

Kalamunda Out of School Centre

12 Grove Road, Walliston WA 6076

Phone: 08 9291 0088

Email: kosc@bigpond.net.au



Who are we?

Kalamunda Out of School Centre (KOSC) is a community based child care centre managed by a group of parent volunteers. We have provided high quality, affordable licensed out of school hours child care since 1987, and currently offer before and after school care and vacation care for up to 53 children aged between 4-12 years. Our commitment to professionalism and excellence in childcare is reflected in our Exceeding the National Quality Standards of Child Care.

As a not-for-profit organisation, we are able to put the needs of the children first and keep our fees low. Our families choose KOSC because of our low costs, caring and enthusiastic staff, small size and low staff turnover, and our broad range of activities that make use of our unique outdoor play area, including a large lawn, play and sports equipment, and basketball court. At KOSC, screen time is minimal.





KOSC Vacation Care

KOSC provides an exciting holiday program throughout the school holidays, closing only for Christmas/New year. Children can participate in organised activities, spontaneous games and fun excursions. Many children ask to come back for our holiday programs because they have fun with their friends and love the activities!































Vacation Care Program - July 2019

Cost: \$85 (less CCS for qualifying families) + optional lunch orders (see Booking Information). Includes snacks, incursions and excursions.

Opening hours: Monday to Friday; 6:30am – 6:15pm

| | MONDAY 8 TH JULY SUBWAY | TUESDAY 9 TH JULY WALLISTON DELI | WEDNESDAY 10 TH JULY SUBWAY | THURSDAY 11 TH JULY WALLISTON DELI | FRIDAY 12 TH JULY SUBWAY |
|--------|---|---|---|---|--|
| Week 1 | Naidoc Week Make an Aboriginal hand print Flag   Woggabiliri Throw & catch challenge   Balloon Stomp Fusion beading  | Learn about Aboriginal Culture Learn all about Indigenous art symbols   Aboriginal story stones Perform an Aboriginal Dream Dance   Gorri Make a woollen rainbow snake  | Excursion Ace Cinemas, Midland Depart 11.30am  Return 2.45pm  Plastecine Play Octopus   Aboriginal artwork Kezntan  | MASTERCHEF COOK OFF! Cook an Aboriginal/Australian food  Finger print art Kolap   Decorate a wooden boomerang Sack races  | Koolchee   Poison Spoons Cheat Uno   Make clapping sticks Tinker Table  |

KOSC July Vacation Care Program continued

| | MONDAY 15 TH JULY WALLISTON DELI | TUESDAY 16 TH JULY SUBWAY | WEDNESDAY 17 TH JULY SUBWAY | THURSDAY 18 TH JULY PACKED LUNCH | FRIDAY 19 TH JULY WALLISTON DELI |
|--------|---|--|--|--|---|
| Week 2 | <p>Make a cardboard marble run </p> <p>Wheelie board races </p> <p>Make a Dream Catcher </p> <p>Twister </p> <p>King of the Pack </p> | <p>Harry Potter Day Dress up as your favourite character</p> <p>Sorting hat quiz </p> <p>Bertie Botts every flavour bean challenge </p> <p>Make "Acid Pops" </p> <p>Make a wand and learn the motions</p> <p>Hooting owl </p> | <p>Make your own sock puppet </p> <p>Put on a puppet show </p> <p>Charades </p> <p>Shopping list scramble </p> <p>Pop Stick Creations </p> <p>Red rover </p> | <p>Excursion Kidz Paradise, Carlisle Depart 10.00am Return 3.30pm</p> <p>Scratchboard Masks </p> <p>Four square </p> <p>Elastics </p> <p>Cork Creations </p> | <p>Movie & PJ Day Enjoy a warm milo and popcorn </p> <p>Pie face challenge </p> <p>MINUTE TO WIN IT Bite the biscuit Suck it up Cup stacking </p> <p>Aluminium foil sculptures </p> <p>Indoor Cubby Building </p> |
| | MONDAY 22 ND JULY SUBWAY | TUESDAY 23 RD JULY | Important information | | |
| Week 3 | <p>Electronic Games Day!!!! Computer Wii DS's iPads </p> <p>Mummification </p> <p>Making sausage rolls for afternoon tea </p> <p>Bowling under the patio </p> <p>Blow painting </p> | <p>BACK TO SCHOOL </p> | <ol style="list-style-type: none"> 1) A Booking Form (Appendix A) must be completed and returned no later than 21 June 2019. For late applications please contact Rosie/Natalie on 08 9291 0088. 2) Bookings will be accepted on first in first served basis provided that fees are returned with the booking. 3) Fees may be subject to change with the new centre 2019/20 budget. Two weeks' notice will be given before any fee rise occurs. 4) Vacation care fees must be paid in advance for new families. Existing KOSC families must also be up-to-date with Term Fees. 5) All programmed activities and excursions/incursion details are provided on this program and in the Booking Information. All excursions depart at programmed times; we will not wait for late families. 6) Children are to be picked up from the centre no later than 6.15pm. | | |

