

September 30<sup>th</sup> – October 11<sup>th</sup> 2024

SCHOOL HOLIDAY  
FUN FOR SCHOOL  
CHILDREN  
AGED 5 TO 12 LIMITED  
NUMBERS SO BOOK



30<sup>th</sup> September to 11<sup>th</sup> October 2024

Early Access Bookings OSHC Only Open: Monday 2<sup>nd</sup> september 2024

Non OSHC attending families Bookings open: 9th september 2024

Book By Date: **Tuesday 24<sup>th</sup> September 2024** Booking made before the Book by Date will be given priority  
(Submit the last 3 pages of this document. Keep the program for your reference).

Email Bookings to [OOSH@riverwoodcommunity.org.au](mailto:OOSH@riverwoodcommunity.org.au)

Access Program from: <https://riverwoodcommunity.org.au/> or collect from RCC

Enquiries: Phone: 9533 0136  
Mobile: 0414 023 391

Address: 151 Belmore Road North, Riverwood (Near M5)

WEEK 1:				
Monday 30 <sup>th</sup> September	Tuesday 1 <sup>st</sup> October	Wednesday 2 <sup>nd</sup> October	Thursday 3 <sup>rd</sup> October	Friday 4 <sup>th</sup> October
<b>INCENTRE</b>	<b>EXCURSION</b>	<b>EXCURSION</b>	<b>INCENTRE</b>	<b>INCURSION</b>
<b>MEGA MONDAY</b>  <b>TIE DYE T-SHIRT, MAC &amp; CHEESE FOR LUNCH, NAIL POLISH, FACE PAINT &amp; HAIR BRAIDING WITH YARN!</b>    <b>Arrive by 9.30am for this incentre activity.</b> Let's start the holidays off with loads of fun, from dying a T-shirt which you keep, glitter nail polish, hair braiding, face paint and more! <b>Plus!</b> Lunch is provided today, there is a delicious Macaroni cheese pasta on the menu! Let's go!  	<b>MOVIES @ BANKSTOWN HOYTS CINEMAS</b>    <b>Arrive before 9.00am for this excursion, return by 3pm</b> Join us to See the latest PG movie Wild Robot. Kick back and relax on reclining sofas, with some popcorn provided, you can also bring no more than \$10 to purchase a treat from the snack bar. <i>*Items containing nuts cannot be purchased/consumed on this excursion.</i>  <b>Plus!</b> <b>This afternoon we are having a DODGEBALL Challenge!!</b> <i>Get ready to battle it out in the hall, team verse team and let's see who wins!!</i> <i>Ready, set, challenge!</i>  	<b>FLIP OUT VILLAWOOD</b>    <b>Arrive before 9.00am for this excursion, return by 3pm</b> <i>*Compulsory Waiver Form Required</i>  Bounce your way through the obstacle course, swing and leap over the parkour soft course or play inside the jungle maze! Socks are provided by venue.  <b>Plus!</b> <b>Hama Beads</b>  After such an exciting day join in some relaxing craft, in the afternoon with lots of inspiration available from cool avocados to awesome taco shells, you will have loads of fun!  	<b>DOUGHNUT THEMED SUGAR COOKIES &amp; GALAXY JARS</b>    <b>Arrive by 9.30am for this incentre activity</b>  We are making cookies in the shape of a doughnut, you get to make, bake and choose your colour icing and sprinkles  <b>Plus!</b> Bring a small washed and cleaned recycled jar or small plastic bottle from home, we are making galaxy jars, lots of colours and glitters available  	<b>FEATURE CREATURES' REPTILE SHOW</b>    <b>Arrive before 9.00am for this hosted incursion</b>  <i>Prepare yourselves for this 2hour interactive encounter with some of the greatest selection of reptiles, invertebrates and amphibians</i>  <b>Plus!</b> Today we will be making clay trinket dishes and painting them a design you like, you take home everything you make.  



