

Vacation Care

Policy Number: 3.20

Date of Review: 2013, 2014, 2017

Date of Next Review: 2019

Reviewed By: Maria

Checked By: Emma

Reason: Biennial

Policy Statement

Palmwoods Kids Club strives to provide a variety of activities during our vacation care periods, with diverse incursions and excursions that will in turn become a part of the children's learning and development. Vacation Care is also an opportunity for children to mingle with their community and take on extended projects which take their interest.

Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *'My Time, Our Place' Framework for School Age Care*
- *NQS Area: 1; 2.1.1, 2.1.2, 2.1.3; 2.2; 2.3.1; 3; 4.2.1, 4.2.2; 5.1.3; 5.2.1; 6.1; 6.2.1; 6.3.2, 6.3.3, 6.3.4; 7.1.2; 7.2.1, 7.2.3; 7.3.1, 7.3.5.*
- *Policies: 2.13 – Use of Photographic and Video Images of Children, 3.1 – Educational Program Planning, 3.2 – Program and Documentation Evaluation, 3.3 – Educators Practice, 3.10 – Observational Recording, 8.1 – Role and Expectations of Educators, 8.2 – Educational Leader, 9.3 – Communication with Families.*

Procedures

- The program will be developed with age appropriate activities, Incursions and Excursions gathered from the children's ideas
- The program will then be sent to the P&C for approval.
- Four weeks prior to the holiday period, the program will be available online and online bookings will commence.
- Bookings will only be accepted via the online booking system unless prior arrangement is made with a coordinator.
- Cancellations – Cancellation of bookings for a non excursion / incursion vacation care day must be made with at least 24 hours notice or a cancellation fee will be charged on top of the daily rate. If it is an excursion and or an incursion and a booking has been created, if

you wish to cancel that session you will still have to pay the total amount payable, which includes the incursion/excursion fee unless your child's place has been taken by another child. Bookings for Vacation Care days other than excursions and incursions must be cancelled by 6.45am that day or they will incur a non-cancellation surcharge as well as the charge for the day and any other expenses for that day.

- As per Palmwoods Kids Club's Sun smart policy 4.8 Children are required to bring a wide brimmed hat, water bottle and sleeved shirt.
- As per Palmwoods Kids Club's Work Place Health and Safety policy 6.3 children must wear enclosed shoes when outside the Kids Club building.
- All excursions are Risk assessed. These are emailed to staff, P&C Executive, Palmwoods State School Work place Health and Safety officer and Families before the excursion.
- On excursion days, families are asked to be at the centre by 8.30am unless otherwise stated on the program.
- Fees for Vacation Care are stipulated in Policy 10.4
- Palmwoods Kids Club provides Morning tea being crackers and fruit and an afternoon tea snack containing any cooking programmed that day as well as fruit and crackers. Families are required to pack a healthy lunch for their children.
- Children commencing Prep in January will not be permitted to attend Excursions during the January Vacation Care program, unless a written request is made to the Coordinator and the Coordinator approves this attendance.

Our Terms and Conditions for Vacation care

I have seen and read the program and agree for my child/children to participate in the activities.

I understand that if my child attends on the day of an incursion but chooses not to participate in that incursion, that I will still be charged for this incursion.

I understand that if my child is booked in on an excursion day, that no alternative to the excursion will be provided unless otherwise stated.

I also understand that Excursions and Incursions will incur an additional cost.

I will ensure that my child/children wear enclosed shoes and a sleeved shirt every day, in line with the safety requirements of the school and Kids Club. They will also bring a broad-brimmed hat everyday in line with the Sunsmart Policy.

I agree that if I book an Excursion and or an Incursion, and I choose to cancel it, that I will still be charged the full day's care plus the additional costs of the Excursion/Incursion unless the spot can be filled by another child.

I understand that the Cancellation Policy still stands through Vacation Care (Please refer to the Family Handbook).

During programmed cooking activities, I permit my child to cut with knives and or use cooking utensils and equipment.

I understand that if the Safety Policies are not followed, that my child/children may not be able to participate in some activities.

I understand that the Vacation Care fee is \$47.50

Casual and Pay in advance Families: I understand that if I do not have regular term bookings or if I am a Pay in Advance Family, that I will be required to pay for the bookings by the last Wednesday of the Term before the Vacation Care period starts my bookings will be cancelled.

I understand that lunch is not provided (unless stipulated on the program).

I agree to provide healthy foods - including; no pies, sausage rolls, noodles or foods high in fats and sugars.

For Health and Safety reasons I understand that Kids Club will not reheat food for my children.

I acknowledge that in indicating that my child/ren will attend an Incursion or Excursion day, that I am giving permission for my child to participate in that Incursion or Excursion and understand that no alternatives to the Incursion or Excursion will be offered for this day.

For Health and Safety purposes and in line with National Regulations, Excursion and Incursion risk assessments have been prepared and I acknowledge that the Risk Management Plan will be made available to me. I understand that it is my responsibility to read these plans which will provide me with all of the relevant information pertaining to the Incursion or Excursion. I understand that if I require further clarification regarding an Incursion or Excursion, that I will request this from Palmwoods Kids Club.

I also understand that I will be required to sign an additional permission form relating to Excursions.

If there is a grievance, you will be reminded to follow our grievance policy 9.5, this is also stipulated in our Family Handbook.

Positive feedback from families is always encouraged, as is constructive criticism. I acknowledge that I will be emailed a statement with the confirmed dates on it once my bookings have been processed.

I acknowledge that the Terms and Conditions are considered signed when the parent/guardian writes their name under agreement to our Terms and Conditions