

Norlane

SCHOOL HOLIDAY PROGRAM



SPRING 2019

The School Holiday Program is a fun, inclusive and flexible program designed for children 5-12 years of age who are attending Primary School. A range of activities and experiences are on offer every day 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.

WEEK 1

CARTOON CRAZY

Monday 23rd September
Fee:\$74.80
Centre Based

Welcome to the Spring holiday program. Enjoy a cartoon workshop with Steve. Learn how to draw cartoon characters, make cartoon strips and maybe even watch some old school cartoons. Flexible indoor and outdoor activities available throughout the day.

ROLLER SKATING AND QUEENS PARK PLAYGROUND

Tuesday 24th September
Fee:\$115
10.30am to 4.30pm
Excursion

Enjoy a fun day of roller skating. Non-stop entertainment with lights, music and games. Finish the afternoon with a play at the Queens park playground.

Venue: Rollerway Skate Centre 6-8 Lambert Ave Newtown and Queens Park playground, Queens Park Rd Highton

SILLY SCIENCE WORKSHOP

Wednesday 25th September
Fee:\$92
Incursion

This exciting hands on workshop allows the children to become scientists for the day. Discover how substances react and change, make slime rockets and experiment with magnetism.

* BIG DAY OUT LUNA PARK

Wednesday 25th September
Fee:\$120
9am to 5pm
*Optional for the first 5 children in years 4-6 who book

Spend the day at Luna Park, St Kilda's historic fun park. Enjoy the rides and attractions such as the Great Scenic Road roller coaster. Don't forget a packed lunch, drink bottle and sun hat. Children will be transported in community buses.

Venue: Luna Park 18 Lower Esplanade St Kilda

FOOTBALL DAY

Thursday 26th September
Fee:\$74.80
Routine Excursion

Wear your footy gear and celebrate the lead-up to the AFL grand final with footy activities, footy facts, footy skills and refuel with some footy food. Have a kick of the footy and do lots of energetic activities today at your local oval.

Friday 27th September
Public Holiday

Centre Closure, no program operating.

WEEK 2

HOOP FUSION

Monday 30th September

Fee:\$85

Incursion

Today Tarnya from Hoop Fusion is coming to share her extraordinary skills with Hula Hoops. The workshop will be a fusion of dance, fitness and fun with hoops.

KRAZY KOALA PUPPETS

Tuesday 1st October

Fee:\$85

Incursion

Enjoy a visit from Nic and his charismatic puppets. The show is a mix of stories, live didgeridoo music, audience participation, dancing and laughter. Meet and Great with the Puppets after the show.

WERRIBEE OPEN RANGE ZOO

Wednesday 2nd October

Fee:\$100

9am to 3.30pm

Excursion

Werribee Open Range Zoo offers a unique opportunity to experience an African adventure closer to home and encounter the magnificent animals of the African savannah. Bring a packed lunch, drink bottle and a sun hat.

Venue: Werribee Open Range Zoo K Road Werribee

MINI OLYMPICS

Thursday 3rd October

Fee:\$74.80

Centre Based/Routine Excursion

Enjoy a fun filled day at Norlane Mini Olympics. Try your hand at relay's, obstacle courses, sack races and ring toss plus more !

GEELONG REGIONAL LIBRARY VIST AND MOVIES

Friday 4th October

Fee:\$100

9.30am to 4pm

Excursion

Enjoy the morning at Geelong Library. Find a quiet corner to read a book, use the computers or Xbox. Bring along your library card to borrow some books. Walk to Village Cinema for an afternoon movie session of The Angry Birds Movie 2.

Venues: Village Cinemas 194-200 Ryrie Street Geelong and Geelong Library & Heritage Centre 51 Little Malop Street Geelong.

*Activities subject to change due to staffing and weather. As well as the activities listed, other experiences which are responsive to the needs, interest and choices of the children attending the program are available each day. Risk assessments have been completed for all excursions/incursion/routine outings, these are available at the service or upon request.

