

SCHOOL HOLIDAY PROGRAM

SUMMER
2012

TUESDAY 3 JANUARY TO FRIDAY 27 JANUARY 2012

HOURS OF OPERATION - 8:00AM - 6:00PM*

The School Holiday Program is a fun, inclusive, supportive and flexible program that caters for primary aged children. A range of activities and experiences are on offer everyday that build upon your child's skills, knowledge and understanding, as well as their curiosity and imagination. Professional and qualified staff are on hand to help children build their cooperation skills, respect and independence, all the while ensuring they enjoy their holidays in a safe, fun and welcoming environment.

Children attending specialist schools can also access the program; simply call the School Holiday Program Administration to discuss the suitability of the program for your child's additional needs.

1st round closes
FRIDAY
9 DECEMBER 2011
All Enrolments &
Payments due by
MONDAY
19 DECEMBER 2011

SCHOOL HOLIDAY PROGRAM ADMINISTRATION

Telephone: 5272 4799 Fax: 5272 4685 E-mail: holidayclub@geelongcity.vic.gov.au

SCHOOL HOLIDAY PROGRAM VENUES

<p>North Shore Northern Bay College (formally North Shore PS) Tallis St, North Shore Tel: 0439 323 426</p>	<p>Belmont Barwon Valley Activity Centre Barwon Heads Road, Belmont Tel: 0419 133 975</p>	<p>Leopold Leopold Primary School Kensington Road, Leopold Tel: 0434 070 190</p>
<p>Newtown Fyans Park Primary School Cook Street, Newtown Tel: 0419 117 626</p>	<p>Ocean Grove Ocean Grove Primary School Draper Street, Ocean Grove Tel: 0419 134 847</p>	

(These mobile numbers are only active during the program; please use the administration number above all other times.)

Want to save time? Enrol Online:
www.geelongaustralia.com.au/shp

Inside the program guide

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*A late fee of \$15.00 per 15 minutes or part thereof will be charged if children are collected later than 6.00pm. If you collect your child later than 6.00pm on more than 3 occasions you may not be allowed to access the program.

School Holiday Program Calendar - SUMMER 2012

DATE/VENUE	BELMONT	NEWTOWN	NORTH SHORE	LEOPOLD	OCEAN GROVE
Mon 2 Jan	NEW YEAR'S EVE - PUBLIC HOLIDAY				
Tues 3 Jan	Centre based	Centre based	Centre based	Centre based	Centre based
Wed 4 Jan	Centre based	MooreGrace	Centre based	MooreGrace	MooreGrace
Thur 5 Jan	MooreGrace	Centre based	MooreGrace	Centre based	Centre based
Fri 6 Jan	Centre based	Centre based	Centre based	Centre based	Centre based
Mon 9 Jan	Centre based	ALL ABOUT THE SEA	Centre based	ALL ABOUT THE SEA	ALL ABOUT THE SEA
Tues 10 Jan	Centre based	Centre based	Centre based	Centre based	Centre based
Wed 11 Jan	BIG DAY OUT	BIG DAY OUT	BIG DAY OUT	BIG DAY OUT	BIG DAY OUT
Thur 12 Jan	Centre based	Centre based	Centre based	Centre based	Centre based
Fri 13 Jan	SURF'S UP	SURF'S UP	SURF'S UP	SURF'S UP	SURF'S UP
Mon 16 Jan	Centre based	Centre based	Centre based	Centre based	Centre based
Tues 17 Jan	Centre based	MOVIES	Centre based	MOVIES	MOVIES
Wed 18 Jan	ADVENTURE PARK	Centre based	ADVENTURE PARK	Centre based	Centre based
Thur 19 Jan	Centre based	Centre based	Centre based	Centre based	Centre based
Fri 20 Jan	MOVIES	ADVENTURE PARK	MOVIES	ADVENTURE PARK	ADVENTURE PARK
Mon 23 Jan	Centre based	Program closed	Centre based	Program closed	Program closed
Tues 24 Jan	SKATE DAY	Program closed	SKATE DAY	Program closed	Program closed
Wed 25 Jan	Centre based	Program closed	Centre based	Program closed	Program closed
Thur 26 Jan	AUSTRALIA DAY - PUBLIC HOLIDAY				
Fri 27 Jan	ALL ABOUT THE SEA	Program closed	ALL ABOUT THE SEA	Program closed	Program closed

Centre Based Days

Centre Based Days

Are child focused, fun and flexible days offering many different activities and experiences. Both indoor and outdoor activities are on offer with children given the choice of what they would like to participate in including activities such as sports & games, science, sewing, music, computers, Wii, water play, dancing, yoga, skating and rollerblading, excursions, cooking, gardening, construction, art & craft, dramatic play, and free time with friends.

