



# St Thomas More School OSHC Vacation Care Program



For the days/weeks of:  
Week 1 - 13<sup>th</sup> April 2026 - 17<sup>th</sup> April 2026  
Week 2 - 20<sup>th</sup> April 2026 - 24<sup>th</sup> April 2026  
Enrolled Primary School Aged Children REC - 6



## BOOKINGS

**BOOKINGS MUST BE MADE BY  
Friday 28<sup>th</sup> March 2026**

Access to Vacation Care is open to all members of the local community and is not restricted to families of St Thomas More School, as required by the Commonwealth Government.

To secure your bookings, please return your forms by the date listed above. Any bookings made from the last day of term onwards will be charged at the casual booking rate.

Please note that excursion days have limited capacity; therefore, bookings are allocated on a first-in basis and may close prior to the official booking deadline. The service operates under a 1:15 educator-to-child ratio, and all bookings are subject to staff availability.

## CHILDCARE SUBSIDY

As our service operates for 11 ½ hours per day, on a sessional basis, this adds up to 57 ½ hours per week. The extra 7 ½ hours session time does not attract any Child Care Subsidy fee reduction. If your child attends for all 5 days in a week your account will show an increased amount payable on the 5<sup>th</sup> day attended (Friday). This amount incorporates 7 ½ hours of care charged at the full-service rate of that day - Speciality days are charged the same.

## SESSION TIMES

Daily session times are:

6:30am - 6:00pm

\*Please note there is a late collection fee of \$2.00 per minute, per child from 6:00pm to the time of collection .

## FEE'S & CHARGES

**\$56.00 normal days, \$76.00 for speciality days (Before Childcare Subsidy is deducted) Casual Bookings incur \$2.00 extra when booked from the last day of the term.**

If you wish to make payments in advance for your Vacation Care bookings to alleviate a large sum being owed at the billing date, you are welcome to do so.

If your child will not be attending on a day that has been booked, please advise us on the OSHC office phone number - 72851555 or the mobile number - 0409 551 699 and your child will be recorded as absent.

The service policy is all cancellations & amendments require 7 days' notice.



**A REMINDER:** Families that use Before and After School Care are expected to have all Term Fees paid in full by the last day of term. We understand that the financial situation of families can change from time to time and if you foresee this being an issue, please make time to see either myself or our School Principal in relation to this matter. Otherwise, failure to have your account cleared may result in your child's bookings and place during the term and / or Vacation Care being cancelled. All families who attend vacation care only need to ensure fees are paid in full before bookings for the following vacation care period can be made.

## MEALS AND SNACKS

Please provide your child with a healthy morning recess, snacks, lunch and a full drink bottle. Your child may not want to eat what we provide, and we welcome those bringing extra healthy snacks for this time. Children must not bring food that requires heating, as this is a safety concern, and we may not be in a place to provide such facilities. Children must not share with other children (other than siblings) their food items, as we have children that attend with differing allergies.

## ALLERGIES, MEDICATION & MEDICAL NEEDS

If your child has a food or other allergies, please complete the health form available from the OSHC office. Details of your child's allergies may be displayed for staff members to access and become aware of.

Please supply any medication in the original container and labelled by the chemist with your child's name along with the signed medication form (available from the OSHC office) or signed current Health Care Plan.

Medication will only be able to be administered by the staff if this documentation is current and signed by your doctor. A record of any medication that is administered is kept and will need to be signed at the end of each day by a parent/caregiver, & it will be signed off by the educator in charge on the day.

If your child has any specific medical needs, please discuss this with the Director so that the staff can give your child the best possible care.

## TOYS, ELECTRONICS, MOBILE PHONES AND OTHER ITEMS FROM HOME

We do not allow any toys, electronic devices, mobile phones, or other items from home (unless otherwise stated in the program). Please refer to the Information Handbook for specific details.

## NO HAT - NO PLAY POLICY

We operate on a No Hat - No Play policy which is in line with the school. This includes Excursion Days and unfortunately if your child does not have a hat with them on these days they will not be permitted to attend, as there is no option to remain at school.

During the day, all children are required to be outdoors and if they do not have an appropriate hat, they will need to be involved in quiet activities in a shaded area outdoors. Acceptable hats are full brim hats, bucket hats or legionnaire hats.

## CHILDREN'S WELL-BEING

If your child has or is experiencing any difficulties which may affect their wellbeing or happiness, please see the Director or another educator to discuss this. We would like all children to have a fun and happy experience while at Vacation Care and our staff will always do their best to ensure this.



## CLOTHING @ OSHC

Effective clothing strategies, including sun protection clothing, are important factors in ensuring a child feels safe and secure at our Service. Provide spare clothing in your child's bag to allow for dirty or soiled clothing and or changing weather conditions.

- Dress children appropriately according to the conditions - no singlets/tank tops (refer to sun protection policy).
- Ensure your child/ren wear appropriate footwear - no thongs or crocs (except for swimming excursions).
- Ensure your child has an appropriate style hat, terms one and four - a cap is not suitable.
- Ensure the return of clothing (washed) should the Service need to supply your child with any.
- Ensure all clothing is labelled - so the items can be returned if left behind.

