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| **Monday 18/4- Superhero Day + Science Show**  |
| **Excursion Time:** 9:30-12:00  | **SMIC:** Bec  | **Services Attending:** MS, TP | **Lunch Breaks:** Bec |
| **Cleaning:** Olivia | **Ratio:** 1:12 | **Menu:** Afternoon Tea: Fruit and Vegetable Platter |
| **NKOTB / Day at OSHC Displays:** Jayde Walker (1st Holidays) Rhys Below (1st Holidays) Sarah Jones (1st Holidays) | **Additional Needs:** OS, JS |
| **What You Need To Know**: **Superhero Dress Up Day:** Today we will be having a science show based on Superheroes. Staff can feel free to get dressed up as a superhero and can encourage children to join in with the day’s proceedings. Activities for the day can include: Superheroes and Villains, Superhero Masks, Web obstacle course.Educators who are opening, please lock two toilet cubicles in both the boys and girls toilets with the out of order signs, and ensure a step stool is placed in each gender’s toilets. You will also need to place the signs up at the gate stating parents need to arrive half hour prior to excursion times in order to ensure they make the bus.**Plan for when we get back to OSHC****12.00 –** Open Gym (play superhero and villains) **1.00 –** Fake Snot **2.00 –** Playground and Oval – (Fly game/ground)**4.30 –** Afternoon Tea **5.00** **–** Wind down/Clean up |
| **Tuesday 19/4- Lollipops Play Cafe** |
| **Excursion Time:** 9:00-1:00 | **SMIC:** Bec | **Services Attending:** MS, TP, SF | **Lunch Breaks:** Bec  |
| **Cleaning:** Olivia | **Ratio:** 1:12 | **Menu:** Afternoon Tea: Fruit and Vegetable Platter |
| **NKOTB / Day at OSHC Displays:**Jasmeet Sammi (1st Holidays), Ella Kells-Krouwel, Luke Kells-Krouwel  | **Additional Needs:**JS |
| **What You Need To Know:** This excursion has the usual indoor play equipment as well as some video games for kids who want to take a break. Kids (and staff) must have socks on when on the play equipment. Children are permitted to eat food in the venue, seek clarification as to whether lunch is to be in a party room or in the general public area.**Plan for when we get back to OSHC****12.00 –** Open Gym (play superhero and villains) **1.00 –** Balloon Rocket Activity (Craft book 1 – things that fly) **2.00 –** Playground and Oval**3.00 –** Paper Plate Frisbees **4.30 –** Afternoon Tea **5.00 –** Wind down/Clean up  |

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| **Wednesday 20/4- Cooking Day**  |
| **Excursion Time:**  | **SMIC:** Caetlynn | **Services Attending:** MS | **Lunch Breaks:**  |
| **Cleaning:** Olivia | **Ratio:** 1:15 | **Menu:** Morning Tea: Cooking Day TreatsLunch: Cooking Day TreatsAfternoon Tea: Fruit and Vegetable Platter |
| **NKOTB / Day at OSHC Displays:**Babin Basnet, | **Additional Needs**:  |
| **What You Need To Know:** We will be spending the day cooking. There will be plenty to do! See the list above for the cooking schedule and be sure to clean up each area as you go. **Plan for the day****9.30 –** Start Amazeballs **10.30-**  Amazeballs for MT **12.00 –** Make Mini Pizzas **12.30 –** Lunch **2.30-** Cone cupcakes **4.00 –** Afternoon Tea (Cone Cupcakes) |

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| **Thursday 21/4- Wheels Day** |
| **Excursion Time:**  | **SMIC:** Cassie | **Services Attending:** MS | **Lunch Breaks:** Olivia, Cassie |
| **Toilets:** Olivia | **Cleaning:** Cassie | **Ratio:** 1:15 | **Menu:** Morning Tea: Fruit and Vegetable Platter |
| **NKOTB / Day at OSHC Displays:** Chelsea Da Ros, Charlotte Da Ros, Aiden Weekley  | **Additional Needs:** OS, JS  |
| **What You Need To Know:** All kids must ALWAYS have a helmet on to ride. Kids should not be sharing wheels or helmets. Set clear boundaries when out with wheels kids in the different areas, don’t let them go too far out of site unless part of a structured and supervised activity.Some games kids might be interested in are: Limbo, races, obstacle course. **Plan for the day****7.00 –** Set up boundaries and areas **9.00 –** Outside riding on their wheels **10.00 –** Toy Car Moulds **10.30 -**  Wheel cookies **11.00 -**  Time outside on wheels **12.00 –** Lunch & Craft, make decorations for wheels **12.30 –** Free Time **1.00 –** Make obstacle course for wheels outside riding on their wheels **2.00** – Balloon powered cars **3.30 –** Time outside on wheels **4.30 -** Afternoon Tea |