July vacation care incursions and excursions

Staff reserve the right to change the programmed excursions at any time without notice.

The centre maintains a minimum ratio of 1 educator to 10 children and will adjust as necessary. A minimum of 3 educators will attend any excursion. For excursions that are deemed high risk a ratio of 1:4 will be put in place. A risk assessment is available at the centre for your perusal.

Excursions are catered for so that children do not require extra money; chips/lollies may be brought from home on movie days only.

| EVENT | DATE | DEPART/ START | RETURN/ FINISH | THINGS TO REMEMBER |
|--|--------------------------|------------------------------------|-------------------|---|
| Aboriginal culture day | Tuesday 9 July | All day | | N/A |
| Excursion Ace Cinemas Midland Gate Shopping Centre, Great Eastern Hwy Midland Ph:9250 2620 | Wednesday 10 July | 11:30am | 2:45pm | Ticket, popcorn and drink provided. No extra money. Advise of any dietary restrictions. |
| Masterchef Day | Thursday 11 July | Directed times throughout the day. | | All creations will be served for afternoon tea to share. Recipes must be submitted to staff to check for allergies. |
| Harry Potter day | Tuesday 16 July | All day | | Come dressed as a favourite Harry Potter character. Best dressed wins a prize!!! |
| Excursion Kidz Paradise 5a, 179 Planet Street, Carlisle. Ph: 9472 8655 | Thursday 18 July | 10am | 3pm | Children must bring: <ul style="list-style-type: none"> • socks • drink bottle • packed lunch. |
| Movie and PJ day | Friday 19 July | All day | | Appropriate shoes must be worn with PJs. |
| Electronic games day | Monday 22 July | Directed times throughout the day. | | Please no mobile phones or devices with internet access. |

Children are to bring a hat, drink bottle, socks and enclosed shoes on all excursions.

KOSC will use Lesmurdie Bus Service as our transport for all excursions.

Any day excursion - Walk to Walliston Primary School/Bill Shaw Reserve for outdoor play with educator/s

Vacation Care Booking Information - July 2019



Program of activities

All children are encouraged to participate in the programmed activities that are available. If you do not wish your child to participate in a certain activity, the centre must be notified in writing.

Excursions and incursions may require children to be separated into age groups. This will allow the child space and time to grow as an individual and develop their own social and life skills.

Cancellations

Please advise us if your child will not be attending. If you do not notify us of your child's absence you will be charged a \$15 no notification fee. **ALL CANCELLATIONS FOR VACATION CARE WILL BE CHARGED.**

Late pick up

Children are to be picked up no later than 6.15pm. After 6:15pm a late fee will be charged at the rate of \$15 for the first 5 minutes or part thereof, and \$10 for every subsequent 5 minutes or part thereof.

Meals

Children will need to eat breakfast before arriving at KOSC. The children will be provided with morning and afternoon tea.

Lunch is not provided. Children can either bring a packed lunch or pre-order lunch from Subway/Walliston Deli by completing the attached Lunch Order Form (Appendix B). Please note:

- we will not prepare foods that require boiling water such as two minute noodles, soups etc as these present a scalding hazard
- Lunch Order Forms must be returned with the Booking Form by **21 June 2019**, as lunches are ordered in advance with the provider and charged to your account. **Late lunch order forms will not be accepted.**

Safety

A first aid kit will be available and staff will have access to a telephone with the appropriate information regarding the children at all times in case of emergency. All KOSC supervisors have current first aid certificates.

Closed in shoes are recommended at all times.

Please note that **parents are responsible for ensuring the children apply sunscreen before arriving at the centre.** KOSC will ensure sunscreen is reapplied at morning tea, lunch and afternoon tea times.

