



CITY OF PORT PHILLIP

# Vacation Care Program

## GLOBE TROTTING THROUGH THE REAL AND THE UNREAL...

ST KILDA PRIMARY SCHOOL  
MON 9 JAN - FRI 27 JAN  
(INCLUDING NIPPERS PROGRAM)

PORT MELBOURNE PRIMARY SCHOOL  
MON 16 JAN - FRI 27 JAN

(EXCLUDING THURSDAY 26 JANUARY, AUSTRALIA DAY)

BOOKINGS CLOSE  
THU 22 DECEMBER, 2011

Bookings reopen once the program commences and are subject to late fees.



# ST KILDA PRIMARY NIPPERS WEEK

<b>Mon 9</b>	<b>Welcome Globe Trotters! Destination: India</b> Put your fast paced shoes on and trot on over to India for a game of Cricket. Also enjoy lots of coconut sports, Bollywood belly dancing & making curry puffs.
<b>Tue 10</b>	<b>NIPPERS &amp; Destination Bali</b> After your first day splashing around at Nippers, come back to the centre, relax with a Balinese fruity concoction and get creative and Tie dye tees (BYO) or bandanas (supplied).
<b>Wed 11</b>	<b>NIPPERS &amp; Destination Never Never Land</b> Rrrr me Hearty's, 'tis a day to come as a fairy or pirate (or a piracy - a pirate fairy!) for High Tea on the high seas. Also take time to build model pirate ships or fairy houses.
<b>Thu 12</b>	<b>NIPPERS &amp; Destination Botany Bay</b> Outside fence mural painting project influenced by old maps & ships from Captain Cook's era.
<b>Fri 13</b>	<b>NIPPERS &amp; Destination Hogsmead</b> Only one place to be on Friday 13th... Hogwarts School of Witchcraft and Wizardry! Dress if you like for an afternoon of magic and spells.

## ST KILDA PRIMARY SCHOOL & PORT MELBOURNE PRIMARY SCHOOL

<b>Mon 16</b>	Take some time to assess our Globetrotting fashion. Trace your body onto big paper then decorate it in dress or costume from your favourite place, real or unreal, from anywhere around the globe. Then... <b>Destination Hawaii</b> For making shrinky dinks surfboard keyrings, lei making relays & land surfing!
<b>Tue 17</b>	<b>Destination Asia</b> Time for the Great Chopstick Challenge, Origami & mini Japanese Film Festival. <b>PLUS</b> <b>S</b> Traditional theatrical makeup workshop & martial art session in sumo suits <b>P</b> Making Chinese Dragons
<b>Wed 18</b>	<b>Destination Antarctica</b> Chill out making igloos or Inuit stone oil lamps before battling it out in a round of Broom Ice Hockey. <b>PLUS</b> <b>S</b> Test your freezing point tolerance ice skating at Icehouse at the Docklands <b>P</b> A trip to IMAX for Happy Feet 2 (2D) (Excursions: See booking form for exact locations and transport)
<b>Thu 19</b>	<b>Destination 'The Ice Cream Kitchen'</b> From Cow to Cone – an ice cream and sorbet making workshop <b>PLUS</b> <b>S</b> Boot camp kitchen – skills in camping survival food <b>P</b> Recycled Art Workshop – potato sack aprons and wooden spoons
<b>Fri 20</b>	<b>Destination 'The Labyrinth'</b> Get lost and found at these great theme parks: <b>S</b> Geelong Adventure Water Park <b>P</b> The Enchanted Maze Gardens at Arthur's Seat (Excursions: See booking form for exact locations and transport)
<b>Mon 23</b>	<b>Destination Gallipoli</b> Baking Anzac biscuits and Sandtastic workshop – coloured sand art <b>PLUS</b> <b>S</b> Bootcamp Tour of Duty – exercises, drills and challenges at local beach (including wading to knee depth only) <b>P</b> Take the challenge course at Dandenong Oasis – a pool with inflatables, tarzan rope and waves! (Excursions: See booking form for exact locations and transport)
<b>Tue 24</b>	<b>Destination Wonderland</b> Enjoy the Bubblemania of the Bubble man – an incredibubble exhibition not to be missed plus slime relays and a picnic lunch and croquet on the Queen of Hearts' lawns (Walking Excursion: See booking form for exact locations)
<b>Wed 25</b>	<b>Destination Ayers Rock</b> Paint yourself a rock pet and then... <b>S</b> What rhymes with 'ROCK'?... 'SHOCK'! And that is exactly what The Very Bad Book Show – Just Shocking theatre experience will do. It claims to 'shock your socks off!!' (Based on the book by Andy Griffiths and Terry Denton and performed by RMIT Union Arts Students) (Excursion: See booking form for exact location and transport) <b>P</b> Traditional Indigenous Games workshop with the crew from Ready, Set, Play.
<b>Thu 26</b>	<b>NO PROGRAM – AUSTRALIA DAY PUBLIC HOLIDAY</b>
<b>Fri 27</b>	<b>Destination Sherwood Forest</b> Spend our last day together at Robin Hood's Fortress (aka Thomas Street Adventure Playground) for a delicious sausage sizzle lunch, a play in the playground and some Frisbee golf. (Excursion: See booking form for exact location and transport)