Cost = \$47.00 per child per day less Child Care Benefit (CCB) Excursion days incur an additional cost.

MOOREGRACE

Lights, Camera...Action! By popular demand we have booked another session with Paul and Sarah. We have to get in early, as they are about to head off to start shooting the new season of "Winners and Losers". During this session, you'll get to try your hand at filming, give acting a go and even get to see how a blue screen works! Who knows maybe we'll uncover a STAR!!

Newtown: Depart 9:00am Return 1:00pm

Leopold/Ocean Grove: Depart 12:00pm

Return 4:00pm

Belmont: Depart 9:00am Return 1:00pm

North Shore: Depart 12:00pm Return 4:00pm

Venues: MooreGrace Acting Studio, 394 Pakington Street, Newtown 5244 4061

Dates: Newtown / Leopold / OG Wednesday 4 January 2012
Belmont / North Shore Thursday 5 January 2012

Cost = \$47 per child per day + \$20 excursion cost less CCB

Total Cost = \$67.00

Staff ratio for excursion 1:8

ALL ABOUT THE SEA

Whether you're sailing the high seas or swimming with the dolphins, you'll see all aspects of sea life on this ocean packed day! Tour the **Melbourne Aquarium** where you'll get to see penguins, fish, sting rays and sharks. Then after lunch we'll head over to **Polly Woodside** to see if you have what it takes to be a sailor or will you be made to **WALK THE PLANK!!**

Newtown: Depart 9:00am Return 5:00pm

Leopold/Ocean Grove: Depart 8:30am

Return 5:30pm

Belmont: Depart 9:00am Return 5:00pm

North Shore: Depart 9:00am Return 5:00pm

Venue: Melbourne Aquarium, King Street, Melbourne 9923 5999
Polly Woodside, 2a Claredon Street, Melbourne 9699 9760

Dates: Newtown / Leopold / OG Monday 9 January 2012
North Shore / Belmont Friday 27 January 2012

Cost = \$47 per child per day + \$28 excursion cost less CCB

Total Cost = \$75.00

Staff ratio for excursion 1:8

BIG DAY OUT!

Dinosaurs, Bugs and Bodies or Ferris Wheels and Roller Coasters! This day has it all! If you're Prep to Grade 3 get your imaginations ready, you're off to a world of discovery at **IMAX** and the **Melbourne Museum**. For those older children (Grade 4 +), we are sending you to ride the jaw dropping, eye popping rides at **Luna Park!** Bring your drink bottles, hats and comfy shoes because this is going to be one **BIG DAY OUT!**

ALL PROGRAMS DEPART 8:45AM

RETURN 4:30PM

Venues: Melbourne Museum & IMAX, 11 Nicholson St,
Carlton **13 11 02 / 9663 0200**
Luna Park, 18 Lower Esplanade, St Kilda
9525 5033

Dates: *Wednesday 11 January 2012*

Cost = \$47 per child per day + \$30 excursion cost less CCB

Total Cost = \$77.00 Staff ratio for excursion 1:8

SURF'S UP

GET IN QUICK. Only spots available for 25 children!! For the first time ever, we are taking just the Grade 4 + on a fun day out! Get ready for a big day of sand, sun and surf! We are taking you body boarding and surfing! As this is a pilot program, we are only taking the first 25 who book!

BE QUICK OR YOU'LL BE SURE TO MISS OUT!

ONLY 25 CHILDREN CAN ATTEND

ALL PROGRAMS DEPART 9:00AM

RETURN 3:00PM

Venue: Ocean Grove Main Beach, Ocean Grove
(next to Surf Club)
Go Ride A Wave, **5263 2111**

Dates: *Friday 13 January 2012*

Cost = \$47 per child per day + \$38 excursion cost less CCB

Total Cost = \$85.00 Staff ratio for excursion 1:5

MOVIES

G or PG rated movie to be announced closer to date!