WEEK 2				
Monday 7 <sup>th</sup> October	Tuesday 8 <sup>th</sup> October	Wednesday 9 <sup>th</sup> October	Thursday 10 <sup>th</sup> October	Friday 11 <sup>th</sup> October
<b>CENTRE CLOSED</b>	<b>INCENTRE</b>	<b>INCURSION</b>	<b>EXCURSION</b>	<b>EXCURSION</b>
<p><b>PUBLIC HOLIDAY</b></p> <p><b>CENTRE CLOSED TODAY</b></p>	<p><b>COOKING DAY</b></p> <p>Calling all chefs to this pizza making day, you get to choose all your favourite toppings and eat it for lunch! Bellissimo</p>  <p><b>Plus!</b></p> <p>Today we are getting hands on messy with marble painting, dip the marbles into paint and watch them roll around into the coolest design. Aswell as crazy loom bands, make as many as you can</p>  	<p><b>GAMES ON THE BUS</b></p>  <p><i>Arrive before 9.30am for this incursion.</i></p> <p>our children always have such positive feedback so games on the bus are returning to RCC with the ultimate selection of video games.</p> <p><b>Plus!</b></p> <p><b>Lunch at Karne St Reserve Playground</b></p> <p>Let's have lunch then Climb the spider frames, swings and slides. Play sports on the grass! At our favourite park. An ice block too!</p>  	<p><b>WORLD ADVENTURE PLAYLAND &amp; CAFÉ, BANKSTOWN</b></p>  <p><i>Arrive by 9.00am for this excursion, return by 3pm</i></p> <p>The children have named it tradition! So We're headed back to Kids World for more fun, with delicious halal chicken nuggets and hot chips.</p> <p><i>Note: It is best that children wear shorts or pants on this day.</i></p> <p><b>Plus!</b></p> <p>End of vacation care movie with popcorn. Bring your favourite teddy, blanket, pillow and extra snacks.</p> 	<p><b>INFLATABLE WORLD, MIRANDA</b></p>  <p><i>Arrive before 9.00am for this excursion, return by 3pm</i></p> <p>Get ready to bounce, climb, slide, swing, skip, jump and laugh the day away with your friends at Inflatable World. Back by popular request.</p> <p><i>Note: it is best that children wear shorts or pants on this day.</i></p> <p><b>Plus!</b> BYO electronics to chill with friends from 4.00pm-5.00pm. Ensure your devices are labelled and fully charged as there's no charging available at the centre. Children can play downloaded</p> 

## Information for families:

Dear Parent/ Guardians

We would like to welcome all children and parents to Riverwood Community Vacation Care and we hope that you have a wonderful time in our service.

### Enrolment

- All cancellations will require **2 weeks written notice** to the booked Vacation care day. Please note staffing is organised, excursions and incursion are already paid for based on numbers booked two weeks prior to the program commencing.
- Added days may be accepted for Vacation care depending on the number of existing bookings and staff ratio on the requested days.

### Fees

- **No Family will be eligible to enrol into vacation Care unless all fees (BASC and Vacation Care) are up to date INCLUDING any outstanding fees.**
- Payment option: Direct Debit ONLY

### Childcare Subsidy

- Families may be eligible for Child Care Subsidy. All issues regarding these levels must be discussed with Centrelink.  
<https://www.education.gov.au/ChildCarePackage>
- Families must sign their child off on the last day of care for CCS to apply. This includes the last day of the 2-week notification period.

### Food/ Meals

- Children MUST bring morning tea, lunch and afternoon tea, a refillable water bottle to all in centre and excursion days unless otherwise stated on the program. Please check every day of the program activities for more information.

## Arrival and Departure from centre

- All children MUST be signed IN and OUT by a parent/guardian or emergency contact when arriving/ leaving the centre.
- No child will be allowed to leave the centre with any person other than a parent/guardian or emergency contact stated on enrolment form unless they have contacted the service due to an emergency.
- On excursion days the children must be at the centre **NO LATER than 9.00am** (unless otherwise stated on the program, please ensure you have reviewed each days programmed activities for information)
- On centre days the children must be at the centre **NO LATER than 9.30am** (unless otherwise stated)
- All children MUST be picked up from the centre **NO LATER than 6.00pm** SHARP otherwise late fees will be applied.
- When Plan B (variation from program) is implemented, a message will be sent out via OWNA app and/or a note will be displayed on the service information board in the morning to inform all parents.

A late pick-up fee will be charged when children are collected from the centre after 6.00pm.

