					



**Terms & Conditions\***

In addition to the terms and conditions I have agreed to in the Novita Service Agreement, I agree to the terms and conditions below for my child to attend Novita OSHC and understand that OSHC will do their best to meet my requested booking needs.

I give permission for my child/ren to attend all activities planned on the day my child is booked into OSHC, including swimming, excursion, travel in access cabs/Novita car/public transport, and participating in local walking excursions as planned with OSHC staff supervision. My child will have all their personal requirements with them each day including: any medication required, health care plans, hat, change of clothes, recess, lunch, afternoon tea, drink bottle, money for excursions, if required. OSHC is Allergy Aware and requires your assistance to be Nut Free. Please consider the students at OSHC who may have severe allergic reactions to nuts. All personal property will be labeled with my child's name (including shoes and jumpers). I agree to pick up my child at the time I have indicated above.

**I am aware of my responsibility to collect my child if an unsafe situation arises, my child's behaviour becomes unsafe and more assistance is required than staff ratios allocated or in the case my child is ill or injured.**

**I will notify OSHC if my child will be absent from the program and understand that I will be charged the cancellation fees as below:**

**Cancellations:** Please note, due to staffing costs all bookings confirmed will incur full session fees charged to your account. You will still receive CCS for sessions cancelled (terms and conditions apply). The individual support fee will be claimed/invoiced according to Novita's Cancellation Policy published on our website. Thank you for your understanding and cooperation.

I will notify the OSHC Program Leader on 8243 8282 of any changes to my child's health care needs and behavior alerts as they arise.

Sign:..... Date:.....

Name:.....



# OSHC Client

## Information Update

Parents / Guardians please provide an update on your child's current health care needs where applicable.

Name:.....

### Level 3 Care i.e. Gastro/Peg Feeds:

Time	Type (nutrition or water) & quantity eader	Details

### Medication including PRN, vitamins, creams etc:

Time	Medication	Dosage	Details



**For medication to be administered at OSHC:**

- Supply current signed letter of authority from Prescribing Doctor with details of how/when to be administered including over the counter medications, vitamins, creams, cough lollies etc.
- Sign in any medication on arrival to OSHC and hand it directly to staff including PRN Medications.
- Medication needs to be in its original single dose packaging, clearly labelled, including the prescribing doctors name, patients name, dosage details.
- Medication within expiry date.

**Students will not be able to attend OSHC without their Health Care Plan and or prescribed medication on any given day for safety reasons.**

**Health Care Plan and behavioural support – please check your child’s plans are current to ensure their attendance at OSHC can be accepted.**

Please outline any new information regarding your child including behaviour and health care plans. This will ensure staff are up to date with training needs:


**I have signed a Novita Service Agreement.**

Please include a skill your child is learning at school so OSHC are able to build on this skill. If you are using your child's NDIS funding to pay for the OSHC individual support fee it is a requirement that you share their NDIS goals that attendance will assist your child to achieve so we are aware of them, can work on them and report to the NDIS outcomes achieved from your child's attendance at OSHC.

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Parent/Guardian signature..... Date.....