



## Welcome to Clarence Children's Services Holiday Programs

### Booking for Holiday Care

Bookings for school holidays are to be emailed to [oshc@ccc.tas.gov.au](mailto:oshc@ccc.tas.gov.au). Parent/Guardians who have children with medical conditions will need to submit their medical forms with their booking. Incomplete bookings will not be confirmed. A separate booking requests need to be made for each child that you are enrolling in the program

For those who are new to the service you will need to complete the full enrolment form and provide immunisation records.

### Fees / Cancellations/ Absences

The fee for a full day at holiday care is \$76.40, this includes any excursions and inhouse activities. If you are claiming Child Care Subsidy this must be arranged prior to the start of Holiday Care with Centrelink. Once your booking is confirmed you will need to confirm your enrolment in your MyGov to bring through your subsidy details.

**Payment options available** - BPAY (details on account), Direct Debit from Credit Card/Visa card  
Clarence Council Offices in person by Cash or Card.

**Changes to confirmed bookings** – If your child is not attending Holiday Care you must advise Clarence Children's Services office or the Holiday Care Program directly. All notified absences at Holiday Care will be charged an absent fee \$38.70. Absences that are not notified will be charged a non-cancellation fee \$48.90. A late collection fee \$35 is charged for every 15mins after 6pm per child per day. A late payment fee of \$32.60 is charged on overdue accounts

**Cancellations - Clarence Children's Services: 62 179610**

### Services

<p>Lindisfarne Holiday Care 17 Loatta Rd Lindisfarne Kinder – Grade 6 <a href="mailto:oshc@ccc.tas.gov.au">oshc@ccc.tas.gov.au</a> 62179610 0400 677 590</p>	<p>Montagu Holiday Care 10 Conara Rd Montagu Bay Kinder – Grade 6 <a href="mailto:oshc@ccc.tas.gov.au">oshc@ccc.tas.gov.au</a> 62179610 0438 325 885</p>
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### General Information

We have two Holiday Care Programs available in the Clarence area. Please select the program that your suits your child, when completing your booking make sure you select the correct program.

Parents are required to sign their children in and out of the program using the iPads at the Program. Parents are provided with an electronic pin via email on enrolment, this is automatically generated from **Redbourne**, our software provider.

## Food

Please ensure your child has morning and afternoon tea, a nutritious lunch, and snacks for the day. Whole fruits are available to children throughout the day. All children need to pack a drink bottle that can be refilled with water at the Program; children that forget their drink bottle have water available to them throughout the day.

## Medical Conditions and Higher Support Requirements

Children with Medical Conditions or Higher Support Requirements must have a completed Medical Management and Communication Plan form.

Children requiring medication for Asthma, Anaphylaxis, Allergies or other conditions need to provide a current Medical Action Plan and complete an Authority to administer medication form prior to the beginning of Holiday Care. A Medication Log will need to be completed when signing medication in and out of the program (eg. Epi Pen, Puffer) Only medication with the original pharmacist's dispensing label outlining the child's name, dosage, name of medication and expiry date will be accepted and administered. This applies to over the counter medications such as antihistamines.

*NOTE: Care will not be confirmed until we have received all medical forms.*

## Excursions

On days when we are leaving on excursion in the morning, we would like children to arrive at the service by 8.30am to allow us time to prepare all children for the excursion. For later excursions please arrive at least an hour before departure time. Parents/guardians booking their children in on excursion days need to complete the Holiday Care Excursion Permission Form.

*Note: By booking your child in on an excursion day parent/guardian permission is required. To maintain ratios, we are unable to permit children to remain at the service on excursion days.*

All excursions will meet the national requirement of 1:15 ratio or better. Excursion departure and arrival times, route and destination are provided on the program and on consent form. On excursions requiring transport, the bus we will be travelling on Barry's Bus Service, an accredited bus company. All excursions are risk assessed and these available at the program on request.

## Clothing and Weather Protection

Please ensure that your child is dressed in suitable clothing and footwear that is appropriate for the weather conditions. Children will need to bring broad brimmed hats and sun protective clothing from beginning of September to the end of April. Sunscreen is available at the service. A spare set of clothes may be required for messy or water-based activities.

## Changes to the program

Clarence Children's Services reserve the right to cancel or change excursions and inhouse visitors at any time. Unforeseen circumstances sometimes arise such as poor weather conditions, venue cancellations and safety concerns. If there is a change to the program, we will notify parents/guardians as soon as is practical.