

Vacation Care Enrolment Handbook & Booking Form

Monday 8 December 2025 to Friday 12 December 2025 Monday 12 January 2026 to Tuesday 27 January 2026 Opening Hours: Monday - Friday 7:30 am to 6:00pm

Bookings close at 6:00pm on Friday 21 November 2025

Late bookings will incur a \$22 fee or may not be accepted. Thank you for your understanding.

Please note that there are limited spots available, and some days may fill up before the deadline. To ensure your spot, please send in your completed booking form with payment.

The Saint Ignatius' College Vacation Care Program has been designed to offer a secure, entertaining, and engaging atmosphere for children during their vacation period. The schedule is packed with an array of activities, such as excursions, interactive sessions with special guests, art and craft sessions, cooking, sports, and both indoor and outdoor games that cater to the children's likes and interests.

Please keep in mind that the program is subject to change at short notice due to circumstances beyond our control. We do our best to keep any changes to a minimum, and we will notify families promptly if any circumstances do change.

Please do not send your child/ren if they display any symptoms of illness.

For all bookings and enquiries, contact:

Bella Cerbo: 8130 7113 oshc@ignatius.sa.edu.au

Excursion mobile number, for emergencies only: 0492 865 938

VACATION CARE IMPORTANT INFORMATION

OPERATING HOURS

Our program runs from 7:30am to 6:00pm, Monday through to Friday. On home base days, you have the flexibility to drop off or pick up your child/ren at any time within these hours. However, please note that on excursion days, your child/ren must arrive by the designated times. Excursion departure and return times can be found in the program. It is important to remember to sign your child/ren in and out every day.

FEES AND CHILD CARE SUBSIDY (CCS)

The cost per child per day is \$85.00, which includes all activities and two snacks. To confirm your child/ren's spot, payment of this fee is necessary when you book. You may qualify for the Child Care Subsidy (CCS). To apply, you'll need to provide us with your Customer Reference Number (CRN) from Centrelink. To learn more or obtain a Customer Reference Number, please visit Services Australia.

HOW TO BOOK AND ENROL

Please fill out the attached booking form to secure a spot for your child/ren. For us to process your booking, kindly ensure that the form is complete, and payment has been made in full. You can make payment over the phone, in person using eftpos, or via online banking transfer, no cash payments.

CANCELLATIONS

You must inform Vacation Care if your child/ren cannot attend a session. If you cancel a booked/paid session, the total fee will still apply to cover staffing, catering, and program expenses. Refunds cannot be given. However, if your child/ren cannot attend due to illness and you provide a medical certificate, we can offer you a credit on your account. If your child/ren cannot attend for reasons other than illness, and you provide 24 hours' notice, we can offer you a credit, providing we can fill the vacancy. Similarly, if a spot is available, you may swap to a different day.

LATE COLLECTION FEE

If a child/ren is not picked up by 6:00pm, there will be a late fee of \$22.00 after 6:00pm, and every 15 minutes thereafter. Please let us know if you will be late to collect your child/ren.

BUS INFORMATION

All bus excursions are booked privately with Grants Coachlines. For further information, please see Bella Cerbo.

FOOD

Your child/ren will be offered morning and afternoon snacks. These may include fruit, vegetable, meat and crackers platters. However, please ensure they bring their own lunch (unless otherwise stated), snacks, and drink bottles. We strictly abide by Saint Ignatius' College's Allergy Awareness and Management policy. Please refrain from bringing nuts or nut-containing products to OSHC. This includes activities and food provided. We inform all external providers that we are an allergy aware College.

CLOTHING AND BELONGINGS

Please label all your child/ren's clothing and personal items. Please wear weather-appropriate clothing and closed-in walking shoes for excursions. Avoid bringing: Toys/games from home, phone/iPad, or money unless indicated otherwise. Please note that anything brought to OSHC is brought at the family's own risk. SIC takes no responsibility for lost, stolen, or broken possessions.