## INAPPROPRIATE & DANGEROUS BEHAVIOUR

The normal consequences and steps of OSHC behaviour management will be followed if your child is involved in inappropriate or unacceptable behaviour. This includes receiving reflection time and behaviour reflection slips being written up – these will be discussed with the collecting adult upon pick up. In OSHC and Vacation Care we have NON – NEGOTIABLES as below.

Appropriate behaviours and language are always expected while on an excursion from all children as we are usually accessing public areas where other people and families attend – if unacceptable behaviours and language occur, parents/ caregivers will be called to collect child/ren from the venue. Children who display unsafe behaviour and or inappropriate language leading up to the excursions will not be able to attend the upcoming excursions, as the safety of all children and staff is paramount.

Any physical abuse towards an Educator children will be sent home for the rest of the session and will be unable to return for their next booked session.

## St. THOMAS MORE SCHOOL OSHC NON-NEGOTIABLES

Premeditated physical violence directed at another child or educator in the OSHC facilities will not be tolerated or accepted.

Examples of premeditated physical violence include, but not limited to:

- Punching
- Kicking
- Slapping
- Choking
- Spitting
- Biting
- Head-butting
- Inciting violence
- Throwing of chairs and or tables
- Verbal abuse
- Threatening behaviour
- Incidents deemed violent by staff
- Racist Language – exclusion from next booked session & will not be able to attend Excursions
- Inappropriate touching – exclusion from next booked session

If this occurs, then:

- OSHC Educators will contact the child/ren's family
- The child/ren is sent home for the remainder of the OSHC session -the day's fee still applies
- The follow-up will be negotiated by the OSHC Director and may include a re-entry meeting between the child/ren and their parents/ guardians and OSHC Educators affected (if applicable)
- Possible exclusion for the following booked OSHC session(s) as deemed appropriate by the OSHC Director.
- All physical behaviours or threats toward an Educator will result in the child/ren being sent home for the remainder of the session and the child/ren will be excluded from their next booked session.

# **Pandemic**

## ***Policy Statement***

St Thomas More School OSHC will undertake and implement a range of protective measures to reduce the risk and spread of a virus during a pandemic. Our service will work diligently and thoroughly to minimise the risk to educators, children and families/ caregivers and the wider community. The service will use a risk management approach to identify any risks to our learning environment and practices and eliminate or minimise the identified risks where practicable.

We will strive to ensure we create and maintain a safe and supportive environment for everyone that attends our service by adhering to all the recommended guidelines, protocols and procedures issued by the Australian Government - Department of Health and Local Public Health Unit. We will continually monitor health alerts and new information from the Australian Government to ensure that we are implementing the most effective and appropriate measures possible to ensure the health and safety of everyone at our service.

### **The laws and other provisions affecting this policy include:**

- Education and Care Services National Law Act, 2010 and Regulations 2011  
(reg. 77, 157, 85, 86, 87, 88, 90, 93, 162, 168)
- Duty of Care 2004 – South Australian Commission for Catholic Schools
- Work Health and Safety Act 2011
- Food Act 2001
- Local Government
- NQS Area: 2.1., 2.1.1., 2.1.2, 2.2., 2.2.2.
- Policies – First Aid, Child Protection, Enrolment, Confidentiality, Illness and Infectious Diseases, Medical Conditions, Building Equipment Repairs and Maintenance, Storage, Pest Control, Indoor Environment, Outdoor Environment, Hygiene, Food and Nutrition, Hazardous Materials.

## **Procedures**

St Thomas More School OSHC will implement practices that help to reduce the transmission of the virus, including

- The exclusion of any person (child, educator, parent/ caregiver, visitor or volunteer) that is suspected or has tested positive to the pandemic virus.
- Implementing effective and appropriate hygiene and cleaning practices as per our existing policies and procedures.
- Providing relevant information to families in easily accessible formats.
- Displaying relevant posters.
- Ensuring all staff abide by the services handwashing policy.
- Supervising and encouraging children to wash their hands.

- Educating children on the importance of hand washing, covering their coughs/sneezes and lessening social contact.
- Limiting visitors to the service.
- Cancelling excursions and incursions.
- Encouraging staff to receive relevant immunisations.
- Ensuring staff, children and families abide by any exclusion, isolation or quarantine requirements.
- Cleaning and personal hygiene supplies are available and maintained.

We understand that the outbreak of a pandemic and the constant amount of information spread through the media may be very stressful to children and parents. The anxiety about this disease may be overwhelming and cause fear and anxiety to some people, especially children. The Service is committed to continue to provide quality education and care to all children and support families responsibly during times of pandemic.

- We will promote a safe and supportive environment by:
  - Reassuring children they are safe.
  - Acknowledging and listening to children's questions.
  - Promoting and implementing hygiene routines for handwashing and cough and sneezing.
  - Keeping regular familiar routines within our service.
  - Ensuring children eat well.
  - Engaging children in play, games and other physical activities.
  - Being alert and responsive to children's level of anxiety and provide quiet and relaxing activities.
  - Providing information to families and support services as required

We are guided by explicit decisions regarding exclusion periods and notification of any infectious disease by the *Australian Government- Department of Health* and local Public Health Units in our jurisdiction under the **Public Health Act**. Pandemic diseases are a **notifiable** condition in all states and territories of Australia.

## Policy Statement

We educate all children in Sun Protection strategies. All staff model appropriate sun protection behaviour and enforce the Sun Protection Policy.