**S** = SEAL PROGRAM    **P** = PENGUIN PROGRAM



### How non-English speakers can contact Council via a Language Service Provider

This is a service for non-English speakers to use from their home. Interpreterlink Service is a service for a person from a non-English speaking background who is phoning from outside the council and wants to speak to someone at City of Port Phillip.

<b>Cantonese</b>	<b>(03) 9679 9810</b>
<b>Greek</b>	<b>(03) 9679 9811</b>
<b>Polish</b>	<b>(03) 9679 9812</b>
<b>Russian</b>	<b>(03) 9679 9813</b>
<b>All other languages:</b>	<b>(03) 9679 9814</b>

# Vacation Care Program

**THE PROGRAM WILL CONCLUDE ON THE 27TH JANUARY TO ENSURE THE SCHOOL COMMUNITY HAS ACCESS TO COMMENCE WITH THE SCHOOL YEAR.**

## PHILOSOPHY

The City of Port Phillip Vacation Care Program believes in children's rights to consistent care in a secure and enriching environment which fosters and challenges their emotional, social, physical and intellectual development.

## CAMP INFORMATION

### 5 Day Ace-Hi Horse Riding & Surfing Camp MON 16 - FRI 20 JAN

**CAMP COST: \$555** (Child Care Benefit cannot be claimed. Full Fee Paying option only.)

**ONLY 20 PLACES** Due to the camp's popularity and the limited places available, priority will be given to local residents.

Join us on this 5 day fully catered horse riding, surfing and recreation camp at Cape Schank. Spend five days on horse back for bush and beach rides, horse awareness programs and use of the camp's recreational facilities as well as half a day at Point Leo for a surfing workshop with Eastcoast Surfschool.

Other activities will include a flying fox, giant swing, archery, low ropes course, beach volleyball, bush golf, on-site swimming pool, night walks and camp fires.

**For further information about this camp, please phone 9209 6427. To enrol, complete the attached booking form and submit with payment. The time and date of lodgement will be recorded upon receipt by the vacation care team.**



### NIPPERS PROGRAM

Learn the skills necessary for a safe day at the beach over 4 mornings when you enrol into the Vacation Care Program. Activities include: Indoor water safety sessions; beach flag relays; board and tube rescue demonstrations; getting on the boards; wading and swimming. What a great way to learn safe water play and make new friends.

**WHERE** Elwood Surf Lifesaving Club, Elwood Beach – via the Vacation Care Program at St Kilda Primary School.

**STAFF** Nippers is offered through the City of Port Phillip's Vacation Care Program in conjunction with the Elwood Surf Lifesaving Club. Staff Ratios are 1:5. All the Lifesaving Club staff are qualified Surf Lifesavers.