Medication

Supervisors must be provided with any medication your child may require along with a signed KOSC medication form. Visibly sick children will not be accepted and you will be asked to take the child home. Parents of any child that becomes ill during the day will be contacted to collect them.

Daily requirements

Please ensure your children come to KOSC vacation care with the following:

- ✓ Lunch (if no lunch order placed)
- ✓ Hat and sunscreen applied
- ✓ Drink bottle
- ✓ Closed in shoes
- ✓ Shirts with sleeves (preferred)
- ✓ Long hair tied up
- ✓ Change of clothes on hot days (for spontaneous water play).

The following are **not permitted** at KOSC unless specifically programmed for, e.g. electronic game day:

- ✗ Children's toys from home (Bakugan's, Transformers, Bionicles, Monster Catchers, Trading/Collecting cards etc)
- ✗ iPods/MP3 players
- ✗ Mobile phones
- ✗ Electronic games e.g. DS's, PSP's- etc

Appendix A: Vacation Care Booking Form - July 2019



To be returned to KOSC by 21 June 2019

Please tick family status

| | | | |
|--------------------------|---|--------------------------|-------------------------------|
| <input type="checkbox"/> | Two parent working family | <input type="checkbox"/> | Two parents studying/training |
| <input type="checkbox"/> | One parent working family | <input type="checkbox"/> | One parent studying/training |
| <input type="checkbox"/> | This booking is a respite/leisure booking | <input type="checkbox"/> | Other |

| | CHILD FULL NAME | D.O.B | MEDICAL REQUIREMENTS /OTHER COMMENTS |
|---|-----------------|-------|--------------------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

CHILD 1

| MON | TUE | WED | THUR | FRI |
|-----|-----|-----|------|-----|
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |

CHILD 2

| MON | TUE | WED | THUR | FRI |
|-----|-----|-----|------|-----|
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |

CHILD 3

| MON | TUE | WED | THUR | FRI |
|-----|-----|-----|------|-----|
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |

CHILD 4

| MON | TUE | WED | THUR | FRI |
|-----|-----|-----|------|-----|
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |

TERMS AND CONDITIONS

I am willing for my child to participate in all activities offered in the Vacation Care Program. I agree it is my responsibility to familiarise myself with the program before the commencement of care and to advise the staff in writing if I do not wish my child to participate in a particular activity.

1. I have read the Vacation Care Booking Information & agree to all policy notes.
2. I give permission for my child to watch PG rated DVD's/music' (YES / NO)
3. I give permission for my child to participate in spontaneous/planned water activities (YES / NO)
4. In the event of any accident I authorise the obtaining of medical assistance as my child requires. I will meet all expenses.
5. I understand that if this form is incomplete my booking will not be processed.
6. I give my child permission to travel to and from excursions on the hired bus.
7. I give my child permission to participate in all the above incursions/excursions listed on the Vacation Care Program on pages 1-3.

Parent/Guardian Signature: _____ Date: _____ Contact Number: _____



OFFICE USE ONLY

Date received: ____/____/____ STAFF MEMBER: _____ Payment returned with form: YES / NO