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| **Friday 22/4- Cafe Primo** |
| **Excursion Time:** 11:00-1:30 | **SMIC:** Bec | **Services Attending:** MS, TP, SF | **Lunch Breaks:** Bec |
| **Cleaning:** Bec | **Ratio:** 1:12 | **Menu:** Lunch: Cafe PrimoAfternoon Tea: Fruit and Vegetable Platter |
| **NKOTB / Day at OSHC Displays:** | **Additional Needs:**JS |
| **What You Need To Know:**  Today Modbury South, Settlers Farm and The Pines are heading to Munno Para Cafe Primo for lunch. It’s basically an all they can eat, with us serving food to the children at their tables. Remove all the salt shakers as soon as possible & distribute glasses to the children. Staff will need to monitor distribution of food and drink and also be monitoring behaviour and noise levels. Make sure you spread out throughout our group. Lunch breaks are 45 minutes instead of half an hour, with the agreement that staff are sitting with the children at this time. **Plan for when we get back to OSHC****1:30 –** Get to know you chatter boxes **3:00 –** Marks up **3:30 –** Dodge ball **4:30 –** Afternoon tea |

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| **Tuesday 26/4- Adelaide Oval** |
| **Excursion Time:** 10:30-1:30 | **SMIC:** Bec | **Services Attending:** MS TP, SF | **Lunch Breaks:** Bec |
| **Cleaning:** Cassie | **Ratio:** 1:12 | **Menu:** Afternoon Tea: Fruit and Vegetable Platter |
| **NKOTB / Day at OSHC Displays:** Olivia Simons, Kate Simons | **Additional Needs:** OS, JS |
| **What You Need To Know:**  Today we will be heading to Adelaide oval, on arrival to the oval children will need to be reminded about their behaviour whilst on the tour, children are to be listening to staff who are conducting the tour.**Plan for when we get back to OSHC****1.30 –** Cricket on the oval **3.00 –** Gym – Number soccer **4.30 -**  Fruit and Veg platter **5.00 –** Wind down/clean up |

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| **Wednesday 27/4- Sports Day** |
| **Excursion Time:** 9:00-3:00 | **SMIC:** Bec | **Services Attending:** MS, TP, SF | **Lunch Breaks:** Bec |
| **Cleaning:** Bec | **Ratio:** 1:12 | **Menu:** Lunch: Sausage SizzleAfternoon Tea: Fruit and Vegetable Platter |
| **NKOTB / Day at OSHC Displays:**  | **Additional Needs:**  |
| **What You Need To Know:**  The day will essentially be split into three sections as outlined above. Staff will be assigned a game or activity to run, and will be given an activity card explaining rules, distribution of points etc. The two later parts of the day will involve splitting the group in two (determined by age). Competing in activities will still award children points for their service, and there will be a best on ground awarded to one child from each service. **Plan for when we get back to OSHC****3.00 –** Movie and chill out **4.30 –** Fruit and Veg @ playground |
| **Thursday 28/4- Aquadome** |
| **Excursion Time:** 9:00-2:00 | **SMIC: Bec** | **Services Attending:** MS, TP, SF | **Lunch Breaks:** Bec |
| **Cleaning:** Bec | **Ratio:** 1:5 | **Menu:** Lunch: (Spending Money Allowed)Afternoon Tea: Fruit and Vegetable Platter |
| **NKOTB / Day at OSHC Displays:** Emmett Bollen, Seamus Bollen  | **Additional Needs:** OS, JS |
| **What You Need To Know:**  Staff should take the opportunity to relax and have some fun with the kids in the pool. It’s expected that staff are spread out in and around the pools that our children are using and actively supervising. Careful consideration and monitoring of public interactions with our group and please ensure you read our toilet/change room policy if you haven’t read it in awhile. Your ratio today is 1:5.**Plan for when we get back to OSHC****2:00 –** Movie – Toy story & Hama Beads **3:00 –** Hard courts (stuck in the mud) **3:30 –** Crab craft made with Sea shell macaroni**4:30 –** afternoon Tea **4:45 –** Gym – Fruit Salad |
| **Friday 29/4- Cinemas** |
| **Excursion Time:** 8:30-12:30 | **SMIC:** Bec | **Services Attending:** MS, TP, SF | **Lunch Breaks:** Bec |
| **Cleaning:** Caetlynn  | **Ratio:** 1:12 | **Menu:** Afternoon Tea: Fruit and Vegetable Platter |
| **NKOTB / Day at OSHC Displays:** | **Additional Needs:** JS  |
| **What You Need To Know:**  As usual, kids will be able to choose which movie they want to see (from a selection of probably three or four). Groups will either be in the cinemas, or when they aren’t watching their movie, will be at the playground. When in the cinema, staff should look to sit on the aisle seat, and stagger themselves throughout the group where necessary. They should also be sharing taking children to the toilet. Lunch breaks will be worked out on the day, but will be during your time at the movie.SMIC shall call the cinema on the morning of the excursion or on the way to the cinema to let them know group sizes for each movie.Your ratio today is 1:12. **Plan for when we get back to OSHC****1:00 –** Gym (team games & Free Time) **2:30 –** Make a rainbow (craft book 2) **3:30 –** Play ground/Hard courts *Serve afternoon tea***4:30 –** Paper plate season craft (craft book 2) |

