



## **Chester Hill Neighbourhood Centre SCHOOL HOLIDAY PROGRAM**

CENTRE AIMS: Chester Hill Neighbourhood Centre Out of School Hours Care and Vacation Care program is for all children to enjoy their time during the school Holiday. This is achieved through a caring, secure and stimulating environment in which all children are given the opportunity to choose from a variety of Activities from day to day.

**School Vacation Care**  
**5Yrs – 12Yrs (Kindy to years 6)**  
**25<sup>th</sup> of September 2023 until 06<sup>th</sup> of October 2023**  
**09<sup>th</sup> of October 2023 (Pupil Free Day)**  
**Open 7:00am to 6:00pm**

**Bookings will be accepted IN PERSON ONLY  
at the Child Care Centre.**

**7:00am -9:00am or 2:30pm-6:00pm Monday to Friday**  
**Booking will start on 4<sup>th</sup> of September 2023.**  
**All booking must be done before 20<sup>th</sup> of September 2023 to help.**  
**The Centre to manage booking the accurate ratio of staff.**

**Priority given for working parents  
the Centre can accept 85 children each day.**

**FUN, SUPERVISED CARE FOR PRIMARY SCHOOL AGED  
CHILDREN**

**Phone: 9743 8089 Mob 0407 227 059**  
**Address: 231 Wellington Rd. Chester Hill,**  
**NSW 2162**

**Email: [chncioosh@bigpond.com](mailto:chncioosh@bigpond.com)**

### **FEES:**

- **Booking Fee per child per day is \$48 per day includes the cost of excursions.**
- **Casual booking per child per day is \$49.50 per day includes the cost of excursions.**
- **All families are eligible for Child Care Benefit. To obtain more information about Child Care Benefits call Family Assistance Office on 13 61 50**

**Children should not be dropped off at the Centre before 7:00 am and collected no later than 6:00pm. A late fee of \$1 per one minute per child to cover overtime payable to staff.**

### **EXCURSIONS/INCURSIONS:**

These are an essential part of the Vacation Care Program to allow the children to experience an enjoyable holiday. Excursions and Incursions are part of the daily fees. Parents are expected to sign the excursion permission prior to their child being accepted to any excursion. Appropriate clothing and footwear should be worn on excursions and at the Centre - no exceptions. **All children must have a hat that always covers back of neck and ears.**

Please do not bring money on excursions unless asked to. Children must bring their packed lunch and water and fruit break. All children booked in on an excursion day are required to be at the Centre by 8:00am sharp, unless advised on the program, or told before of any changes.

### **SICKNESS/ACCIDENT:**

If your child/ren is not attending the Centre on any day in which he/she is enrolled, please contact Centre staff by 8:00am particularly on excursion days. Fees will still be applicable for this day. In the event of illness or accident whilst at the Centre, appropriate procedures will be followed as per the Centre's Policy. (Refer to Chester Hill Neighbourhood Centre Policy Folder)

### **MEDICATION**

If your child needs medication, give it directly to a staff member, making sure it is in the original container and with a signed medical administration form.

If your child has Asthma, parents must provide us with an Asthma Action Plan to be completed alongside a medical practitioner, signed and updated regularly. It is essential to have a doctor's treatment plan provided by the parents/ guardians. A risk minimisation plan is put in place for each child with asthma or any allergy.

### **GUIDING CHILDREN'S BEHAVIOUR:**

For the enjoyment and safety of all children attending the Centre, the Centre rules are displayed for everyone to view. Your cooperation in encouraging these rules would be greatly appreciated. All children and staff must display mutual respect and co-operation. In the event of serious or continued disruptive behavior, a child may be refused acceptance to excursions and /or the continued attendance at the Centre.

### **IMPORTANT ADDITIONAL INFORMATION:**

Children are to be signed in and out of the Centre every day. Please inform Centre staff if someone else is going to be picking up your child/ren other than yourself.

Payment in full is required by the closing date for all days booked. All days booked and paid for are not transferable.

Casual Assistants are working because of their qualifications and experience in childcare.

### **FOOD**

Please provide a healthy lunch which is enough for the whole day, provide morning tea (Fruit Break), lunch and afternoon tea for your child. **Peanuts or peanut products and Nutella are not permitted**, due to children with life threatening allergies; please do not send food for your child with peanuts or peanut product please check labels on foods.