**HOW TO BOOK** Complete a City of Port Phillip Vacation Care Enrolment form and return, with payment, to the Vacation Care Team. Enrolment is for a full days booking on the Vacation Care Program.

**For more information, please phone 9209 6427**



### SEALS PROGRAM

SEAL (Survive – Explore – And – Lead) is a program run to appeal to children in Years 4 to 6. These activities will run on several days during the Vacation Care Program, and have been developed to appeal specifically to the interests and abilities of the older age group. This summer, SEAL children will have the opportunity to explore Asian traditions such as Sumo Wrestling and the ancient art of Theatre; go to the theatre to see Andy Griffiths' 'The Very Bad Book'; set about conquering the many challenges offered at the Geelong Adventure Water Park, and the Tour of Duty Course at the beach; learn survival cooking skills for any camping environment and top it off with a 'cool' session of ice skating. Council minibus, Nuline Coaches, and walking will be the modes of transport used.



### PENGUINS PROGRAM

PENGUINS (Play – Explore – Navigate Guess – Uncover – Investigate – Negotiate – Strive) is a program run to appeal to children in Years P to 3. PENGUINS will have a great time this summer, with a trip to IMAX to see Happy Feet 2; a splashing good time at Dandenong Oasis Swimming hole; getting lost (and found) in the many mazes at the Enchanted Maze; Make your very own chinese Dragon and learn about its history ; make potato sacks and wooden spoons out of recycled materials; and enjoy learning about, and playing, many indigenous games with the crew from Ready, Set, Play. Council minibus, Nuline Coaches, and walking will be the modes of transport used, based on numbers of participants.

**Please note our SUN SMART Policy - NO HAT, NO OUTSIDE PLAY.**

**It is the Parent's responsibility to make sure their child/ren have a hat when coming to Vacation Care and/or Ace Hi Camp.**

# HOW TO ENROL

Enrolment is not considered final until complete documentation and payment are received and processed by City of Port Phillip and you have received a tax receipt as confirmation.  
ENROLMENTS WILL NOT BE TAKEN OR ALTERED AT THE CENTRES.

## PROGRAM DATES

ST KILDA PRIMARY INCLUDING NIPPERS	Mon 9 – Fri 13 Jan
ST KILDA CORE PROGRAM	Mon 16 - Fri 27 Jan
PORT MELBOURNE CORE PROGRAM	Mon 16 - Fri 27 Jan
CAMP	Mon 16 – Fri 20 Jan
AUSTRALIA DAY – NO PROGRAM	Thur 26 JAN

## ENROLMENT DATES

Mon 5 Dec	BOOKINGS OPEN
Fri 16 Dec	BOOKINGS CLOSE for families with children with additional needs
Thu 22 Dec	BOOKINGS CLOSE
Mon 9 Jan	BOOKINGS RE-OPEN with late fee & are subject to availability & staffing

## STEPS TO ENROL

### STEP 1 CALCULATE YOUR FEE

(First time users **MUST** first submit a completed enrolment form & we will call you with a quote.)

To claim CCB, phone council's booking line 9209 6427 with the dates required along with you and your child's CRN details. You will receive a QUOTE & a booking reference number to record in the Payment section of the enrolment form. If your CCB rate changes before submission, the updated amount will be charged. If your CCB rate changes during the program you will be issued a refund or tax invoice accordingly.

### STEP 2 COMPLETE YOUR ENROLMENT FORM

ALL sections must be COMPLETED, the declaration SIGNED & all required documentation ATTACHED, otherwise the form cannot be processed.

### STEP 3 RETURN SIGNED FORM WITH PAYMENT

POST: Vacation Care Program

City of Port Phillip

Private Bag No. 3, PO St Kilda 3182

EMAIL: [vacationcare@portphillip.vic.gov.au](mailto:vacationcare@portphillip.vic.gov.au) Fax: 9536 2723

IN PERSON: Payment can be made with a COMPLETED booking form at Reception Ground Floor, St Kilda Town Hall ONLY if your fee has been calculated prior.