SUN SMART

The Junior School is a SunSmart School. broad-brimmed hat hats are compulsory for all students - every day in Terms 1 and 3 (from 1 August) and Term 4. Students without a College hat, on those occasions, will be able to play only in the undercroft or the Holy Family Piazza. Hats are optional in Term 2 - except when the UV rating is 3 or above. In those instances, students will be instructed to wear their hats.

RATIOS

The program aims to maintain a staff-to-child ratio of 1:15 on home-based days and 1:8 on excursions. Higher ratios are in place during water-based excursions.



December 2025



FRIDAY 12TH DECEMBER

Incursion Information:

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TUESDAY 9TH DECEMBER	Excursion Information.
ONDAY 8 TH DECEMBER	nemetion Information.

Returning to OSHC: 3:20pm **Excursion to: Woodhouse** Arrive at OSHC: 8:45am **Activity Park, Piccadilly** Incursion 1: 10:30am-12:30pm Incursion 3: 1:30pm-3:30pm Incursion 2: All Week

Special Snack Option: **Waffle Fries**

Special Snack Option:

Pita Bread

MTOP: 1.1, 1.2, 2.1, 4.3

Jasper C, Louis B Suggested by:

Incursion 1: 10:30am-3:30pm Incursion 2: 10:30am-2:30pm Incursion Information:

Special Snack Option: Nuggets

MTOP: 1.1, 1.2, 2.1, 4.3

MTOP: 2.4, 3.1, 4.1, 5.5

Zekai X, Nathan M Suggested by:

Special Snack Option:

Sophia L, Ceyloni U Suggested by:

Excursion to: Hoyts, Norwood Returning to OSHC: 1:00pm Arrive at OSHC: 9:00am **Excursion Information:**

Incursion 2: 11:00am-3:00pm Incursion 1: 10:30am-3:30pm

Special Snack Option:

Potato Gems

MTOP: 2.4, 3.1, 4.1, 5.5

MTOP: 1.1, 1.2, 2.1, 4.3

Suggested by:

Suggested by: Bella, Alessia



General Reminders

Please bring a packed <u>healthy</u> lunch, snacks and a water bottle.

Please ensure your child has a sun-smart hat and appropriate clothing, including closed-in shoes.

An assortment of Fruit, Vegetables, Meat, and Crackers Daily Snack Menu:

We will have an assortment of cooking and craft activities throughout the day.



Wishing all our Saint Ignatius' College OSHC families and a safe and happy New Year! a very Merry Christmas