0-15minutes	<b>\$20</b>
15-30 minutes	<b>\$40</b>
30-45 minutes	<b>\$60</b>
45-60 minutes	<b>\$80</b>
<b>\$20 for every 15 minutes after this.</b>	

In the event parent/guardians and emergency contacts are uncontactable after 1 hour the supervisor will implement the Department of Education and Communities Abandoned Child Procedure, i.e. contact Child Protection Helpline 24 hours service on 133 627.

## EXCURSION PERMISSION FORM (Complete and email or hand in to OSHC)

### RIVERWOOD COMMUNITY CENTRE VACATION CARE

30<sup>TH</sup> September-11<sup>th</sup> October 2024

Please fill in all sections of this form

Child Name1:	Child Name 2:
Child Name 3:	Child Name 4:
Guardian 1 Name:	Contact Number:
Guardian 2 Name:	Contact Number:

### EXCURSION PERMISSION FORM

- Riverwood Community Centre OOSHC Enrolment Form completed ☐ Yes ☐ No
- Do you give permission for your child/ren to be taken out of the centre for the above chosen excursions? ☐ Yes ☐ No
- I give authorised permission for educators and staff members of the education and care service to transport the child or arrange transportation of the child for the proposed activities and their corresponding locations as noted on the booking page: ☐ Yes ☐ No
- Do you give permission for your child/ren to participate in the above chosen centre activities? ☐ Yes ☐ No
- Are all details provided on the enrolment form still, correct? ☐ Yes ☐ No  
(If No, please let the staff know, so you can complete update information form)
- I have read all enrolment and the important information on how to make booking and agree to abide by them. ☐ Yes ☐ No
- I have read the activities information page, which outlines information relevant to Vacation care program activities. ☐ Yes ☐ No
- I agree to my child travelling by Riverwood Community Centre vehicle/Bus or commercial transport such as private bus or public transport e.g., train.  
☐ Yes ☐ No
- I agree to my child walking on the streets to and from the Centre with Riverwood Community Centre staff. ☐ Yes ☐ No
- I realise all care will be taken by staff, and I have informed my child that he /she must comply and be responsible whilst on every excursion.  
☐ Yes ☐ No
- I agree to staff taking photographs of my child/ren and displaying them in-centre, uploading to OWNA ☐ Yes ☐ No

Guardian Name: \_\_\_\_\_ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of staff taken the booking: \_\_\_\_\_ Signature \_\_\_\_\_

## BOOKING FORM (Complete and email or hand in OSHC) Signatures are compulsory part of this booking process.


Please note: **NO EMAILS ARE SENT REGARDING VACATION CARE CONFIRMATIONS; PHOTOGRAPHS OF BOOKING FORMS WILL NOT BE ACCEPTED.**

- Your booking is confirmed on submission of form and payment. Should bookings exceed capacity, you will be notified and a first-in first-booked system applies.
- Please note any incomplete forms, missing pages, missing enrolment information, missing signatures will not be processed.
- **All Vacation Care arrears and April Vacation Care fees must be paid in full in advance of attendance.**
- All bookings must be scanned PDF and sent to [OOSH@riverwoodcommunity.org.au](mailto:OOSH@riverwoodcommunity.org.au) or handed in to the responsible person in charge at the OOSH centre.