### STEP 4 CONFIRMATION

Enrolment will only be processed once ALL enrolment details AND payment have been received in full. Your child's place will be confirmed via a tax receipt sent to the payee's address.

## LOCATIONS

ST KILDA PRIMARY SCHOOL  
Brighton Rd, St Kilda  
0411 206 186 (program time only)

PORT MELBOURNE PRIMARY SCHOOL  
Cnr Graham and Clark Sts,  
Port Melbourne  
0411 206 187 (program time only)

ACE HI CAMP  
810 Boneo Rd, Cape Schank  
0411 206 185 (program time only)

## CHILD CARE BENEFIT (CCB) & Council's Affordability Subsidy (CAS)

Families who receive a CCB rate greater than 25% will also receive a further fee reduction of one third of their CCB amount from council.

## COST

Full fee is BEFORE CCB & CAS are calculated (if applicable)

FULL FEE: \$67.00 (per day)

CAMP: \$555.00 (No CCB)

LATE FEE: \$20 for enrolments received by post, email, fax or in person, after close of business on last day for bookings.

**REFUNDS** A refund will be issued where a cancellation of a booking is received at least one week prior to commencement of the day(s) booked; is received with less than one week's notice of the day(s) booked only upon receipt of a medical certificate. Once the child has commenced in the program, a refund or credit will not be issued.

**SCHOOL AGE REQUIREMENT** All children, aged 5 – 12 years old & enrolled in primary school can attend the Vacation Care Program.

**HOURS** 7.30am – 6.30pm Late pickup fee \$2.00 per minute after 6.30pm

## STAFF & RATIOS

1:15	On site
1:8	Excursions & camp
1:5	Water based activities

(Minimum 2 staff; 1:30 qualified: All staff trained in first aid, anaphylaxis and CPR; minimum 1 Life Saving trained at water activities). Recruitment is compliant with the Education and Care National Services Regulations 2011. Staff are selected for their qualifications, ability & dedication to childcare & hold current Working with Children Checks.

**COMPLIANCE** The program is transitioning towards compliance with the National Quality Framework including the Education and Care Services National Law and the Education and Care Services National Regulations 2011, as per national transitioning periods.

The program is subject to change without notice. For policies or queries, Ph: 9209 6427

# VACATION CARE ENROLMENT FORM

**DUE: EITHER THURSDAY 22 DECEMBER by 5pm**

(or for families enrolling a child with additional support requirements, **DUE: FRIDAY 16 DECEMBER**)

It is a requirement that ALL sections be completed on this form. Incomplete forms will be returned by post. **PLEASE PRINT CLEARLY**

## SECTION A: CHILD 1 DETAILS

## CHILD 2 DETAILS

Is child a first time user	Yes [ ] No [ ]	Is child a first time user	Yes [ ] No [ ]
Name		Name	
Surname		Surname	
Home Address		Home Address	
Suburb	Postcode	Suburb	Postcode
Date of Birth	Male [ ] Female [ ]	Date of Birth	Male [ ] Female [ ]
Age		Age	
CRN (Customer Reference No)		CRN (Customer Reference No)	
School Attending		School Attending	
Grade Level (If Prep, please provide a transition record)		Grade Level (If Prep, please provide a transition record)	
Language & Cultural/Religious considerations		Language & Cultural/Religious considerations	
Doctors Name		Doctors Name	
Street Address		Street Address	
Suburb	Postcode	Suburb	Postcode
Doctors Phone		Doctors Phone	
Medicare Number		Medicare Number	
Child Health Record Sighted? Yes [ ] No [ ]		Child Health Record Sighted? Yes [ ] No [ ]	
Staff Signature		Staff Signature	