This policy applies to all service events on and off site.

## Purpose

This Sun Protection Policy provides guidelines to:

- Ensure all children, educators and staff have some UV exposure for vitamin D.
- Ensure all children, educators and staff are well protected from too much UV exposure by using a combination of sun protection measures whenever UV levels reach 3 and above.
- Ensure the outdoor environment is sun safe and provides shade for children, educators and staff.
- Ensure children are encouraged and supported to develop independent sun protection skills.
- Support duty of care and regulatory requirements
- Support appropriate WHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

## Background

A balance of ultraviolet radiation (UV) exposure is important for health. Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Exposure to the sun's UV during childhood and adolescence is associated with an increased risk of skin cancer in later life. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones, muscles and for general health.

## Legislation and Standards

Occupational Health and Safety Act 2004

Work Health and Safety Act 2011

Children's Services Act 1996

Children's Services Regulations 2009

Child Wellbeing and Safety Act 2005

Education and Care Services National Law Act 2010

<b>Section 167</b>	Protection from harm and hazards
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Education and Care Services National Regulations 2011

<b>Reg 100</b>	Risk assessment for excursions
<b>Reg 113</b>	Outdoor space: natural environment
<b>Reg 114</b>	Outdoor space: shade
<b>Reg 168 (2)(a)(ii)</b>	Policies and procedures: Sun protection
<b>Reg 170</b>	Policies and procedures to be followed
<b>Reg 171</b>	Policies and procedures to be kept available
<b>Reg 172</b>	Notification of change to policies or procedures

National Quality Standard – Quality Area (QA)

<b>QA 1</b>	<b>Educational program and practice</b>
<b>S 1.1 Program</b>	<b>The Educational program enhances each child’s learning and development.</b>
E 1.1.1	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
E 1.1.3	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
<b>S 1.2 Practice</b>	<b>Educators facilitate and extend each child’s learning and development.</b>
E 1.2.2	Educators respond to children’s ideas and play and extend children’s learning through open-ended questions, interactions and feedback.
E 1.2.3	Each child’s agency is promoted, enabling them to make choices and decisions that influence events and their world.
<b>QA 2</b>	<b>Children’s health and safety</b>
<b>S 2.1 Health</b>	<b>Each child’s health and physical activity is supported and promoted</b>
E 2.1.1	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation.
E 2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
E 2.1.3	Healthy eating and physical activity are promoted and appropriate for each child.
<b>S 2.2 Safety</b>	<b>Each Child is protected</b>
E 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
<b>QA 3</b>	<b>Physical environment</b>
<b>S 3.1 Design</b>	<b>The design of the facilities is appropriate for the operations of a service</b>

E 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
<b>S 3.2 Use</b>	<b>The service environment is inclusive, promotes competence and supports exploration and play-based learning.</b>
E 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
<b>QA 5</b>	<b>Relationships with children</b>
<b>S 5.2 Relationships between children</b>	<b>Each child is supported to build and maintain sensitive and responsive relationships</b>
E 5.2.1 Collaborative learning	Children are supported to collaborate, learn from and help each other.
<b>QA 6</b>	<b>Collaborative partnerships with families and communities</b>
<b>S 6.1 Supportive relationships with families</b>	<b>Respectful relationships with families are developed and maintained and families are supported in their parenting role.</b>
E 6.1.2	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
E 6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
<b>S 6.2 Collaborative partnerships</b>	<b>Collaborative partnerships enhance children's inclusion, learning and wellbeing.</b>
<b>QA 7</b>	<b>Governance and Leadership</b>
<b>S 7.1 Governance</b>	<b>Governance supports the operations of a quality service.</b>
E 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service

## Procedures

Educators and children are encouraged to access the daily local sun protection times at [sunsmart.com.au](https://www.sunsmart.com.au) or on the free Sun Smart app to assist with the implementation of this policy.

A combination of sun protection measures is used for all outdoor activities from **September to the end of April** and whenever UV levels reach 3 and above.

Where possible, active, outdoor sun safe play is encouraged throughout the day.

## Environment

### *Seek shade*

A shade audit is conducted regularly to determine the current availability and quality of shade.

Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area.

The availability of shade is considered when planning all outdoor activities and excursions.

Children are encouraged to choose and use available areas of shade when outside.

Children who do not have appropriate hats or outdoor clothing are asked to choose a shady play space or a suitable area protected from the sun.

## Behaviours

### *Slip on sun protective clothing*

When outside, children are required to wear loose fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best. If a child is not wearing sun-safe clothing (e.g., a singlet top or shoestring dress) they will be required to choose a t-shirt/shirt to wear over the top before going outdoors.

### *Slap on a hat*

All children are required to wear hats that protect their face, neck, and ears, i.e., legionnaire, broad-brimmed or bucket hats. Baseball or peak caps and visors are not considered a suitable alternative.

### *Slop on sunscreen*

SPF50+ broad-spectrum, water-resistant sunscreen is supplied by the service – Woolworths Everyday SPF50+. Families are to supply sunscreen should they wish for a different sunscreen to be applied to their child/ren.

Sunscreen is applied at least 20 minutes before going outdoors and reapplied every TWO hours if outdoors.

With parental consent, children with naturally very dark skin are not required to wear sunscreen to help with vitamin D requirements.