Appendix B: Lunch Order Form page 1 – to be returned with booking form

Child's name: _____

| Date | | Price/Size | Bread | Filling | Cheese | Salad | Sauce | Drink | Cookie |
|------------------------------------|--------|-------------------------------|----------------|-------------------------|---------|---|------------------------------------|---------------------------------------|--------------------------------------|
| Monday 8 th July | SUBWAY | \$8 -6 inch \$10 –Footlong | White Wheat | Salami Ham Turkey | Cheddar | Lettuce Tomato Carrot Cucumber | Tomato Mayo Honey Mustard | Mini Pump Choc Milk Apple Juice | Choc Chip Raspberry Cheesecake |
| Wednesday 10 th July | SUBWAY | \$8 -6 inch \$10 –Footlong | White Wheat | Salami Ham Turkey | Cheddar | Lettuce Tomato Carrot Cucumber | Tomato Mayo Honey Mustard | Mini Pump Choc Milk Apple Juice | Choc Chip Raspberry Cheesecake |
| Friday 12 th July | SUBWAY | \$8 -6 inch \$10 –Footlong | White Wheat | Salami Ham Turkey | Cheddar | Lettuce Tomato Carrot Cucumber | Tomato Mayo Honey Mustard | Mini Pump Choc Milk Apple Juice | Choc Chip Raspberry Cheesecake |
| Tuesday 16 th July | SUBWAY | \$8 -6 inch \$10 –Footlong | White Wheat | Salami Ham Turkey | Cheddar | Lettuce Tomato Carrot Cucumber | Tomato Mayo Honey Mustard | Mini Pump Choc Milk Apple Juice | Choc Chip Raspberry Cheesecake |
| Wednesday 17 th July | SUBWAY | \$8 -6 inch \$10 –Footlong | White Wheat | Salami Ham Turkey | Cheddar | Lettuce Tomato Carrot Cucumber | Tomato Mayo Honey Mustard | Mini Pump Choc Milk Apple Juice | Choc Chip Raspberry Cheesecake |
| Monday 22 nd July | SUBWAY | \$8 -6 inch \$10 –Footlong | White Wheat | Salami Ham Turkey | Cheddar | Lettuce Tomato Carrot Cucumber | Tomato Mayo Honey Mustard | Mini Pump Choc Milk Apple Juice | Choc Chip Raspberry Cheesecake |

Please complete one sheet per child. **LATE ORDERS WILL NOT BE ACCEPTED.**

Lunch Order Form page 2 – to be returned with booking form

Child's name: _____

| Please circle your choices | | Price | Choice 1 | Choice 2 | Choice 3 | Choice 4 | Choice 5 | Choose 1 Drink | | | Choose 1 snack | | |
|-----------------------------------|-------------------|-------|-----------------------|-------------------------------------|----------------------|-----------------|---|-------------------|-----------|------------------|--------------------|---------------------|---------------------|
| Tuesday 9 th July | Walliston Deli | \$11 | Chicken Salad Wrap | Ham & Cheese Toasted Sandwich | Veggie Cheese Pie | Beef Lasagne | Chicken Nuggets & Garden Salad <small>Vegetarian</small> | Orange Pop Top | Choc Milk | Apple Pop Top | Strawberry Milk | Chocolate Muffin | Blueberry Muffin |
| Thursday 11 th July | Walliston Deli | \$11 | Chicken Salad Wrap | Ham & Cheese Toasted Sandwich | Veggie Cheese Pie | Beef Lasagne | Chicken Nuggets & Garden Salad <small>Vegetarian</small> | Orange Pop top | Choc Milk | Apple Pop top | Strawberry Milk | Chocolate Muffin | Blueberry Muffin |
| Monday 15 th July | Walliston Deli | \$11 | Chicken Salad Wrap | Ham & Cheese Toasted Sandwich | Veggie Cheese Pie | Beef Lasagne | Chicken Nuggets & Garden Salad <small>Vegetarian</small> | Orange Pop Top | Choc Milk | Apple Pop Top | Strawberry Milk | Chocolate Muffin | Blueberry Muffin |
| Friday 19 th July | Walliston Deli | \$11 | Chicken Salad Wrap | Ham & Cheese Toasted Sandwich | Veggie Cheese Pie | Beef Lasagne | Chicken Nuggets & Garden Salad <small>Vegetarian</small> | Orange Pop top | Choc Milk | Apple Pop top | Strawberry Milk | Chocolate Muffin | Blueberry Muffin |

Please complete one sheet per child. **LATE ORDERS WILL NOT BE ACCEPTED.**

TERM 3 2019 BOOKING FORM

Form due date: FRIDAY 21st June.

If you have previously booked for the whole year, only complete form if booking is changing. Check with staff if unsure.

Child/ren Name: _____

School Attending: _____

| Please tick Sessions you require. | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----------------------------------|--------|---------|-----------|----------|--------|
| AM | | | | | |
| PM | | | | | |

I have a rotating roster, see attached or Date to start my rotating roster is:

TERMS & CONDITIONS

- If you have a rotating roster please attach to this form.
- In the incident of too many children being booked in for KOSC on a certain day, KOSC will consult with our Priority of care listing to determine which family needs care. There will be a waiting list available.
- KOSC cannot be held responsible for a missed pick up if this form is not completed and returned by the due date.
- Centre staff will contact you should this requested placement be unavailable.
- **Please tell your children that they need to be waiting at the designated pick up point as soon as school has finished.**

Parent/Guardian Signature: _____

Date: _____