

VACATION CARE PROGRAM

Information Sheet

Monday 2nd April – Friday 13th April 2012

LOCATION

Croydon Leisure and Aquatic Centre
Civic Square Croydon (Melways 50 J5)
8AM – 6PM

Belmont Park

Olympus Drive, Croydon South (Melways 50 K8)
8AM – 6PM

FEES

Cost of care	\$42.00
Excursion Days	\$52.00

CANCELLATIONS

Refunds/Credits will only be given if **seven days notice** of the cancellation of care is given to **Council's Vacation Care Coordinator on 9294 5723**. Please note that during the term the Vacation Care Coordinators hours are **Monday to Thursday 9:30 – 2:30pm**.

ENROLMENT TIMELINES

Thursday 15 th March	<u>Bookings close</u> (unless booked out beforehand)
Tuesday 20 th March	Invoices mailed out
Wednesday 28 th March	<u>Full payment due</u>

PRIORITY OF ACCESS

The Commonwealth Government regards children at risk of abuse or neglect as a priority group for access to quality childcare. Families in crisis should also have support and assistance from child care services to the maximum extent possible.

The Commonwealth Government resources child care with a major purpose of meeting the child care needs of families with recognised work or work-related commitments. Where demand for care exceeds supply, it is important for services to allocate available places to those families with the greatest need for childcare support.

LATE PICK UP FEE

The Vacation Care program finishes each day at 6.00pm. If a child is not picked up by this time a late fee will be charged, according to the following scale - \$10 for every 15 minutes or part thereof per family.

CHILDREN WITH ADDITIONAL NEEDS

All children are welcome to participate in our Vacation Care Program. If your child has any additional needs please contact Council's Vacation Care Coordinator to discuss the best ways to support your child to participate and enjoy all aspects of the program. **Please contact the Vacation Care Coordinator at least 6 weeks before the program is due to commence**, to ensure appropriate training of staff. In some cases we may need to apply for additional funding to support your child in the program.

ADDITIONAL DAYS OF CARE

During the holidays you must contact Council's Vacation Care Coordinator on 9294 5723 if you wish to book your child in for additional days of care. The Vacation Care Coordinator is hands on at both programs so may not always return your call immediately. All calls will be returned as soon as it is possible.

CHILD CARE BENEFIT

Almost every family who use Council's Vacation Care Programs has a right to claim the Child Care Benefit (assistance with child care fees) at the minimum rate of 16.79% or above.

If you are not already registered for the Child Care Benefit please contact the **Family Assistance Office on 13 61 50**. The FAO will determine your level of entitlement for Child Care Benefit and will issue you a Child Care Benefit Assessment Notice.

CHILDREN'S BELONGINGS

Strictly no money or children's toys (including iPods, DS, Cameras) are to be brought to the program. No responsibility will be taken for these if your child does bring them.

Please clearly label all of your child's belongings.

PROGRAM GUIDELINES

CLOTHING:

- Children must be dressed in clothing appropriate for the weather. During the Summer program we encourage children to wear t-shirts or light long sleeve t-shirts (no strappy tops) to ensure appropriate protection from the sun.
- Please make sure your child wears appropriate shoes for playing. No thongs or flip-flops.
- Please label clothing and personal belongings with your child's name so that it can be easily identified.
- Please remember the Sun Smart Policy of "No Hat, No Play". Your child will not be able to participate in any outdoor activities if they do not bring a sun hat to the program. In the case of outdoor excursions, you will be contacted to bring your child's hat to the program before we leave on the bus.

HEALTHY SNACKS, LUNCHES & DRINKS:

- Parents are required to provide nutritious lunches and snacks for their children. We recommend sandwiches, fruit, cheese sticks, yoghurt, and fruit juice. Please send plenty of food for your child to eat.
- Please send a refillable drink bottle with water everyday.
- Please label any food that needs refrigerating, and inform staff at drop off.
- Please no cans/bottles of soft drink.
- Please note that we cannot heat or cook children's snacks or lunches.

EXCURSIONS:

- On excursion days children must be at the centre at least 30 minutes before the stated departure time - this will help us to avoid being late for booked activities. The bus will not wait for those who are late.
- If your child will not be attending on an excursion day, please contact the Supervisor at the program before 8.30am to prevent delays in departure.
- Please dress appropriately for excursions. Excursions will run during all weather conditions.
- Children are not to bring money on excursions.
- When travelling by bus we use US Bus lines. All buses are fitted with seat belts.
- When on an excursion the staff/child ratio is: 1 staff member to every 8 children and for a swimming excursion 1 staff member to every 5 children.
- Please make sure your child brings a water bottle on excursion days and plenty of food to eat.

MEDICATION:

- If a child is to receive medication during the day, parents must complete the Medication Instruction Sheet, and sign the medication in and out with a staff member each day.
- Medication must be in the original containers with the original labels and the child's name and specific dosage must be clearly visible on the containers. This also applies to any over the counter medication i.e., Panadol etc.

For further information please contact Council's Vacation Care Coordinator on 9294 5723.

Please mail forms to:
The Vacation Care Coordinator, PO BOX 156, RINGWOOD, 3134