To help develop independent skills ready for school, children from 3 years of age are given opportunities and encouraged to apply their own sunscreen under supervision of staff.

### *Slide on sunglasses [if practical]*

Where practical, children are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

## Learning and Skills

Sun protection and vitamin D are incorporated into the learning and development program.

The Sun Protection Policy is reinforced through educator and children's activities and displays.

## Engaging Children, Educators, Staff and Families

Educators, staff and families are provided with information on sun protection and vitamin D through family newsletters, service handbook, noticeboards and the service's website.

When enrolling their child, families are:

- Informed of the service's Sun Protection Policy
- Asked to provide a suitable sun protective hat, covering clothing and sunscreen for their child

- Asked to provide sunscreen if the child requires a different sunscreen applied, than the one supplied by the service: Woolworths Everyday SPF50+
- Required to give permission for educators to apply sunscreen to their child
- Encouraged to practice Sun Smart behaviours themselves when at the service
- As part of WHS UV risk controls and role-modelling, when the UV is 3 and above educators, staff and visitors:
- Wear a suitable sun protective hat, covering clothing and, if practical, sunglasses
- Apply sunscreen
- Seek shade whenever possible

## Monitoring and Review

- Management, educators, and staff monitor and review the effectiveness of the Sun Protection Policy and revise the policy when required (at least once every three years) by completing a policy review.
- Sun Protection Policy updates and requirements will be made available to educators, families, and visitors.

## OSHC Daily Routine 6:30am – 6:00pm

- 6:30am OSHC Opens – Quiet & Common Rooms available -T.V, Colouring in, Lego, Sensory Play
- 7:00am Breakfast Service starts
- 7:30am Hall opens Activities & play stations available
- 8:00am Breakfast is closed
- 8:00am Daily Craft activity , Free Play
- 8:50am Room Reset
- 9:00am Group Time
- 9:05am Healthy Snack Eating Time
- 9:15am Playground or Courtyard may be on offer weather pending, Hall Group Games, Puzzles, Card, or Board games
- 10:00am Daily Craft & Planned activities
- 10:50am Room Reset
- 11:00am Group Time
- 11:05am Recess Eating Time
- 11:15am Playground or Courtyard may be on offer weather pending, Hall Group Games, Puzzles, Card, or Board games
- 12:00pm Daily Craft & Planned activities
- 12:50pm Room Reset
- 1:00pm Group Time
- 1:05pm Lunch Eating Time Pack bags with belongings
- 1:20pm Playground or Courtyard may be on offer weather pending, Hall Group Games, Puzzles, Card, or Board games
- 2:00pm Daily Craft & Planned activities
- 2:50pm Room Reset
- 3:00pm Group Time
- 3:05pm Afternoon Tea Eating Time
- 3:20pm Playground or Courtyard may be on offer weather pending, Hall Group Games, Puzzles, Card, or Board games
- 4:00pm Daily Craft & Free Play
- 5:20pm Room Reset
- 5:30pm Hall Closed – Quiet & Common Rooms available -T.V, Colouring in, Lego, Sensory Play
- 6:00pm OSHC Closes