Is your child immunised up to school age entry? Yes [ ] No [ ] <i>Please attach a copy if not already provided.</i>	Is your child immunised up to school age entry? Yes [ ] No [ ] <i>Please attach a copy if not already provided.</i>
Is your child diagnosed at risk of anaphylaxis? Yes [ ] No [ ] <i>If Yes, you are required to provide an anaphylaxis management plan signed by your GP</i>	Is your child diagnosed at risk of anaphylaxis? Yes [ ] No [ ] <i>If Yes, you are required to provide an anaphylaxis management plan signed by your GP</i>
Does your child suffer from asthma? Yes [ ] No [ ] <i>If Yes, you are required to provide an asthma management plan, GP signed &amp; less than 12mths old.</i>	Does your child suffer from asthma? Yes [ ] No [ ] <i>If Yes, you are required to provide an asthma management plan, GP signed &amp; less than 12mths old.</i>
Detail other medical, behavioural, developmental, dietary or additional needs (including medications, allergies, autism etc). <i>Please attach management/emergency action plans or medical statements of diagnosis.</i>	Detail other medical, behavioural, developmental, dietary or additional needs (including medications, allergies, autism etc). <i>Please attach management/emergency action plans or medical statements of diagnosis.</i>
Do you give consent for Vacation Care Staff to apply sunscreen to your child? Yes [ ] No [ ]	Do you give consent for Vacation Care Staff to apply sunscreen to your child? Yes [ ] No [ ]
Do you give consent for your child to have face paint applied? Yes [ ] No [ ]	Do you give consent for your child to have face paint applied? Yes [ ] No [ ]
Do you consent for your child to watch suitable PG rated movies? Yes [ ] No [ ]	Do you consent for your child to watch suitable PG rated movies? Yes [ ] No [ ]
Are there any Court Orders? Yes [ ] No [ ] <i>If Yes, you are required to provide a current copy.</i>	Are there any Court Orders? Yes [ ] No [ ] <i>If Yes, you are required to provide a current copy.</i>
Child's swimming ability Nil [ ] Beginner [ ] Competent [ ]	Child's swimming ability Nil [ ] Beginner [ ] Competent [ ]

## SECTION B: PARENT/GUARDIAN 1

## PARENT/GUARDIAN 2

Parent/Guardian Name	Parent/Guardian Name		
Surname	Surname		
Date of Birth	Date of Birth		
Home Address	Home Address		
Suburb	Postcode	Suburb	Postcode
Home Phone	Home Phone		
Work Phone	Work Phone		
Mobile	Mobile		
Email	Email		
Family Assistance CRN (Customer Ref No)	Family Assistance CRN (Customer Ref No)		
Will CCB be claimed through this parent's CRN? Yes [ ] No [ ]	Will CCB be claimed through this parent's CRN? Yes [ ] No [ ]		
Family Assistance siblings in care <i>List other siblings in care at same time</i>	Family Assistance siblings in care <i>List other siblings in care at same time</i>		
Do you reside or work in Port Phillip? Yes [ ] No [ ]	Do you reside or work in Port Phillip? Yes [ ] No [ ]		
Are you... Unemployed [ ] Looking for Work [ ] Studying/Training [ ] Other [ ]	Are you... Unemployed [ ] Looking for Work [ ] Studying/Training [ ] Other [ ]		

Please provide at least **ONE** additional contact other than the listed parents/guardians who is over 18 years of age and, in an emergency, able to attend the centre preferably within 30 minutes. This contact will have lawful authority to consent to the medical treatment of the child; request or permit the administration of medication to the child; collect the child from the service.

## SECTION C: AUTHORISED/EMERGENCY CONTACTS

FIRST Emergency Contact Name	SECOND Emergency Contact Name		
Relationship to child	Relationship to child		
Address	Address		
Suburb	Postcode	Suburb	Postcode
Home Phone	Home Phone		
Work Phone	Work Phone		
Mobile	Mobile		

The personal information on this form is being collected by Council for the administration and participation of your child in the Vacation Care Program. The collection is governed by the Privacy Act, the Education and Care Services National Law and the Education and Care Services National Regulations 2011 and Council's Policies pertaining to the collection, use and storage of personal information. Council may disclose this information to Funding Assistance Programs such as JCAAA or Noah's Ark (ISS Funding) to establish the support needs of your child.

