



# FOCAL SATURDAY PROGRAMME



## WHO CAN USE OUR SERVICE

Our program is open to young people with a disability aged 5yrs—18yrs

## CHILD/STAFF RATIO

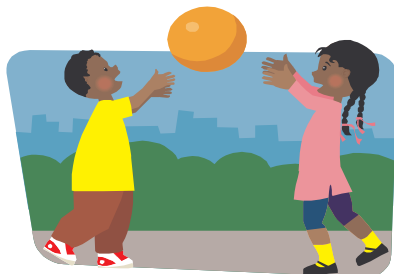
The staff consists of a coordinator who is responsible for organizing and overseeing the whole program; and support workers who are responsible for the day to day care of the children.

All activities are fully supervised. The child/staff ratio is 1 staff member to no more than 3 children depending on their needs. Consideration is also given to ensure that children are grouped in similar ages for activities.

## CARING FOR YOUR CHILD

We want your child to enjoy themselves.

If your child has special needs in terms of food, toileting, medication or behaviour management please let the coordinator know so that we can provide the best possible care.



## Program Dates

Saturday 10th November  
Saturday 24th November  
Saturday 01st December  
Saturday 08th December

## Program Times

The standard program operates between 9.30am—1.30pm.

Children are to arrive **no earlier than 9.20am**

## Daily Procedure

Upon arrival take your child to the sign on table, find their name and sign them in. In the afternoon you must sign your child out. If another person is to collect the child you must make note of this.

## What to bring

All children who attend the holiday programme need to:

- ✓ Bring a hat
- ✓ Bring sunscreen
- ✓ Bring morning tea, lunch and drink
- ✓ Wear closed shoes
- ✓ Label all belongings, lunch box,



## Fees

Focal Member: \$10.00/day for each child  
NB: Max \$20.00 per family

Non-member: \$12.00 /day for each child

Fees to be paid on the day.

## Registration

**Please complete the ENCLOSED FORMS and return to:**

Service Co-ordinator  
Focal Holiday Program  
6 Canning Street  
NORTH IPSWICH QLD 4305

**Forms must be received no later than:**  
**Friday 2nd November**

**Places are limited to a maximum of 15 and will be filled on a first come basis.**



## MEDICATION

If your child is required to take prescribed medication during the day the following procedure should be followed.

- ✓ Complete Medication Authorisation Form provided by the Coordinator.
- ✓ Hand all medication to the Coordinator upon arrival.
- ✓ All medication should be in the original packaging, marked with your child's name and with clear details of the dosage and time of administration.
- ✓ The Coordinator will be responsible for its safekeeping and for ensuring that medication is given at the appropriate time.

## ILLNESS / CANCELLATIONS

Full fees will apply for children booked into the programme who do not attend and whose booking is not cancelled prior to the program.

Should your child become ill or be unable to attend the days program, call the **Coordinator: Mobile 0408066493** or **Office 3812-2014** as soon as possible.

Some illnesses may exclude your child from the program ie. measles, chicken pox, mumps, etc., in keeping with school placement policy.



## CONTACT DETAILS :

6 CANNING ST  
NORTH IPSWICH QLD 4305

Vacation Coordinator: Jeannette Kitching  
Service Coordinator: Deirdre Lowe  
Administration: Patty Kavanagh

Office Hours: 9 – 4 pm Mon – Fri

Phone  
(07) 3812 2014

Fax  
(07) 3812 2023

Email [admin@focal.org.au](mailto:admin@focal.org.au)

## Focal Extended Inc

*SUPPORTING FAMILIES AND PEOPLE WITH  
DISABILITIES IN THE IPSWICH REGION  
SINCE 1974.*

ABN 67 343 639 607

FUNDING FOR THIS PROGRAM HAS BEEN PROVIDED BY  
DEPT OF COMMUNITIES AND DISABILITY SERVICES  
QUEENSLAND



## SATURDAY PROGRAM

*Recreation and care that  
supports children  
with disabilities*

THE PROGRAM IS BEING HELD AT:

**FOCAL COMMUNITY CENTRE  
6 CANNING STREET  
NORTH IPSWICH**

THE PROGRAM IS COORDINATED BY:  
**FOCAL EXTENDED INC**  
ABN 67 343 639 607