# ST THOMAS MORE SCHOOL OSHC - VACATION CARE

Week 1 - Monday 13<sup>th</sup> April - Friday 17<sup>th</sup> April 2026

50 Yorktown Road, Elizabeth Park SA 5113 Phone (08) 7285 1555 Mobile: 0409551699



MONDAY 13 <sup>th</sup>	TUESDAY 14 <sup>th</sup>	WEDNESDAY 15 <sup>th</sup>	THURSDAY 16 <sup>th</sup>	FRIDAY 17 <sup>th</sup>
<p><b>R-2 EXCURSION</b></p> <p><b>Space discovery Centre</b>   Get ready for an out-of-this-world adventure! Our excursion to the Space Discovery Centre will give you the chance to explore the wonders of space science through interactive exhibits and fascinating displays about rockets, satellites and life beyond Earth 🌍                      Depart approx. 10:00am                      Return approx. 1:30pm</p> <p><b>3-6 EXCURSION</b></p> <p><b>Marine Discovery Centre</b>   Dive into an exciting underwater adventure! Through interactive students will gain a deeper understanding of sea creatures, sustainability, and the importance of caring for our marine environment. 🌊♻️                      Depart approx. 8:45am                      Return approx. 3:00pm</p>	<p><b>Gadget Galaxy</b>   Get ready for an action-packed day of creativity at our OSHC Tech Day! Children will become digital explorers as they take part in an exciting Photo Scavenger Hunt, using technology to capture fun challenges and creative shots around the school. They'll also step into the spotlight as young filmmakers, working in teams to plan, film, and star in their very own short movies. Tech from home not permitted at OSHC. 📺📷</p>	<p><b>INCURSION</b></p> <p><b>Crazy &amp; Bright Rainbow Day!</b>   Get ready for a day of excitement with a jumping castle for endless bouncing fun and giant lawn games that are sure to bring lots of laughs. Children are invited to come dressed in their brightest and most colourful outfits — the more vibrant, the better! 🌈👗                      Children are welcome to bring a teddy along to OSHC. 🧸</p>	<p><b>OSHC Olympics</b>   Let the games begin! Join us for our action-packed OSHC Olympics, where children will compete in a range of team-based challenges. From relay races and obstacle courses to athletics and tennis, there's something for everyone to enjoy! Come dressed in your team colours and ready to cheer each other on — it's going to be a gold medal day! 🏆🏃‍♂️🏀</p>	<p><b>Emergency Services Visit!</b>   We're excited to welcome our local Fire and Ambulance services to OSHC! Children will have the opportunity to meet real-life emergency service heroes, explore the vehicles, and learn about how firefighters and paramedics help keep our community safe. This hands-on experience will include engaging discussions about safety, emergency awareness, and what to do in different situations. 🚒🚑</p> <p>Please note: Attendance and activities may vary depending on emergency callouts on the day. 🚨</p>
<p><b>AFTERNOON TEA:</b>                      Vegetarian Nachos                      Fresh Fruit Platter</p> <p>Staff Ratio: 1:8                      Capped at 40 children per excursion                      Cost: \$76.00                      Suggested By: Iluka &amp; Ella K</p>	<p><b>AFTERNOON TEA:</b>                      OSHC Special Pasta                      Fresh Fruit Platter</p> <p>Staff Ratio: 1:15                      Children Expected: 80                      Cost: \$56.00                      Suggested By: Zander</p>	<p><b>AFTERNOON TEA:</b>                      Popcorn                      Fresh Fruit Platter</p> <p>Staff Ratio: 1:15                      Children Expected: 80                      Cost: \$76.00                      Suggested By: Kaylee B</p>	<p><b>AFTERNOON TEA:</b>                      Cold Meat Wraps                      Fresh Fruit Platter</p> <p>Staff Ratio: 1:15                      Available spaces: 80                      Cost: \$56.00                      Suggested By: Luke</p>	<p><b>AFTERNOON TEA:</b>                      Fried Rice                      Fresh Fruit Platter</p> <p>Staff Ratio: 1:15                      Children expected: 80                      Cost: \$56.00                      Suggested By: Camilla</p>

# ST THOMAS MORE SCHOOL OSHC – VACATION CARE

Week 2 – Monday 20th April – Friday 24th April 2026

50 Yorktown Road, Elizabeth Park SA 5113 Phone (08) 7285 1555 Mobile: 0409551699



MONDAY 20 <sup>th</sup>	TUESDAY 21 <sup>st</sup>	WEDNESDAY 22 <sup>nd</sup>	THURSDAY 23 <sup>rd</sup>	FRIDAY 24 <sup>th</sup>
<p><b>The Great PJ Premiere</b>   Get ready for a cosy day of fun at our Pyjama &amp; Movie Day! Children are invited to come dressed in their favourite PJs and settle in for a relaxing movie experience with friends. Before the movie begins, children will get creative by designing their very own movie tickets to "enter" our OSHC cinema. They'll also have the chance to design their dream pyjamas — whether it's superhero-themed, covered in animals, or glowing in the dark!</p>	<p><b>EXCURSION</b>                      Playtime in the Park  Get ready for an action-packed day outdoors at Harvest Green Park in Roseworthy! Children will have a blast exploring the park's dual flying fox, climbing on the country-style adventure equipment, and discovering all the other exciting play areas it has to offer. We'll take a break to enjoy a picnic-style lunch together. After lunch, we'll put our detective hats on for a fun scavenger hunt, searching the park for hidden treasures and surprises.  Depart approx. 10.00am Return approx. 3:30pm</p>	<p><b>OSHC Time Capsule</b>                      Children are invited to either bring in or create one special item to place inside our time capsule — it could be a drawing, a letter to their future self, a small craft, or something meaningful that represents them right now. Together, we'll carefully seal our time capsule and place it inside a pot plant with a beautiful plant, symbolising how our memories grow over time. Throughout the year, we'll continue to water and care for our plant — nurturing both it and the special memories we've planted inside. In one year's, time, we'll gather again to open our time capsule and reflect on how much we've grown, changed, and achieved together. It's a heartfelt and meaningful way to celebrate our OSHC journey! </p>	<p><b>Mission: Escape!</b>  Are you ready to put your problem-solving skills to the test? Join us for our <i>OSHC Escape Room</i>, where children will work together to crack codes, solve puzzles, and uncover clues to "escape" in time! Each group will race against the clock to unlock mysteries, find hidden surprises, and celebrate every victory along the way. It's a thrilling adventure that will keep everyone engaged, thinking, and laughing together. </p>	<p><b>INCURSION</b>                      OSHC Grand Prix  Start your engines! Our exciting Go-Kart Incursion is rolling into Vacation Care, giving children the chance to experience the thrill of racing in a safe and supervised environment. Beginning at 10:00am, participants will take turns navigating the track, building confidence, coordination, and teamwork skills while having an absolute blast. We can't wait to see our OSHC racers in action! </p>
<p><b>AFTERNOON TEA:</b>                      Pizza Toasties                      Fresh Fruit Platter                      Staff Ratio: 1:15                      Children expected: 80                      Cost: \$56.00                      Suggested By: Jessica. D &amp; Jewel</p>	<p><b>AFTERNOON TEA:</b>                      Yoghurt &amp; Fruit                      Fresh Fruit Platter                      Staff Ratio: 1:8                      Children Expected: 80                      Cost: \$76.00                      Suggested By: Oakley</p>	<p><b>AFTERNOON TEA:</b>                      Sausage Sizzle                      Fresh Fruit Platter                      Staff Ratio: 1:15                      Children Expected: 80                      Cost: \$56.00                      Suggested By: Tiffany</p>	<p><b>AFTERNOON TEA:</b>                      Montana's Mystery Pasta                      Fresh Fruit Platter                      Staff Ratio: 1:15                      Available spaces: 80                      Cost: \$76.00                      Suggested By: Evie</p>	<p><b>AFTERNOON TEA:</b>                      Jelly &amp; Fruit                      Fresh Fruit Platter                      Staff Ratio: 1:15                      Children expected: 80                      Cost: \$76.00                      Suggested By: Daniel</p>



