**Parent Involvement**
BPOSHC endeavours to collaborate with parents by displaying and sharing information and inviting parents to participate within the service activities.

**Programming for Individual Needs**
The Vacation Care Program focuses on providing recreational, leisure, craft and play activities during school holidays. The programs are individually, socially, culturally, developmentally and educationally relevant to the children in the service. The service has ritualised activities and activities that are inspired by a theme over a period of time. The children are encouraged to participate in the planning of the program and share responsibility for the activities in their “free time”. The service is providing care in an environment that meets social, physical, emotional, intellectual and creative development needs.

**Complaint and Grievances**
Children and parents involved with BPOSHC are encouraged to address complaints or grievances in accordance with our policies in a confidential manner. A grievance should be addressed firstly with the carer concerned, and when necessary the Principal, the Administration Manager, or the Bracknell Primary School Association. All grievances or complaints are to be dealt with in accordance with the Department of Education guidelines and policies.

**Privacy and Confidentiality**
All records are maintained and kept in accordance with our confidentiality policy. Records are only accessible to those who have the right to access them.

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**Quality Assurance**
The Outside School Care Service is licensed and operating under the Childcare Act 2001. This Service is registered with the National Childcare Accreditation Council. We are a fully accredited child care provider.

The service is operated by qualified staff, who have current child care safety screening checks with the Department of Education.

Different assessment and evaluation procedures assure quality screening and improvement of the programs and services provided.

Parents are encouraged to read the Service’s Philosophy and Policy Manual, and are encouraged to ask questions about the service and to provide feedback in all areas.

**A BIG THANK YOU**
To Bracknell Primary School for their ongoing support

**BPOSHC**
Vacation Care
Bracknell Primary School
Multipurpose/Kinder Room
Entry via Kinder only
53 Jane Street
P.O. Box 93
Bracknell TAS 7302

Mobile Contact: 0429 327 370
Office Hours School Terms: 6397 3288
Website: www.education.tas.gov.au/bracknellprimary
http://facebook.com/groups/bposch/

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**Outside School Hours Care**
**Vacation Care**

**Welcome**
Thank you for taking interest in our Vacation Care Program.

BPOSHC was initiated and founded by a group of Primary School parents, the Bracknell Primary School Association and the Bracknell Primary School and opened its doors in June 2011.

The following information summarises and reflects the service’s policies and philosophies. Please contact the Vacation Care Co-Ordinator if you have further enquiries or suggestions.
Our Mission
Our mission is to provide a caring, safe, stimulating recreational environment during school holidays for school age children (who are currently attending school) that supports and enhances self and social competencies. Activities provided within the environment reflect the needs, interests and abilities of individuals and support and encourage creativity, exploration and investigation.

Management Structure
The Outside School Hours Care Service is a community based service led by the Bracknell Primary School Association Inc and the Bracknell Primary School. All carers employed are qualified Child Care Workers.

Hours of Operation
Monday to Friday 8.30am – 5.30pm
16th January—14th February 2012
4th June-15th June 2012
10th Sept-21st Sept 2012

Enrolment
Your child must be registered for the Vacation Care Program. Care caters for up to 15 children. Registration forms can be obtained from the Vacation Care co-ordinator on PH: 0429327370, the school office during school terms or the school web site www.education.tas.gov.au/bracknellprimary
You will also need to include a copy of your child’s Immunisation status and any medical condition.
You can enrol your children at any time for casual and/or permanent positions. A waiting list is maintained when necessary.

Priority of Access
This service is available to all school aged children in the community.
The service follows Federal CCB guidelines to priority of Access:
1. Children with special needs or at risk
2. Parents working, studying or looking for employment & single parents
3. Any other child.

Fees
Permanent Booking
Weekly Administration Fee $5.50/family
Full day 8.30pm—5.30pm $50.00/child
Half day 8.30am—1.00pm $30.00/child
Half Day 1.00pm- 5.30pm $30.00/child

Casual Booking
Weekly Administration Fee $5.50/family
8.30am—5.30pm $8.00 per hour/child
based on a minimum of two hours

Non attendance & Cancellation Fees
We require 24 hours notice of all casual booking cancellations. Cancellation of any permanent booking requires two weeks notice or 2 weeks payment of fees.

Late fee:
A late fee of $5.00 for every five minutes will be charged if the children are not collected on time.
Accounts are issued fortnightly.

Child Care Benefit
Vacation Care CCB Approval ID: 1-RN3KHB
Please call Centrelink on 136150 and register your child with our service.

Arrival and Departure of Children
Arrival and Departures:
Upon arrivals and departures parents/guardians will be required to sign their child/children in on the sign in sheets provided.
The service must be informed in writing if children are to be collected by a person other than the parents. The service must be notified if you are going to be late to pick up your child/children as late fees may apply.
If children leave the service unaccompanied a Special Permission form has to be completed in advance.

What Your Child Will Need
Hat
Sunscreen
Food & drink to last the day( including morning and afternoon tea)
Vacation care takes no responsibility for items or toys brought from home.

Health & Safety
The service is run and backed up by staff with current first aid training.
Consent forms for parent permission for emergency procedures are maintained at all times and included with your enrolment package.
Children will have access to their own snacks if they are hungry between meals. Water is also available for children.
We are a ‘Nut Aware’ facility. We ask that you refrain from having food containing nuts.
It is a requirement of our service that you do not send your children to care if they are sick.