MOVIE TIME TO BE ANNOUNCED CLOSER TO DATE

ALL PROGRAMS DEPART 9:00AM

RETURN 4:00PM

Venues: Village Cinemas, Ryrie Street, Geelong
1300 555 400
Reading Cinemas, Waurin Ponds Shopping Complex
5249 2800

Dates: *Newtown / Leopold / OG Tuesday 17 January 2012*

Belmont / North Shore Friday 20 January 2012

Cost = \$47 per child per day + \$13 excursion cost less CCB

Total Cost = \$60.00 Staff ratio for excursion 1:8

SKATE DAY

Get your skates on! Whether you like to roller blade or skateboard, you will get to do it all at this fun day of all things involving wheels. We will head off to **Rollerway Skate Centre** where you can race your friends on the indoor skate rink or test your skills on the skate ramps and jumps. Roller skates are provided. **Please bring skateboards, scooters or rip sticks and helmets.** You are most welcome to bring your skates if you have some. Please no bikes.

Belmont: Depart 9:00AM Return 2:00PM
North Shore: Depart 12:00PM Return 4:30PM

Venue: Rollerway Skate Centre, 6 Lambert Ave, Newtown
5223 2481

Dates: *Tuesday 24 January 2012*

Cost = \$47 per child per day + \$15 excursion cost less CCB

Total Cost = \$62.00 Staff ratio for excursion 1:8

ADVENTURE PARK

It's that time of year again!! We are off to **Adventure Park**. Pack your swimmers, towels, hat and energy cause it's a big day of getting **WET WET WET!!!** You'll get to try the go carts, carousel, jumping castle, archery, moon bikes and electric cars... oh and of course the water slides, aqua racer, water tunnels, splash zone, water play areas, aqua bikes and the river rides. It will be hot so remember to be sunsmart!

ALL PROGRAMS DEPART 9:00AM
RETURN 4:30PM

Venue: Adventure Park, 1251 Bellarine Hwy, Wallington
5250 2756

Dates: *North Shore / Belmont Wednesday 18 January 2012*

Newtown / Leopold / OG Friday 20 January 2012

Cost = \$47 per child per day + \$30 excursion cost less CCB

Total Cost = \$77

Staff ratio for excursion 1:5

NOTE: All excursions are planned in advance with children's input. We incorporate children's ideas and educator's previous knowledge and experience to plan suitable excursions to meet all needs and interests. Not all children may be able to attend all excursions due to safety concerns. However, most children will be able to attend at least one, if not more. We are also very excited to be able to offer special days for the older children such as Big Day Out and Surf's Up Day! These days also mean the younger children get some special attention as well. For those older children who may miss out on the Surf's Up Day, don't worry there will be more to come in the future! **Our excursions are very popular so be sure to get in quick so you don't miss out!!**

PLEASE READ AND INFORM CHILDREN!

CENTRE BASED DAY ACTIVITIES

At every program this coming holiday period, many different and fun activities will be taking place. Each program's activities will differ slightly depending upon the children attending; their interests and choices. Each program's supervisor will work with other educators, families and children to create a dynamic and engaging program that is designed for those children attending on any one day. Every day is different.

Please help your child/ren complete their section of the enrolment form so to help educators plan. Daily planning also happens each morning during the morning meeting, where educators ask children what they would like to do over the course of the day. This plan, however, may change every hour, depending on the questions the children ask or what occurs minute to minute. Our programs are very interactive and very engaging.

We utilise surveys, ideas boards, post-it walls, suggestion boxes and general conversation to gauge what activities will work with each group of children. We also have an array of resources for children to conjure up their own activities and games. There are not many moments when children find themselves with nothing to do!

Not every activity will take place at every program, but activities that children may choose from can include –

- Art and Craft,
- Sporting games such as cricket, basketball, parachute games, netball, soccer, Frisbee, football, gymnastics, tabloid sports and many more;
- Dance
- Music
- Construction activities – general building materials including wood, paper, string, glue, sticky tape, cardboard
- Construction activities – Lego, polydroms, zobo's & K'Nex
- Cooking
- Science experiments including, but not limited to making play dough, slime, volcanoes, goop, electric circuits, sherbet, flubber, chemical reactions and many more
- Sewing, knitting and cross stitch
- Drama and dramatic play
- Movie making
- Board and Card Games
- Plays and Puppet Making
- Kite Making
- Wii, Computers and Playstation
- Skateboarding and Bike Riding
- Gardening
- School Holiday Program Pets
- Group games such as Chinese whispers, Squirt, Tee-Pees & Indians, Cat & Mouse
- AND MUCH MUCH MORE!!!

Activities are subject to change without notice depending on weather, staffing and other unforeseen circumstances.

REFUNDS ARE NOT GIVEN IF CARE IS NO LONGER REQUIRED.