# St Thomas More School OSHC

## House keeping

### FOOD

During Vacation Care St Thomas More School OSHC encourages all children to have a piece of fruit for a healthy snack break. This usually occurs between 9:00am and 9:30am.

St Thomas More School OSHC provides a Breakfast until 8:00am, a fresh fruit patten for morning and afternoon tea along with a special snack. Children are required to bring lunch, recess, and a drink bottle. If OSHC supplies these items during vacation care your account will be charge a miscellaneous charge. Sandwiches are charged at \$2.50 for a cream cheese or vegemite topping and water bottles are charged at \$2.00 per bottle. Please ensure you read the afternoon tea food menu and if your child/ren does not like /want to eat what we are supplying please provide an alternative. During a full day of Vacation Care children can become extra hungry so please be aware we do not supply snacks, and you may need to supply more than on a regular school day.

### CLOTHING

Every day children are required to bring a bucket hat NO HAT NO PLAY during terms 1 & 4. Caps are not appropriate hat wear for OSHC, and children will not be able to wear them outside. Children also need to wear sun smart clothing such as a t-shirt where the shoulders are covered as children who are not wearing appropriate tops will need to play in the shade. Ensure all clothing and personal belongings are labelled so that we can reunite items with their owners anything not collected by the end of vacation care will be donated. Please make sure OSHC spare clothes are returned clean to the service if your child has come home in them. If we have had to supply a change of underwear, your account will be charged a \$2.50 miscellaneous charge as underwear cannot be brought back to the service and re-used.

### Excursions

Please ensure you pack recess, lunch, drink bottle and a SunSmart hat term 1 & 4 and clothing and enclosed shoes. Please pack extra snacks as children are burning more energy and are hungrier more often. Any child/ren without a drink will be supplied one from the service and a miscellaneous charge of \$2.00 will be charged to your account.

### Behaviour

If children become physical towards other children and educators, families are called to collect their child, and this may include exclusion from a future session/s. Dangerous, unsafe, and threatening behaviour leading up to an Excursion may result in your child not being able to attend an Excursion Day. Please see the OSHC NON-NEGOTABLES.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Kind Regards

Cheryl Bielby

OSHC Director



# AGREEMENT

- ❖ I agree to delegate my authority to supervising excursion educators. Supervising educators may take whatever disciplinary action they deem necessary to ensure the safety, well-being, and successful conduct of the students/children as a group and individually.
- ❖ In the event of any serious misbehaviour on the part of my child, I understand that I will be contacted and will be responsible for any costs associated with my child's return.
- ❖ I have provided all information necessary for the OSHC Service to plan safe and reasonable health care support for my child. This includes, if relevant, information about any activity modifications my child may require for medical reasons.
- ❖ The information given is accurate to the best of my knowledge.
- ❖ I give permission for my child/ren to watch PG & G rated movies, age-appropriate YouTube & music clips.
- ❖ I give permission for my child to be photographed for the purpose of -  
Please tick each option for permission given.
  - Observations/ Evaluations.
  - To display in the service.
  - Newsletters - sent out to all enrolled families.

Parent/Caregiver Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver Signature: \_\_\_\_\_

CHILD'S / CHILDREN'S NAME:

\_\_\_\_\_  
\_\_\_\_\_

## EMERGENCY CONTACTS / COLLECTION AUTHORITIES

(Please fill out only if details have changed)

Contact Name - \_\_\_\_\_

Relationships to child/ren - \_\_\_\_\_

Phone number - (1) \_\_\_\_\_

Phone number - (1) \_\_\_\_\_

If this information has changed recently, would you like these changes to be added to your records permanently?  
Yes/No.



# VACATION CARE BOOKING FORM

13<sup>th</sup> April 2026 – 24<sup>th</sup> April 2026

To request a booking tick or mark the appropriate boxes.  
 Please return this form by Friday 28<sup>th</sup> March 2026 to avoid disappointment.  
 Please read the Vacation Care information package in full for all Vacation Care details.