CONTACT:

Norlane Child and Family Centre

52-56 Gerbera Ave Norlane 3214

Monday to Friday

8am to 6pm

Tel: 52724444

Mobile: 0439323426

norlanecfcentre@geelongcity.vic.gov.au

HOW TO BOOK

1. Bookings received by **5pm Friday 13th September** will be processed in DATE ORDER and in accordance with DET Priority Access Guidelines.
2. Enrol online at www.geelongaustralia.com.au/shp
3. A confirmation of days allocated will be sent to you via email;
4. A confirmation letter and estimated statement will be issued via email within 7 days of enrolling. A statement is confirmation your child/ren are enrolled in the program. Fees must be paid by **Tuesday 17th September 2019** or care will not be available.
5. Cessation of care occurs if your child has not attended care for 8 continuous weeks. You need to update your information and confirm the enrolment through MyGov at the beginning of every School Holiday Program to continue receiving a childcare subsidy. For more information visit: <https://www.education.gov.au/ChildCarePackage>

CANCELLATIONS

Cancellations are required in writing to thoran@geelongcity.vic.gov.au. If a cancellation is received prior to **5.00pm Tuesday 17th September 2019**, fees related to that booking will no longer be charged and this will be confirmed by the City of Greater Geelong. If you do not have a response by **Thursday 19th September 2019**, please contact 5272 4846. Cancellations received after 5.00pm **Tuesday 17th September 2019** will be charged at the daily fee. There will be **NO REFUNDS** or exchange of days. Fees will still apply even if care is not used.

ARRIVAL AND DEPARTURE

For your children's safety an adult must sign them in on arrival and sign out on departure each day. ID will be required on sign out. A late fee of \$45.00 per 15 minutes or part thereof will be charged if children are collected later than 6.00pm which covers staff wages.

HOW TO PAY

You will receive an estimated statement which will contain payment information. Your estimated statement may change based on final CCMS processing and an statement will be issued for the difference. Payments are required prior to attending the program. You can make credit card payments online at:

www.geelongaustralia.com.au/shp

You may also pay in person at a City of Greater Geelong Customer Service Centre or Integrated Children's Centre. If experiencing financial hardship please contact the SHP Team Leader 5272 4741.

BE SUN SMART – SEPTEMBER TO APRIL PROGRAMS

The City of Greater Geelong Sun Smart Policy will be enforced from September through to April (inclusive). Please provide a wide brimmed hat for your child and appropriate clothing. Suncscreen provided.

PRIVACY STATEMENT

Personal information collected on the enrolment form is used for the purpose of program enrolment and statistical recording. Information may be shared with funding agencies and administrators for operational purposes only. The information will not be disclosed to any other party except as required by Law.

WHAT SHOULD MY CHILD BRING?

Children need to bring a healthy lunch and snacks, fruit and a 'named' refillable drink bottle each day (no soft drinks). Regular consumption of water is encouraged and bottles can be refilled at any time. Please ensure that children bring food which does not require refrigerating or heating. If your child has any allergies or reactions to certain foods please let the program supervisor know. We endeavour to be a nut free centre. Appropriate clothing should be worn (comfortable clothes, no singlets) during the program. A raincoat must be packed for unexpected wet weather. Appropriate footwear is also required (no thongs or crocs).

The program will not be responsible for mobile phones or other technology devices and valuables bought into the centre.

COMMUNICATION AND FEEDBACK

We encourage families to communicate with educators about the program or their child regularly throughout the program. The centre manager and school holiday program team leader are available if you have any concerns or would like to provide feedback.

BEHAVIOUR/CONDUCT

The SHP educators work with families to support positive behaviour of all children in the program.

At all times we expect that there is respect for each other, facilities, equipment and personal belongings of others.

STAFF TO CHILD RATIO

The School Holiday Program operates within the following minimum staff to child ratios:

1:15 at the Centre;

1:12 on excursions;

1:10/1:8 high risk excursions;

1:5 during swimming/water activities.

PROGRAM ACTIVITIES

Daily activities include incursions, excursions and centre-based activities. A wide variety of indoor and outdoor activities are provided daily and these may range from sports and games, art and craft, large and small group activities, drama and music activities and more. Local community excursions within the immediate vicinity of the service may involve walking to the local shops, parks, libraries, aged care facilities etc. Risk assessments are completed prior to all excursions and are available at the centres. Children may walk or ride for some excursions. This is stated in the program.

ADMINISTERING MEDICATION

Medical conditions must be outlined in the enrolment information for each child where applicable. Current medical action plans must be updated and submitted each year together with a risk minimisation plan where necessary. All medication must be signed in and given to staff each day. All medication must be in the original package, labelled and with the child's name clearly identified. All medication must be within its use by date.

TRANSPORT

All excursion buses are booked through McHarrys Buslines. Where stated the City Community buses or Council cars may be used and driven by program educators. Children may walk or ride for some excursions. This is stated in the program.