

VACATION CARE ROUTINE

Parent Handbook 2020

VACATION CARE SERVICE INFORMATION

Our Vacation Care program is available to school aged children from 4-12 years of age. It has been developed to ensure that children in early to middle childhood have access to age appropriate recreational experiences that promote social interactions as well as opportunities to engage with the community around them.

FEES AND AVAILABLE DAYS

Age Group	Session	Months	Days	Times	Price
Pre-Kindy	Vacation Care	N/A	N/A	N/A	N/A
Kindy	Vacation Care	Feb - Dec	Tues, Wed, Thurs	7.30am – 6.00pm	\$62.00 (+Incursion/ excursion)
Pre- Primary - Year 6	Vacation Care	Jan - Dec	Mon - Fri	7.30am – 6.00pm	\$62.00 (+Incursion/ excursion)

ENROLMENTS, BOOKINGS AND CANCELLATIONS

During the Vacation Care period, our opening hours are from **7.30am - 6.00pm**. Children are welcome to be dropped off and picked up any time between these hours however on excursion days we ask that children arrive at the Service by

9.00am. Please advise the Service staff if your child/children are unable to attend as early as possible, especially on excursion days.

The Vacation Care program is released 3 weeks before the start of the vacation care period. We encourage families to place bookings as soon as possible to avoid disappointment. Bookings can be made via the Xplor App (app only not web browser) or by completing the Vacation Care booking form. If the day is already full, please email the Service to be placed on a wait list. Any issues with this, please contact the centre.

Once booked, **we are unable to cancel** days if your child cannot attend or is absent. A reminder that you are entitled to the CHILD CARE SUBSIDY through the Australian Government on your fees and other reductions are available through australia.gov.au/mychild or call **13 24 68** for further information.

In order to guarantee a place in the program, we ask that families finalise their Term accounts. Failing to do so may result in exclusion from the program.

WHAT TO BRING?

Please bring a bag each day for your child containing the below:

- A sun smart hat (Legionnaire or bucket hat). Please note that we are NOT able to accept CAPS.
- Sunscreen if your child requires a special brand.
- A packed lunch (Please be aware we are a nut aware centre).
- A water bottle.
- Sun smart clothing and enclosed shoes.

VACATION CARE ROUTINE

DAILY ROUTINE

7.30am	Service opens
7.30 – 9.00	Indoor experiences
9.00 – 9.30	Morning Fitness - Optional
9.30am	Programmed Activity
10.30am	Morning Tea
11.00	Indoor/outdoor experiences
12.45 – 1.15	Lunch
1.15pm	Quiet and Movie Time
2.30 – 3.30	Indoor/outdoor experiences
3.30pm	Afternoon tea
4.00 – 5.30	Indoor/outdoor experiences
6.00pm	Service closes

EXCURSIONS

Children will be taken on excursions outside of the Centre as part of the planned activities of the Centre. This will only occur whilst the children are attending Vacation Care. Excursions are considered to be an integral part of the children's program and will therefore, be arranged from time to time, to provide a broad range of learning experiences for children. For all excursions, written permission will be sought from parents/ guardians and details of the outing provided in writing. All excursions will comply with the Standards of Operation Guidelines for Out of School Services.

You are requested not to send your child on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.