**General Notes:**

For week one of the holidays we will be relocating to the Kindy / Special school due to Asbestos removal in MSPS. We cannot be onsite at all during this period, so anything we leave behind must stay in OSHC until the work is complete and we are allowed to return! Best spot for parking would be in the Special School carpark. Additional Needs: SMIC will need to ensure they are on top of SN support needs. The staff iPad will have alarms set to help you with this role, be sure to communicate and be prepared to assist staff working closely with our kids with additional needs.

Timesheets are due Friday of Week 1 of Vac Care, and then Friday Week 1 of Term 2.

We have a new cleaning schedule! Please familiarise yourselves with it and note that the majority of cleaning will now take place in the morning! A copy is attached here but we will also have it up on the pinboard by the office door. Also a couple of reminders..... Check that you are using the correct sponge and mop (check the colour against the signs), also check the cleaning cupboard and make sure you are using the correct chemical for the job at hand.

Note that the ‘first staff member’ in the cleaning plan should also be highlighting our attendance list (not a child) – and that at 7:30am they also need to pack the first aid bags and organise any equipment needed for the day while snack prep / breakfast is being organised.

Be sure to take plenty of photos!

**Cleaning Plan**

**Monday:**

* 7:00am until 7:30am – first staff member Vacuum & sweep OSHC space and Office, clean window ledges, desks, table tops etc., open toilets, clean Shedley as necessary (wipe bench tops, sweep floor etc.)
* 5:45pm – empty and replace bins

**Tuesday:**

* 7:00am until 7:30am – first staff member Vacuum & sweep OSHC space and Office, open toilets,mop bag floor **(REMEMBER WET FLOOR SIGN),** turn on heating / cooling to help dry quicker
* 5:45pm – empty and replace bins

**Wednesday:**

* 7:00am until 7:30am – first staff member Vacuum & sweep OSHC space and Office, clean fronts of any cupboard doors that may have OSHC equipment in it, general cleaning outside- Spider webs, sweeping paths etc, open toilets, clean front of kitchen cupboards, clean all sinks in the kitchen and if there are any other sinks in OSHC areas
* 5:45pm – empty and replace bins

**Thursday:**

* 7:00am until 7:30am – first staff member Vacuum & sweep OSHC space and Office, open toilets,mop bag floor **(REMEMBER WET FLOOR SIGN),** turn on heating / cooling to help dry quicker
* 5:45pm – empty and replace bins

**Friday:**

* 7:00am until 7:30am – first staff member Vacuum & sweep OSHC space and Office, clean windowns, open toilets, vacuum The Shedley, clean bin cavities
* 5:45pm – empty and replace bins

**REMEMBER – BOYS, GIRLS AND STAFF TOILETS TO BE CLEANED ON FRIDAYS DURING VAC CARE (CHECK DAILY FOR SANITARY CONDITION)**

* Mop floors (use correct mop & bucket)
* Wipe basins and mirrors
* Clean bowls
* Restock toilet paper, soap, paper towel if necessary
* Report any vandalism

During Vac Care the normal Monday – Friday routine remains.