## Vacation Care Booking Form

30<sup>th</sup> September-11<sup>th</sup> October 2024

Week 1	Monday 30/09/2024	Tuesday 1/10/2024	Wednesday 2/10/2024	Thursday 3/10/2024	Friday 4/10/2024
<b>ALERT</b>    	<b>IN CENTRE DAY</b> <b>Tie dye</b>  <input type="checkbox"/> \$105.00 <b>Yes. I am booking this day</b> <b>Signature</b> _____ <b>Information:</b> Children will engage in tie dying under the guidance and supervision of an educator. Children will engage in other activities throughout the day such as nail polish, hair braiding, face paint. Lunch is provided today mac and cheese. <b>Location:</b> RCC Vacation Care, 151 Belmore Road North. In centre <i>Risk assessment conducted 1:15 supervision ratio, available at the service.</i> Must bring morning tea & afternoon tea snacks & re-fillable water bottle, hat.	<b>EXCURSION (60 places)</b> <b>Bankstown Cinemas</b> <b>(9.30am -2pm)</b> <i>Children's PG wild robot</i>  <input type="checkbox"/> \$105.00 <b>Yes. I am booking this day.</b> <b>Signature</b> _____ <b>Transport:</b> Private bus hire and driver. <b>Departing:</b> RCC Vacation Care, 151 Belmore Road North. <b>Destination:</b> 63 The Mall Bankstown. <i>Risk assessment conducted 1:10 supervision ratio, available on request.</i> <b>Information:</b> Small popcorn included at movies. <i>Spending money optional max \$10.00</i> Must bring morning tea, lunch & afternoon tea snacks & re-fillable water bottle, hat.	<b>EXCURSION (60 places)</b> <b>Flip out</b>  <input type="checkbox"/> \$105.00 <b>Yes. I am booking this day</b> <b>Signature</b> _____ <b>Transport:</b> Private bus hire and driver. <b>Departing:</b> RCC, 151 Belmore Road North. Riverwood. <b>Destination:</b> 824-850 Woodville Rd, Villawood NSW 2163 Contact No. (02) 4063 1428 <i>Risk assessment conducted 1:10 supervision ratio, available on request.</i> <b>Information: children will be able to jump on trampolines and engage in the ninja course</b> Must bring own morning & afternoon tea snacks & re-fillable water bottle, hat & jumper.	<b>IN CENTRE DAY</b> <b>Cookie making workshop</b>  <input type="checkbox"/> \$105.00 <b>Yes. I am booking this day</b> <b>Signature</b> _____ <b>Information:</b> Children will be engaging in a baking workshop making cookies with educator guidance and supervision. Children will also be making galaxy jars as craft. <b>Location:</b> RCC Vacation Care, 151 Belmore Road North. In centre <i>Risk assessment conducted 1:15 supervision ratio, available at the service.</i> <i>Risk assessment conducted 1:15 supervision ratio, available at the service.</i> Must bring own morning & afternoon tea snacks & re-fillable water bottle, hat & jumper.	<b>INCURSION</b> <b>Feature Creatures</b>  <input type="checkbox"/> \$105.00 <b>Yes. I am booking this day</b> <b>Signature</b> _____ <b>Information:</b> Children will participate and engage with reptiles under guidance of professionals and educator supervision. Children will be able to touch and get up close to reptiles. <i>Risk assessment conducted 1:15 supervision ratio, available at the service.</i> Must bring own morning & afternoon tea snacks & re-fillable water bottle, hat & jumper.

Week 2	Monday 7/08/2024	Tuesday 8/10/2024	Wednesday 9/10/2024	Thursday 10/10/2024	Friday 11/10/2024
	<p><b>PUBLIC HOLIDAY CENTRE CLOSED</b></p>	<p><b>IN CENTRE DAY</b></p> <p>Pizza Making workshop</p>  <p><input type="checkbox"/> \$105.00 Yes. I am booking this day Signature_____</p> <p><b>Information:</b> Children will be able to make a pizza, with their choice of a variety of toppings and eat for lunch. Plus, art throughout the day.</p> <p><i>Risk assessment conducted 1:15 supervision ratio, available at the service.</i></p> <p>Must bring own morning &amp; afternoon tea snacks &amp; re-fillable water bottle, hat &amp; jumper.</p>	<p><b>IN CENTRE DAY</b></p> <p>GAMES ON THE BUS</p>  <p><input type="checkbox"/> \$105.00 Yes. I am booking this day Signature_____</p> <p><b>Information:</b> Children will board the Games Bus in groups of 20 at a time. The bus will be stationed at RCC Carpark for the duration of the Incursion. Children will then visit Karne St reserve for lunch, play and an ice block afterwards.</p> <p><b>Location:</b> RCC Vacation Care, 151 Belmore Road North. In centre &amp; <i>Risk assessment conducted 1:15 supervision ratio, available at the service.</i></p> <p>Must bring own morning &amp; afternoon tea snacks &amp; re-fillable water bottle, hat.</p>	<p><b>EXCURSION (60 places)</b></p> <p>Kids World Adventure Playland &amp; Café Bankstown (9.30am-3pm)</p>  <p><input type="checkbox"/> \$105.00 Yes. I am booking this day. Signature_____</p> <p><b>Transport:</b> Private bus hire and driver. <b>Departing:</b> RCC Vacation Care, 151 Belmore Road North, Riverwood <b>Destination:</b> Unit 3/1618 Canterbury Rd, Punchbowl NSW 2196 Contact No. (02) 9709 8946 <i>Risk assessment conducted 1:10 supervision ratio, available at the service.</i> <b>Information:</b> Halal Chicken Nuggets &amp; Hot chips for lunch.</p> <p>Must have packed own morning, &amp; afternoon tea snacks re-fillable water bottle, own sunscreen, hat.</p>	<p><b>EXCURSION (60 places)</b></p> <p>Inflatable World Miranda (9.30am -3.30pm)</p>  <p><input type="checkbox"/> \$105.00 Yes. I am booking this day Signature_____</p> <p><b>Information:</b> children will jump on inflatable courses under the supervision of hosts and educators. Watching a movie upon return with popcorn provided.</p> <p><b>Transport:</b> Private bus hire and driver.</p> <p><b>Departing:</b> Riverwood Community Centre Vacation Care, 151 Belmore Road North. <b>Destination:</b> Located Inside the Rec Club 8/2-4 Kumulla Rd, Miranda NSW 2228. Contact No. (02) 9525 5499 <i>Risk assessment conducted 1:10 supervision ratio, available at the service. Must bring own morning &amp; afternoon tea snacks &amp; re-fillable water bottle, hat.</i></p>