THINGS TO REMEMBER:

- It is the **family's responsibility** to ensure that their **CCB registration details are correct**. Where children are not properly registered for CCB, you will be required to pay the full fee for vacation care.
- Families **may not be allocated all requested days** and should **read their statement carefully**, checking the venue of the program and the confirmed booked days.
- **Payment is required for all confirmed booked days** whether your child/ren actually attends the service or not.
- If you have **outstanding** City of Greater Geelong School Holiday Program **fees**, your application will not be processed until the outstanding account has been **paid in full**.
- On **excursion days** children must be **dropped off** at the centre by **8:45am** unless otherwise informed.
- Children will **return** from excursions by **4:45pm** unless otherwise informed.
- All children **must bring** a healthy and nutritious packed **lunch** including morning and afternoon tea and **drinks**.
- All children **must bring** a **sunsmart hat** every day.
- Hours of operation **8:00am to 6:00pm**.
- **Late fees** will be charged at **\$15 per 15 minutes** or part thereof if children are collected **later than 6:00pm**.
- When **signing in** your child **please use** your **actual name** and not Mum or Dad.



PLEASE READ THIS IMPORTANT INFORMATION BEFORE YOU ENROL!

All School Holiday Program fees are required to be paid in full by the payment due date on the front of the program guide

Children will not be able to attend the program unless fees are paid in full or a payment arrangement has been agreed in writing with the School Holiday Program Team Leader.

ENROLMENT AND FEE COLLECTION POLICY

A full copy of the Enrolment and Fee Policy is available from the School Holiday Program Administration office. Please contact us if you would like a copy.

Bookings may be altered and/or cancelled up until the **Monday 19 December 2011** without incurring a fee. After this date any cancellations will be charged at the regular daily fee less CCB. All changes / cancellations must be made in writing. School Holiday Program administration do not equate non-payment to a cancellation. Additional days may be added.

To avoid paying for care that is not required please ensure that **ALL** leave arrangements, shared care arrangements, family holidays and appointments etc are organised as none of these instances warrant a waiving of program fees. Illness on the part of the care giver or the child does not warrant a waiving of program fees.

FEE SCHEDULE

Centre based days	\$47.00 per child per day, less Child Care Benefit
Excursions	\$47.00 per child per day + (additional cost for excursion), less Child Care Benefit (Please see excursions costs page 2 & 3)

FEE PAYMENT

To ensure prompt payment and confirmation of your booking please ring Customer Service on **5272 5272**.

Fees can be paid by the following methods:

- Pay by EFTPOS, cheque or cash at any City of Greater Geelong Customer Service Centre
- Post Cheque to School Holiday Program Administration, PO BOX 104 GEELONG VIC 3220

A payment plan can be arranged if there are difficulties with fee payment, there is also the option of Centre Pay, where payments can be deducted from Centre link allowances and pensions.

Please contact the School Holiday Program Administration to arrange a payment plan prior to the program commencing.

After your enrolment form has been processed you will be sent an invoice detailing payment due with estimated CCB. You can also obtain a fee quote from the School Holiday Program Administration Office on 5272 4799 / 5272 4805. Fee quotes are estimations.

50% Child Care Tax Rebate

The Child Care Tax Rebate pays up to 50% of out-of-pocket child care expenses for approved child care, up to an annual cap, for eligible families. From July 2011, families can choose to receive the Child Care Rebate on a fortnightly basis, paid either to the child care service as a fee reduction or directly to their bank accounts.

You must meet certain requirements in order to be eligible for the Child Care Tax Rebate. You must have:

- used approved child care during the year & has been assessed as eligible for Child Care Benefit
- passed the CCB work / training / study test requirements

For more information regarding the Child Care Rebate please visit www.mychild.gov.au/childcarerebate

Receipts and invoices should be retained for this purpose. For more information visit www.familyassist.gov.au and click on 'Changes to Child Care Tax Rebate, View the child care tax rebate details'.

ENROLMENT PROCEDURE (IMPORTANT - check cancellation policy before making a booking – see reverse page)

Please complete all sections of enrolment form, failure to do so, may result in missing out on your preferred booking/s.

- **Post to:** School Holiday Program
City of Greater Geelong
PO BOX 104 Geelong VIC 3220
- **Fax to:** 5272 4685

- **Enrol online:**
www.geelongaustralia.com.au/shp

NB: If enrolling online, please make sure to sign and complete necessary documents in the enrolment pack.

***Please note telephone bookings are not accepted and all cancellations and alterations must be made in writing.**

Activities are subject to change without notice depending on weather, staffing and other unforeseen circumstances.