**Medications / Medical**

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| Child Name | Mon 18/4 | Tues 19/4 | Wed 20/4 | Thurs 21/4 | Fri 22/4 | Tues 26/4 | Wed 27/4 | Thurs 28/4 | Fri 29/4 |
| Jasmeet Sammi | ✓ | ✓ |  | ✓ | ✓ | ✓ |  | ✓ | ✓ |
| Rhys Below | ✓ | ✓ |  | ✓ |  | ✓ | ✓ | ✓ |  |

**Dietary Requirements**

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| Child Name | Mon 18/4 | Tues 19/4 | Wed 20/4 | Thur21/4 | Fri 22/4 | Tues 26/4 | Wed 27/4 | Thus 28/4 | Mon 29/4 |
| Sarah Jones | ✓ |  |  |  |  |  |  |  |  |
| Jasmeet Sammi | ✓ | ✓ |  | ✓ | ✓ | ✓ |  | ✓ | ✓ |
| Ella Kels-krouwel |  | ✓ |  | ✓ |  | ✓ |  | ✓ |  |

**Kindy Kids & NKOTB**

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| Child Name | Mon 18/4 | Tues 19/4 | Wed 20/4 | Thur21/4 | Fri 22/4 | Tues 26/4 | Wed 27/4 | Thus 28/4 | Mon 29/4 |
| Jayde Walker (1st Holidays)  | ✓ | ✓ |  |  | ✓ |  | ✓ | ✓ | ✓ |
| Rhys Below (1st Holidays) | ✓ | ✓ |  | ✓ | ✓ |  |  |  |  |
| Sarah Jones (1st Holidays) | ✓ |  |  |  |  |  |  |  |  |

**Bus Plan**

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| **Date** | **Departing From** | **Departure Time** | **Going To** | **Collection Time** | **Notes** |
| 18/04/16 | Modbury South | 9:30am | The Pines | 11:30am | Collecting Settlers Farm on way through |
| 19/04/16 | Modbury South | 9:00am | Lollipops Play Cafe | 12:30pm | Mini bus only |
| 26/04/16 | Modbury South | 10:30am | Adelaide Oval | 12:45pm | Collecting TP & SF on the way through  |
| 27/04/16 | Modbury South | 9:00am | The Pines | 2:30pm | Collecting Settlers Farm on way through |
| 29/04/16 | Modbury South | 8:30am | Salisbury Cinemas | 12:00pm | Mini bus only |

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| Science Show | **18th** |  |  | Lollipops | **19th** |  |  | Cooking & | **20th** |  |  | Wheels | **21st** |  |  | Café Primo | **22nd** |
| 9:30-12:00 |  |  |  | 9:00-1:00 |  |  |  | Charity Dinner |   |  |  |   |   |  |  | 11:00-1:30 |   |
|  |   |  |  |   |   |  |  |   |   |  |  |   |   |  |  |  |  |
| Bec | 7:00-3:00 |  |  | Bec | 7:00-3:00 |  |  | Caetlynn | 7:00-12:00 |  |  | Olivia | 7:00-3:00 |  |  | Olivia | 7:00-11:00 |
| Olivia | 3:00-6:00 |  |  | Olivia | 3:00-6:00 |  |  | Olivia | 12:00-6:00 |  |  | Cassie | 9:00-6:00 |  |  | Bec | 11:00-6:00 |
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|  | **25th** |  |  | Adelaide Oval | **26th** |  |  | Sports Day | **27th** |  |  | Aquadome | **28th** |  |  | Cinemas | **29th** |
|  |   |  |  | 10:30-1:30 |  |  |  | 9:00-3:00 |  |  |  | 9:00-2:00 |   |  |  | 8:30-12:30 |   |
|   |   |  |  |   |   |  |  |   |   |  |  |  |  |  |  |   |   |
|  |  |  |  | Bec | 7:00-3:00 |  |  | Cassie (TP) | 7:00-9:00 |  |  | Cassie (TP) | 7:00-9:00 |  |  | Bec | 7:00-3:00 |
|   |   |  |  | Cassie | 3:00-6:00 |  |  | Bec | 9:00-6:00 |  |  | Bec | 9:00-6:00 |  |  | Caetlynn (TP) | 3:00-6:00 |
|  |  |  |  |   |   |  |  |   |   |  |  | Peter | 9:00-3:00 |  |  |   |   |