WEEK 3	
Monday 14/8/2024	Direct Debit Payments only
<p>Start of TERM 4</p> <p>And</p> <p>Before and After School Care today.</p>	<p><b>Please Note:</b></p> <p><b>RCC requires payment via Direct Debit starting Monday 1st April 2024.</b></p> <p><b>To secure your Vacation Care Bookings, please</b></p> <ul style="list-style-type: none"> <li>• <b>supply your bank account details to OWNA; or email to Rashmi at <a href="mailto:Rashmi.H@riverwoodcommunity.org.au">Rashmi.H@riverwoodcommunity.org.au</a></b></li> </ul> <p><b>From 30 June 2024, we will not accept payment via OWNA or Bank Transfers.</b></p> <p><b>Please use this opportunity to clear all accounts in arrears.</b></p> <p><i>With this change, we aim to reduce the administrative burden for both RCC and families.</i></p>



## **Behaviour management**

- Unacceptable behaviour such as bullying, harassment or intimidation will not be tolerated at any time. Any child who exhibits behaviour that places the wellbeing of other children, themselves or staff at risk will be excluded from the service immediately. If centre staff, contact the parent/guardian/emergency contact requesting a pickup this must be done immediately. Educators will make every effort to manage challenging behaviours through positive behaviour management techniques; however, when this has been attempted and is unsuccessful then it is the parent's responsibility to collect the child/ren or arrange alternative arrangements.

There are several reasons where it may be necessary for a child/family to be excluded from the service. (As per our policies and procedures)

- The behaviour of the child is endangering themselves or others.
- The behavior requires extensive supervision from staff that may be to the detriment of other children in attendance of the program.
- The behavior of the child is extremely insolent, disruptive to the program, persistently non-compliant, violent / aggressive towards educators and children.
- Repeated and frequently late collection of a child by parents and carers.
- Fees are largely outstanding, consistently unpaid by parents/guardians.

If you need any clarification about the above, please do not hesitate to discuss with Educators or the Director/Nominated Supervisors.

## **Medication**

No child will be administered medication unless a medication authorization form has been filled out and signed by the parent/guardian each day and the medication are in its original package.

## **Asthma, Anaphylaxis, Other Medical Conditions**

All Medical conditions, Action Plans & Risk Management Plans must be discussed and given to Nominated Supervisor prior to child's start date and updated based on doctor's advice.

## **COVID Guidelines**

- Any child or parent/family member experiencing flu like symptoms are required to have a COVID test and self-isolate until you have received a NEGATIVE result. Children are not to attend care if they are unwell or are awaiting results. Please follow the guidelines set out by NSW Health.

I Agree to read and abide by the conditions of Enrolment:

Name: \_\_\_\_\_

Signature: ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_