



Novita Teenzone/Kidzone The Grove

Summer 2020/2021 School Holiday Recreation Program Booking Request

Location: 39 Leslie Street West, Woodville SA 5011
Opening Hours: 8.00am – 6.00pm (Monday – Friday)
Phone: 1300 668 482

Dear Parents and Caregivers,

Novita invites you to nominate the days you would like your child(ren) to attend the Recreation program. Below are the days we will be open together with an outline of the main activities on 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 will be confirmed in line with bookings to ensure that the 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 **COB Tuesday 1st December**. Please do not hesitate to contact me for more information.

We can ensure our staff and any participants will be screened (Asked questions regarding any symptoms) as per the SA Health guidelines and Novita policies. If any participants are sick or showing symptoms of sickness they will not be in the program for the day and be advised to seek medical attention.

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

| Week 1 | Monday 14 th December | Tuesday 15 th December | Wednesday 16 th December | Thursday 17 th December | Friday 18 th December |
|--------|---|---|--|---|---|
| | <p>Craft: Making Bag Tags</p> <p><u>Letter writing</u> Letters to Santa Make a north pole mail box</p> | <p>Art: Christmas gift wrap</p> <p>Cooking: Christmas cookies</p> | <p>Craft: Making Christmas cards</p> <p><u>Water play:</u> Slip and slide</p> | <p>Christmas photos & dress ups</p> <p>Making: Christmas playdough</p> | <p>Excursion Cinema</p> <p>Craft: Popstick photo frames</p> |

| Week 2 | Monday 21 st December | Tuesday 22 nd December | Wednesday 23 rd December | Thursday 24 th December | Friday 25 th December |
|--------|--|---|---|--|-------------------------------------|
| | <p>Group art: Hand Print Christmas tree</p> <p>Decorating Gingerbread decorating</p> | <p>Making: Salt Dough Ornaments</p> <p>Water play Sprinkler and slip and slide *Pack Bathers</p> | <p><u>Christmas party</u></p> <p>Santa visit</p> <p>Christmas carols</p> | CLOSED FOR CHRISTMAS | |

| Week 3 | Monday 28 th December | Tuesday 29 th December | Wednesday 30 th December | Thursday 31 st December | Friday 1 st January |
|--------|-------------------------------------|--------------------------------------|---|---------------------------------------|-----------------------------------|
| | CLOSED | | | | |
| | CLOSED | | | | |

| Week 4 | Monday 4 th January | Tuesday 5 th January | Wednesday 6 th January | Thursday 7 th January | Friday 8 th January |
|-----------|--|--|---|---|---|
| | <p>Art: Firework art</p> <p>Making: Instrument shakers</p> | <p>Making: Juice Iceblocks</p> <p>Visit from Desi's chooks</p> | <p>Excursion Bowling</p> <p>In house: Movie & popcorn</p> | <p><u>Fine Motor Day</u></p> <p>Threading beads Puzzles</p> | <p>Cooking: Mini pizzas</p> <p>Music afternoon</p> |

| Week 5 | Monday 11 th January | Tuesday 12 th January | Wednesday 13 th January | Thursday 14 th January | Friday 15 th January |
|-----------|--|---|---|---|--|
| | <p>Visit from SAPOL</p> <p><u>Safety activities</u> -Road signs -Traffic lights -Being safe</p> | <p><u>Musical day</u> -Make instruments</p> <p>Craft: Chinese new year: Year of the OX</p> | <p>Craft: Paper mosaics</p> <p>Visit from Animal capers 1130-1230</p> | <p>Cooking: Cupcakes</p> <p>Social skills: Board Games. Group games</p> | <p><u>Farewell party:</u> Pizza Cupcakes Fruit salad Music</p> |

| Week 6 | Monday 18 th January | Tuesday 19 th January | Wednesday 20 th January | Thursday 21 th January | Friday 22 th January |
|-----------|---|--|---------------------------------------|--------------------------------------|------------------------------------|
| | <p>Art: Dot Painting</p> <p>Cooking: Smiley face biscuits</p> | <p>Science Activities</p> <p>Gross Motor Activites</p> | CLOSED | | |



Important Information & Reminders:

Opening times: 8am – 6pm – Please allow around 15 min when signing in your child to the Rec. program to ensure they have everything required including medication, Health Care Plan, hat, personal care items, food, drinks, change of clothes etc.

Individual Support Fee: This hourly fee will be claimed/invoiced 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 Rec. 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 Novita Rec. 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.

Excursion/Visit Fee: A fee will be charged for excursions and incursions separate to NDIS. NDIS will not pay for excursions for clients. You can pay this in cash before, or on the day of the excursion.

Late Fee: A late fee of \$15 may be charged for collection between 6.01 and 6.15pm. \$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. This will not be covered by NDIS and will be an out of pocket expense.

Health Referral Training: Parents/Guardians of a child that is new to Novita Rec. 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 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 staff daily and signing forms. Medication will only be able to be administered by 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 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 Novita Rec. 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. Novita Rec. is a nut free zone.

Hat & Sun Safe Policy: Please ensure your child has a hat every day. A full brim hat is recommended. Without a hat – no outside activities are allowed unless full shade is available. We provide clients with 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 labelled** 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.

Booking Request Form: Must be completed by **COB Tuesday 1st December 2020**. 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: 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.

The Grove Vacation Care

October 2020 School Holidays Booking Request

Please complete, sign and return to: Daisy.Hoskins@novita.org.au OR
 Novita OSHC, PO Box 2438, Regency Park SA, 5010 by **COB Tuesday 1st December.**

Complete the following:

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

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

Email Address:.....

Primary School Age- Kidzone

High School Age- Teenzone

| Week 1 | | Monday 14 th December | Tuesday 15 th December | Wednesday 16 th December | Thursday 17 th December | Friday 18 th December |
|-----------|---------------|-------------------------------------|--------------------------------------|--|---------------------------------------|-------------------------------------|
| | Drop off Time | | | | | |
| | Pick Up Time | | | | | |

| Week 2 | | Monday 21 st December | Tuesday 22 nd December | Wednesday 23 rd December | Thursday 24 th December | Friday 25 th December |
|-----------|---------------|-------------------------------------|--------------------------------------|--|---------------------------------------|-------------------------------------|
| | Drop off Time | | | | CLOSED FOR CHRISTMAS | |
| | Pick Up Time | | | | | |

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|-----------|---------------|-------------------------------------|--------------------------------------|--|---------------------------------------|-----------------------------------|
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|-----------|---------------|------------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|------------------------------------|
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| | 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 Recreation Program and understand that they 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 in, including swimming, excursion, travel in access cabs/Novita car/public transport, and participating in local walking excursions as planned with 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. Novita Rec. is Allergy Aware and requires your assistance to be Nut Free. Please consider the students who may have severe allergic reactions to nuts. All personal property will be labelled 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 Novita if my child will be absent from the program and understand that I will be charged the cancellation fees as below:

Cancellations: 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 Program Leader on 0478 065 463 of any changes to my child's health care needs and behavior alerts as they arise.

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

Name:.....

Rec. Client

Information Update

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

Name:.....

Medication including PRN, vitamins, creams etc:

| Time | Medication | Dosage | Details |
|------|------------|--------|---------|
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For medication to be administered:

- 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 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 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 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:

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I have signed a Novita Service Agreement.

Please include a skill your child is learning at school so we are able to build on this skill. If you are using your child's NDIS funding to pay for the 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.

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