**PLEASE NOTE PAYMENT IS REQUIRED FOR EVERY DAY THAT IS BOOKED PER CHILD.
REFUNDS ARE NOT GIVEN IF CARE IS NO LONGER REQUIRED.**

INFORMATION FOR FAMILIES

Enrolment and payment information – page 4

1ST Round Offers must be received by 5pm **Friday 9 December 2011**. Enrolments will be accepted up until **Monday 19 December 2011**, unless booked out. All bookings must be made in writing. All payments due by Monday 19 December 2011 or within 48 hours of receiving your invoice (whichever occurs first)

1. ALLOCATION OF PLACES

Places will be allocated on a first in first served basis, in accordance with the Australian Government priority of access guidelines, from the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR), as follows:

- Priority 1 - Children at risk of abuse or neglect.
- Priority 2 - Families with recognised work or work-related commitments.
- Priority 3 - All other families.

2. CONFIRMATION OF ENROLMENT

You will receive an invoice approximately one to two weeks after your enrolment application is received. Your invoice will indicate your child's booking (days and venue). **Payment is required by Monday 19 December 2011 or within 48 hrs of receiving your invoice (whichever occurs first)**. If you do not receive confirmation in the mail please contact the administration office to confirm your booking.

3. CANCELLATIONS

Payment is required for all booked days. Cancellations will not be refunded if made after **Monday 19 December 2011**. To make a cancellation or alter a booking call Administration on 5272 4799 / 5272 4805. All cancellations / alterations must be made in writing. More information on this policy is on page 3 of this guide or contact Administration for a copy of the Enrolment & Fee Collection Policy.

4. WHAT TO BRING / WEAR

All children must bring:

- a packed cut lunch (NO NUTS), snacks and plenty of water (We will store lunches in a cool place, but are unable to re-heat food).
- **refillable drink bottle**
- **art smock / shirt**
- **sunscreen and hat (see Sun Protection)**
- **Shoes and socks / sandals that cover toes THINGS ARE NOT ALLOWED!** Crocs are not suitable for outdoor play, running etc.
- Appropriate clothing should be worn for indoor and outdoor activities and excursions, including rash vests, raincoats, suitable covered toe footwear and **no singlets. Shoulders must be covered**. Please note that the School Holiday Program does not provide these items.

5. LOST PROPERTY

Please label your child's clothing clearly and check the lost property box daily. Unclaimed items will be donated to charity four weeks after the end of the program. We do not accept responsibility for the loss of children's belongings during the program. Please check with the program supervisor on your child's last attendance day of the program for any forgotten items.

6. SUN PROTECTION

School Holiday Programs are SunSmart services. We implement a **'NO HAT, NO STAY'** rule from **September to April** inclusive. The service is required to comply with Children's Services regulations relating to child/educator ratio requirements for indoor/outdoor play. Children are only allowed outside wearing a 'wide brimmed', 'legionnaire style' or 'bucket' hat and **clothing that covers their shoulders. No singlets please**. This policy is firmly implemented by educators, so please make sure that your child has an appropriate hat and clothing to wear every day.

7. BEHAVIOUR GUIDANCE

School Holiday Program educators will work with families to positively guide children's behaviour at the Program. Our behaviour guidance policy combines positive reinforcement of good behaviour and relevant consequences for inappropriate behaviours. We do, however, reserve the right to cancel a child's booking (in consultation with parents/guardians) when their behaviour continually threatens the positive and safe environment we create. Refunds are not given if cancellations are due to bad behaviour.

8. ADMINISTERING MEDICATION

If your child needs requires medication while attending the School Holiday Program please:

- Include this information on the enrolment form.
- Bring and hand all medication to educators each day. **All medication must be in the original packaging, with a pharmaceutical label, record your child's name and expiry date**. Expired medication will not be administered. If medication is not provided children will not be permitted to stay at the program.
- Complete and sign the SHP medication form documenting **correct dosage and times**. If medical conditions / medication has not been recorded on enrolment forms, children will not be permitted to stay at the program.
- Provide current **anaphylaxis, asthma and other medical management plans** prior to commencement at the program.

9. DROPPING OFF AND COLLECTION OF CHILDREN

All children are required to be signed in by their parent/guardian on arrival, and signed out when collected at the end of each day. Parents/guardians are required to show educators photo identification each time they collect their child to ensure that the child is being collected by an authorised contact.

This policy is in place for your child's safety.