Child's Details:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Year level: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Year level: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Year level: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Year level: \_\_\_\_\_

Average Arrival Time: \_\_\_\_\_ Average Departure Time: \_\_\_\_\_

Parent/ Caregiver Name: \_\_\_\_\_ Parent/ Caregiver Signature: \_\_\_\_\_

2026 April	MONDAY 13 <sup>th</sup>	TUESDAY 14 <sup>th</sup>	WEDNESDAY 15 <sup>th</sup>	THURSDAY 16 <sup>th</sup>	FRIDAY 17 <sup>th</sup>
Week 1	<u>EXCURSION</u> Rec- Year 2 Space discovery Centre  <u>EXCURSION</u> Years 3-6 Marine Discovery Centre	Gadget Galaxy Tech Day! No Tech from home to be brought in please.	<u>INCURSION</u>  Crazy & Bright Rainbow Day! Jumpy castles, Giant Lawn Games & a Popcorn Machine	OSHC Olympics	Emergency Services Visit!
Tick days attending	R-2 Space Discovery centre  3-6 Marine Discovery centre				
2026 April	MONDAY 20 <sup>th</sup>	TUESDAY 21 <sup>st</sup>	WEDNESDAY 22 <sup>nd</sup>	THURSDAY 23 <sup>rd</sup>	FRIDAY 24 <sup>th</sup>
Week 2	The Great PJ Premiere Pyjama Day	<u>EXCURSION</u>  Playtime in the Park Harvest Green Playground	OSHC Time Capsule	OSHC Escape Room	<u>INCURSION</u>  OSHC Grand Prix Pedal Karts
Tick days attending					

<b>Office Use Only</b>
<b>Booking Date:</b>
<b>Staff Signature:</b>





# St Thomas More School

A Catholic school in the Mercy Tradition R-6

## Out of School Hours Care (OSHC)

### Excursion/outing Permission Form

The staff of St Thomas More School OSHC are arranging an excursion for your child/ren to the  
**Space Discovery Centre Reception – Year 2 ONLY**

**Date of the excursion:** 13/04/2026

**Please arrive at the service by:** 9:00am

**Time of departure:** 10:00am sharp

**Approximate time of return:** 1:30pm

**Destination:** Space Discovery Centre

**Address:** Lot Fourteen Ground floor, McEwin Building 364-370 North Terrace, Adelaide SA 5000

**The reasons for the excursion/activities to be undertaken by the children during the excursion include:** The centre introduces children to space, planets, and technology through interactive exhibits, helping spark curiosity and imagination about the world beyond Earth. Early exposure to science concepts supports natural inquiry and questioning skills.

**Type of transport to be used:** Billabong Bus Tours

**Safety restraints/ seatbelts/ other comments:** Seatbelts are available and must be used.

**Duration of travel:** Approximately 45 minutes- 1hr drive from service to venue.

**The number of adults accompanying the children during the excursion will be:**

**Staff:** 7 educators, **Students:** 40 Students

**Anticipated number of children: Ratio of: 1 adult to: 8 children**

**Cost of Excursion:** \$76.00

**Items to be brought along:**

Sun Smart hat & clothing – shoulders covered, full water bottle, recess, lunch, snacks and enclosed shoes must be worn – NO CROCS

**PLEASE COMPLETE THE FOLLOWING EXCURSION PERMISSION DETAILS for the**

**Space Discovery Centre on 13/04/2026**

**AND RETURN BY Friday 28/03/2026. TO ST THOMAS MORE SCHOOL OSHC**

**Name of child..... Name of child.....**

**Name of child..... Name of child.....**

I..... (print name) give permission for my child/ren to attend the Excursion to the Space Discovery Centre while in the care of the staff of St Thomas More School OSHC.

(parent/guardian signature) ..... date: ...../...../.....

A detailed risk assessment has been completed for this excursion and is available at the OSHC office. If any changes need to be made to the above, a new/updated excursion permission form will be given to you





# St Thomas More School

A Catholic school in the Mercy Tradition R-6

## Out of School Hours Care (OSHC)

### Excursion/outing Permission Form

The staff of St Thomas More School OSHC are arranging an excursion for your child/ren to the  
**Marine Discovery Centre Years 3- 6 ONLY**

**Date of the excursion:** 13/04/2026

**Please arrive at the service by:** 8:00am

**Time of departure:** 8:45am sharp

**Approximate time of return:** 3:30pm

**Destination:** Marine Discovery Centre

**Address:** Marlborough Street & Seaview Road, Henley Beach SA

**The reasons for the excursion/activities to be undertaken by the children during the excursion include:** Providing hands-on learning experiences that deepen their understanding of marine life, environmental sustainability, and the local coastal ecosystem while encouraging curiosity, responsibility, and engagement with real-world science.

**Type of transport to be used:** Billabong Bus Tours

**Safety restraints/ seatbelts/ other comments:** Seatbelts are available and must be used.

**Duration of travel:** Approximately 1hr drive from service to venue.

**The number of adults accompanying the children during the excursion will be:**

**Staff:** 7 educators, **Students:** 40 Students

**Anticipated number of children: Ratio of:** 1 adult to: 8 children

**Cost of Excursion:** \$76.00

**Items to be brought along:**

Sun Smart hat & clothing – shoulders covered, full water bottle, recess, lunch, snacks and enclosed shoes must be worn – NO CROCS

**PLEASE COMPLETE THE FOLLOWING EXCURSION PERMISSION DETAILS for the Years 3-6**

**Marine Discovery Centre on 13/04/2026**

**AND RETURN BY Friday 28/03/2026. TO ST THOMAS MORE SCHOOL OSHC**

**Name of child**..... **Name of child**.....

**Name of child**..... **Name of child**.....

I..... (print name) give permission for my child/ren to attend the Excursion to the Marine Discovery Centre while in the care of the staff of St Thomas More School OSHC.

(parent/guardian signature) ..... date: ...../...../.....