January 2026



Saint Ignatius' College Vacation Care Program

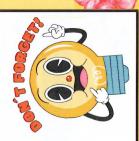
	NUARY	nation:	n, Seaton 0:00am :: 3:25pm	Option:	4.1, 5.5	by: n H	NUARY	nation:	n-12:30pm m-3:30pm		1, 4.3	oy:	
	FRIDAY 16TH JANUARY	Excursion Information:	Excursion to: Olon, Seaton Arrive at OSHC: 10:00am Returning to OSHC: 3:25pm	Special Snack Option: Nachos	MTOP: 2.4, 3.1, 4.1, 5.5	Suggested by: Dion C, Dean H	FRIDAY 23RD JANUARY	Incursion Information:	Incursion 1: 10:30am Incursions 2: 12:30pr	Special Snack Option: Nuggets	MTOP: 1.1, 1.2, 2.1, 4.3	Suggested by: Siena B, Isaac B	
on caronagian	WEDNESDAY 14TH JANUARY THURSDAY 15TH JANUARY	Incursion Information:	<u> </u>	Special Snack Option: Nuggets	MTOP: 1.1, 1.2, 2.1, 4.3	Suggested by: Annabelle H, Katie H	THURSDAY 22ND JANUARY	Incursion Information:	Incursion 1: 10:30am-3:30pm Incursion 1: 10:30am-12:30pm Incursion 2: 12:30pm-3:30pm	Special Snack Option: Pita Bread	MTOP: 1.1, 1.2, 2.1, 4.3	Suggested by: Asher S, Sebastian D	
meda casu	WEDNESDAY 14TH JANUARY	Incursion Information:	Incursion 1: 10:30am-12:30pm Incursion 2: 10:00am-4:30pm	Special Snack Option: Pita Bread	MTOP: 1.1, 1.2, 2.1, 4.3	Suggested by: James F, Ashton W	WEDNESDAY 21st JANUARY THURSDAY 22ND JANUARY	Excursion Information:	Excursion to: Funtopia, Prospect	Arrive at OSHC: 8:45am Returning to OSHC: 12:45pm Special Snack Option:	Wame Fries MTOP: 2.4, 3.1, 4.1, 5.5	Suggested by: Jiayi C, Ivan H	
anne ignation	TUESDAY 13TH JANUARY	Excursion Information:	Excursion to: AFL Max, Adelaide Airport Arrive at OSHC: 10:00am	Returning to OSHC: 3:25pm Special Snack Option:	MTOP: 2.4, 3.1, 4.1, 5.5	Suggested by: Alex M, Nicholas C	TUESDAY 20TH JANUARY	Excursion Information:	Excursion to: Hoyts, Norwood Arrive at OSHC: 9:00am	Returning to OSHC: 1:00pm Special Snack Option: Potato Gems	MTOP: 2.4, 3.1, 4.1, 5.5	Suggested by: Alfie A, Austin D	
	MONDAY 12TH JANUARY	Incursion Information:	Incursion 1: 10:30am-12:30pm Incursion 2: All Week Incursion 3: 11:00am-3:00pm	Special Snack Option: Potato Gems	MTOP: 1.1, 1.2, 2.1, 4.3	Suggested by: Cinry L, Miya W	MONDAY 19TH JANUARY	Incursion Information:	Incursion 1: All Week Incursion 2: 1:00pm-3:00pm	Special Snack Option: Nachos	MTOP: 1.1, 1.2, 2.1, 4.3	Suggested by: Eveson L, Arnau B	



Please bring a packed healthy. Iunch, snacks and a water bottle.

Please ensure your child has a sun-smart hat and appropriate clothing, including closed shoes.

Daily Snack Menu: An assortment of Fruit, Vegetables, Meat, and Crackers We will have an assortment of cooking and craft activities throughout the day.



Bee there, or Bee squa Saint Ignatius' College Vacation Care Program WEDNESDAY 28TH JANUARY OMMENCES January 2026 Incursion 1: 10:30am-12:30pm Incursion 2: 1:30pm-3:30pm TUESDAY 27TH JANUARY Incursion Information: Special Snack Option: Romeo M, Madeline C MTOP: 1.1, 1.2, 2.1, 4.3 Suggested by: TUESDAY 27TH JANUARY MONDAY 26TH JANUARY **OSHC IS CLOSED**

Bookings Close

filled, we won't be able to accept any more bookings. Waiting lists are Book early as places are limited. Once available places have been available. However, spots are not guaranteed. Friday 21st November 2025



ENROLMENT FORM

Date Entered:

Emailed Date:

Please only email this form as a pdf. (<u>Screenshots will not be accepted</u>) or return it in person to the OSHC room or the front office.

Given Name	Guardian 1		Guardian 2	
Surname				
Preferred Name				
Gender	Side of the state			
Home Address If not on file				
Mobile Phone				
Home Phone				
Work Phone				
Birth Date				
Name and CRN number associated with the child.	If not on file			
Email address If not on file				
CHILD/REN INFORM	ATION			
Given Name	Child 1	Child 2		Child 3
Surname				
Date of Birth If not on file				
Child's CRN If not on file				
Gender	M/F	M/F		M/F
	CTS AND PEOPLE AUT om parent/guardian) r Emergency Contact 1		YOUR CHILD/CHILI Emergency Contact 2	DREN.
Given Name				
Given Name				
Given Name Surname				
Given Name Gurname Mobile Number				

Vacation Care Fee:

Paid Date:

MEDICAL DETAILS

CHILD/REN MEDICAL INFO	RMATION
Does your child/ren have	Yes /No
any allergies or food/drug sensitivities?	If YES , please give details:
Does your child/ren have an Action Plan?	Yes /No If YES, please give details:
Has your child/ren been diagnosed as at risk of Anaphylaxis?	Yes /No If YES, please give details:
Does your child/ren take any regular medication? E.g., Ventolin, Ritalin etc.	Yes /No If YES, please give details:
Does your child/ren get bus/motion sickness.	Yes /No If YES, your child/ren will need to sit at the front of the bus:

PARENT DECLARATION/ PERMISSIONS

- I approve of my child/ren's involvement in Saint Ignatius' College Vacation Care program.
- I give my child/ren permission to participate in activities organised for the days my child/ren will attend. Risk assessments are conducted for all excursions and incursions and may be viewed upon request.
- I authorise staff to obtain all necessary medical assistance and treatment for my child/ren in the event of an accident or illness and agree to meet any expenses attached to such treatment and transport.
- If my child/ren develops Asthma symptoms during this time and does not have their medication, I permit OSHC Educators to administer "reliever" medication from the first aid kit, follow basic asthma management procedures and, as soon as possible, contact a parent/guardian.
- I acknowledge that my child/ren will not attend OSHC Vacation Care if suffering from an infectious or communicable disease identified by the SA Health Department.
- I authorise staff to supply sunscreen to my child/ren unless I have provided my child/ren with their own.
- I understand there is a late pick-up charge, as outlined in the OSHC and Vacation Care Policy, which applies after the service's finishing time.
- I agree to pay for the days my child/ren are enrolled and agree to the cancellation policy as stated above.
- The information I have provided is true and correct, and, where applicable, I have provided Centrelink with this information.
- At Saint Ignatius' College Vacation Care, it is imperative that we maintain a safe and enjoyable environment
 for all the children in our care. We ask that all children follow our behavioural policies and rules, which are in
 line with the College. Please note that any child/ren who consistently exhibit inappropriate behaviour may
 risk being disqualified from our program.
- I understand that Saint Ignatius' College Vacation Care reserves the right to vary the terms and conditions.

GUARDIAN CONSENTS

PHOTO/VIDEO INFORMATION:

We promote a positive cyber-safe culture within our community, which extends to how we use photographs of children in our care. We use an OSHC iPad and upload photos to a secure app or display them in our room. Images can be reviewed upon request. Please let a staff member know if you do not wish your child/ren to be photographed and uploaded to our One Child app during Vacation Care.

VACATION CARE DECLARATION:

I confirm that I have thoroughly read and comprehended the Vacation Care Handbook and consent to the terms and conditions specified. I verify that the days I selected are accurate. Please note that exchanging days may not be feasible, and if bookings are made after the 21 November, a \$22 late fee will be imposed. I am aware of the Vacation Care cancellation policy, as previously stated.

SIGN HERE	Signature of parent/guardian:	Date:
In the event of child/ren to be	ATHER CONDITIONS extreme weather conditions where it is no longer transported via a private bus.	safe to walk on an excursion I/we permit for my
initial of parer	t/guardian:	

EXCURSION CONSENTS: PLEASE INITIAL ALL THAT ARE APPLICABLE

Please note that if permission is not granted, your child/ren cannot attend.

Excursion Consent	Guardian Signature	Date
WOODHOUSE ADVENTURE PARK, PICCADILLY 09/12/2025		
I/we permit for my child/ren to participate in all aspects of the		
excursion to Woodhouse Adventure Park, Piccadilly including the use		
of a private bus for transportation.		
MOVIE HOYTS, NORWOOD 11/12/2025		
I/we acknowledge that the scheduled movie at Hoyts, Norwood is rated		
G, and that we will be walking to the venue.		
AFL MAX, ADELAIDE AIRPORT 13/01/2026		
I/we permit for my child/ren to participate in all aspects of the		
excursion to AFL Max, Adelaide Airport including the use of a private		
bus for transportation.		
OLON, SEATON 16/01/2026		
I/we permit for my child/ren to participate in all aspects of the		
excursion to Olon, Seaton including the use of a private bus for		
transportation.		
PG MOVIE HOYTS, NORWOOD 20/01/2026		
I/we acknowledge that the scheduled movie at Hoyts, Norwood is		
rated PG, and that we will be walking to the venue.		
FUNTOPIA, PROSPECT 21/01/2026		
I/we permit for my child/ren to participate in all aspects of the		
excursion to Funtopia, Prospect including the use of a private bus for		
transportation.		