A detailed risk assessment has been completed for this excursion and is available at the OSHC office. If any changes need to be made to the above, a new/updated excursion permission form will be given to you



08 7285 1555 / 0409 551 699



oshc@sttmore.catholic.edu.au



50 Yorktown Road, Elizabeth Park SA 5113  
Kaurua Country





# St Thomas More School

A Catholic school in the Mercy Tradition R-6

## Out of School Hours Care (OSHC)

### INCURSION Permission Form

The staff of St Thomas More School OSHC have planned an incursion for the children:

Inflatables: Jumpy Castle, Obstacle Course, Giant outdoor games & Popcorn Machine

Date of the incursion: 15/04/2026

Approximate start time: 10:00am

Approximate end time: 4:00pm

Details of incursion – e.g. the reason for the incursion/activities to be undertaken by the children during the incursion include:

Participate in jumping in the castle, challenging themselves & peers on the obstacle course, & challenging each other at giant games such as connect 4, Jenga and more. Enjoy a cold Slushie.

The number of adults present during the incursion will be:

Staff: 10, Students: 80

Anticipated number of children: 80 Ratio of: 1 adult to 15 children

Additional educators: up to 4

Cost of Incursion: \$76.00

Items to be brought along:

SunSmart Hat, Full water bottle, recess, lunch & snacks. Wear enclosed shoes.

**PLEASE COMPLETE THE FOLLOWING INCURSION PERMISSION DETAILS for Inflatable Equipment**

**AND RETURN BY 28/04/2026 TO ST THOMAS MORE SCHOOL OSHC**

Name of child..... Name of child.....

Name of child..... Name of child.....

I.....(print name) give permission for my child/ren to participate in the inflatable activities Incursion while in the care of the staff of St Thomas More School OSHC

(parent/guardian signature) ..... date: ...../...../.....

A detailed risk assessment has been completed for this excursion and is available at the OSHC office. If any changes need to be made to the above, a new/updated excursion permission form will be given to you





# St Thomas More School

A Catholic school in the Mercy Tradition R-6

## Out of School Hours Care (OSHC)

### Excursion/outing Permission Form

The staff of St Thomas More School OSHC are arranging an excursion for your child/ren to:

**Harvest Green Playground**

**Dates:** 21/04/2026

**Arrive at the service by:** 9:00am

**Departure:** 10:00am sharp

**Approximate time of return:** 3:30pm

**Destination/s:** Harvest Green Playground

**Address:** Haselgrove Drive Roseworthy, SA 5371

**The reasons for the excursion/activities to be undertaken by the children during the excursion:**

To support their physical development, social skills, wellbeing, and sense of belonging while providing opportunities for active play and exploration in a real-world environment.

**Type of transport to be used:** Billabong Tours

**Safety restraints/ seatbelts/ other comments:** Seatbelts are available and must be used.

**Duration of travel:** approximately 35-minute drive.

**The number of adults accompanying the children during the excursion will be:**

1:8 Ratio

**Items to be brought along:** Sneakers must be worn and a full bottle of water, Sun Smart Hat & Clothing

**PLEASE COMPLETE THE FOLLOWING EXCURSION PERMISSION DETAILS:**

**Harvest Green Playground 21/04/2026**

**AND RETURN BY Friday 28/03/2026. TO ST THOMAS MORE SCHOOL OSHC**

Name of child..... Name of child.....

Name of child..... Name of child.....

I.....(print name) give permission for my child/ren to attend the Excursion to Harvest Green Playground while in the care of the staff of St Thomas More School OSHC.

(parent/guardian signature) ..... date: ...../...../.....

A detailed risk assessment has been completed for this excursion and is available at the OSHC office. If any changes need to be made to the above, a new/updated excursion permission form will be given to you







# St Thomas More School

A Catholic school in the Mercy Tradition R-6

## Out of School Hours Care (OSHC)

### INCURSION Permission Form

The staff of St Thomas More School OSHC have planned an incursion for the children.

Pedal Karts

Name of child..... Name of child.....

Name of child..... Name of child.....

Date of the incursion: 24/04/2026

Approximate start time: 10:00am

Approximate end time: 4:00pm

**Details of incursion:** Provide children with a fun and active experience that promotes physical development, coordination, confidence, and teamwork while encouraging outdoor play and safe risk-taking in a structured environment.

The number of adults present during the incursion will be: All educators will be present during the Incursion

Educator to Child ratio: 1:15

Anticipated number of children: 80 Ratio of: 1 educator to 15 children

Cost of Incursion: \$76.00

Items to be brought along: SunSmart hat and clothing-shoulders covered, full water bottle, recess, lunch, snacks and enclosed shoes

**PLEASE COMPLETE THE FOLLOWING INCURSION PERMISSION DETAILS for:**

Pedal Karts

**AND RETURN BY 28/04/2026 TO ST THOMAS MORE SCHOOL OSHC**

Name of child..... Name of child.....

Name of child..... Name of child.....

I.....(print name) give permission for my child/ren to participate in the pedal kart Incursion while in the care of the staff of St Thomas More School OSHC.

(parent/guardian signature)..... date: ...../...../.....

A detailed risk assessment has been completed for this excursion and is available at the OSHC office. If any changes need to be made to the above, a new/updated excursion permission form will be given to you