BOOKING FORM

PLEASE TICK SELECTED DAYS. Vacation Care Fees: \$85.00 per child per day We recommend taking a photo of your selected days for future reference.

Date and Activity	Child 1	Child 2	Child 3	Notes
MONDAY 08/12/2025				
Incursion 1: Christmas Fidget Toys				
Incursion 2: Arcades (all week)				
Incursion 3: Escape Room - Santa's Workshop				
Shutdown				
TUESDAY 09/12/2025				
Excursion: Woodhouse Adventure Park, Piccadilly				
WEDNESDAY 10/12/2025				
Incursion 1: Inflatable Obstacle Course				
Incursion 2: Christmas Face Paint				
THURSDAY 11/12/2025				Include a small
Excursion: Polar Express, Hoyts, Norwood				Combo deal.
				Yes / No
FRIDAY 12/12/2025				
Incursion 1: Pedal Karts and Inflatable				
Incursion 2: Water Play (change of clothes)				

CLOSED FROM 13 DECEMBER 2025 RE-OPEN ON MONDAY12 JANUARY 2026

Date and Activity	Child 1	Child 2	Child 3	Notes
MONDAY 12/01/2026				
Incursion 1: Nature Mini-Play Festival				
Incursion 2: Human Foosball and Pedal Karts (all				
week)				
Incursion 3: Ignite VR				
TUESDAY 13/01/2026				
Excursion: AFL Max, Adelaide Airport				
WEDNESDAY 14/01/2026				
Incursion 1: Tri Skills Gymnastics				
Incursion 2: Gooroo Clay Animation				
THURSDAY 15/01/2026				
Incursion 1: Inflatable Obstacle Course				
Incursion 2: Woodworks				
FRIDAY 16/01/2026				
Excursion: Olon, Seaton				

BOOKING FORM

PLEASE TICK SELECTED DAYS. Vacation Care Fees: \$85.00 per child per day We recommend taking a photo of your selected days for future reference.

Date and Activity	Child 1	Child 2	Child 3	Notes
MONDAY 19/01/2026				
Incursion 1: Play Football Academy				
Incursion 2: Kelly Sports 'K' Games Extravaganza				
TUESDAY 20/01/2026				Include a small
				Combo deal.
Excursion: Grand Prix Europe, Hoyts, Norwood	V.			Yes / No
WEDNESDAY 21/01/2026				
Excursion: Funtopia, Prospect				
THURSDAY 22/01/2026				
Incursion 1: Movie Projector				
Incursion 2: Gaming Party Hire				
FRIDAY 23/01/2026				
Incursion 1: Hahndorf Farm Barn				
Incursion 2: Outback Adventures				

Date and Activity		Child 1	Child 2	Child 3	Notes
MONDAY 26/01/2026	CLOSED FOR PUBLIC HOLIDAY				
TUESDAY 27/01/2026				Section Section Control Section	
Incursion 1: Geocaching					
Incursion 2: Colour Burst					
WEDNESDAY 28/01/2026	TERM 1 2026 COMMENCES				

PAYMENT OPTIONS

DIRECT DEBIT FORM Please note that details are kept confidential, and this form will be shredded once entered. Card details are not kept on file.					
Credit Card: MasterCard Visa					
Card No:	Expiry Date:				
Cardholder Name:	Signature:				
ONLINE BANKING					
Please tick if you would like to pay via online banking transfer, and we will send you an email with the total amount due.					
Account name: Saint Ignatius College OSHC					
BSB : 064 786 Account number: 10001 6282					
Reference: Please remember to refer to your child's name, your family name and 'vacation care' (e.g., J Smith VAC)					
Your bookings will be cancelled if an online banking transfer is not made within 5 days of receiving a confirmation email.					

