

## Policy Statement

Activity Centres Incorporated aims to provide children with experiences they would normally encounter during their holidays. Excursions and incursions will be included in the program along with a wide range of activities that are fun and challenging for the children to enjoy.

ACI believes that excursions are an essential part of the vacation care program as they provide a variety and an opportunity to expand a child's experiences, explore different environments and learn new activities and abilities.

Parent's permission will be sought for all excursions. Children on excursions will be ensured proper supervision and care for the full duration of the excursion.

## Considerations

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulation 2018
- ✓ Education and Care Services National Quality Standards 2018
- ✓ My Time Our Place
- ✓ Relevant transport legislation and regulations
- ✓ Activity Centres Incorporated Policies and procedures.

## Procedures

- Vacation care is only available at Girraween Activity Centre.
- Vacation care bookings are split into two groups – Kindergarten to Year 2 and Year 3 to Year 6.
- The current non-refundable booking fee will apply to all families each vacation care period.
- Vacation Care Early Bird Rate- discount rate when families return forms by the early bird cut-off date.
- Vacation Care Normal Fee- applies when families return forms after early bird cut-off date and before closing date.
- The Vacation Care Booking form must be returned by the closing date to avoid a late processing fee.
- Late processing fee will not apply to new enrolments, (but only if the enrolment form is taken after the closing date).
- Any booking forms received after the closing date will have their bookings charged at the normal fee rate.
- Any additional days requested after the closing date will be charged at the normal fee rate.
- A separate vacation care booking form must be completed for each child.
- Vacation Care Booking Form including vacation care conditions of booking must be signed for each holiday period and returned.
- Once the booking form has been processed, (entered into the system) booked days must be paid for even if your child is absent.
- Cancellations will only be considered if they are given in writing and before the closing date.
- Cancellations received prior to the closing date will incur the cancellation fee. Booking fee will still apply.
- Cancellations after the closing date will not be considered and booking will need to be paid for even if your child is absent.
- Booked days will not be swapped for non booked days.
- It is the parent's responsibility to contact the Service before 8.30am if their child is going to be absent on a booked day.
- Failure to contact the Service by 8.30am to inform of your child's absence will incur the current non notification fee.
- Parents must come into the Service each morning and sign their child into care.
- Parents must come into the Service each afternoon and sign their child out of care.
- Parents are to read the family information handout that is available each vacation care period.
- Parents with outstanding fees will not be able to book children into vacation care.
- Fees for vacation care (including any excursions, incursions or any other charges) must be paid by the due date.
- While at the Service children may be photographed and appear on Class Dojo or in Service videos.
- Photos added to our Organisation's website or face book page will not appear unless prior consent has been obtained by the parent.
- Children must be dressed appropriately for the weather conditions, (jackets in case it gets cool, and light clothing on hot days)
- Children are not to wear shoe string strap dresses or singlet tops, clothing must cover the shoulders as per Sun Protection Policy.
- Children must wear appropriate footwear; sturdy sandals are OK, but no thongs, slip-ons or high heels.

- All removable clothing should be labeled; any lost property that is unclaimed at the end of the holidays will be donated to a local charity.
- Children must bring a hat, if they do not have a hat one will be sold to them, the cost of the hat will be added to your account each day your child requires a hat.
- All families are offered an opportunity to offer feedback each vacation care period. This ensures families have input on how to improve practices.
- Wheeled toy days will be programmed. All children must follow the Service's safety rules whilst on their bike, scooter, roller blades, or any other wheeled toy. Children unable to follow rules whilst on their 'wheeled toy' will have the item banned. Children must have their own safety gear e.g. helmet, knee and elbow pads etc. Children must ride their own wheeled toy.

### **Excursions / Incursions**

- Excursions are an outing where children are taken away from the Service to visit other venues (such as movies, zoo, bowling etc)
- Excursions are an extra cost and are compulsory for each group, this will be stated on the booking form. Additional fees are charged to cover the cost of the excursion.
- Excursion permission is incorporated in the vacation care booking form and needs to be completed for each child if they are attending an excursion.
- Excursion costs must be paid in advance to secure your child's place on the excursion.
- If a venue requires pre-payment for an excursion that you have booked and your child/ren do not attend you will still be required to pay for the excursion.
- The Manager and or the Vacation Care Coordinator has the right to refuse to take children on excursions, who are unable to follow Staff instructions or have previously displayed unacceptable behaviour and/or behaved in such a way that has put themselves, other children, Staff or members of the community at risk.
- All children must have enough food and drink to last the entire day whilst on the excursion; including a refillable water bottle. Children without a water bottle will be given a bottle of water and parent's account will be charged.
- Children are not to take spending money on excursions. (unless it is stated on the booking form)
- A risk assessment will be carried out for all excursions before the booking forms are available. Risk assessments can be viewed on our Organisation's website or available at the Service.
- Excursion permission notes will comply with regulation 102 of the Education and Care Services National Regulations. An excursion permission form will be filled out for each specific excursion indicating:
  - Child's name
  - Date
  - Time
  - Cost
  - Proposed destination
  - Method of transport
  - Activities involved
  - Period child will be away from the Service
  - Anticipated number of children likely to attend
  - Staff:Ratio for the excursion
  - The reason the child is to be taken outside the premises
  - Parent's name and signature
- All excursions have a limited amount of places on the bus, (maximum 55 children) a waiting list will operate if the maximum number of children has been reached.
- Once booked into an excursion, children can not change their mind. Staffing is based on the number of children booked into the excursion.
- All incursions are compulsory for each group. We have professional presenters and Companies come to the Service to entertain the children or teach them new skills.

- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

### **Plan B Excursions**

- Alternative arrangements may be made for adverse weather conditions or other extenuating circumstances for Vacation Care excursions. Considerations for Plan B excursion include budget, age appropriateness and availability. Plan B excursions are at the discretion of the Vacation Care Coordinator.
- When planning an excursion, alternative arrangements will be made for adverse weather conditions. Parents will be informed on arrival via the front noticeboard. It is the parents responsibility to check the noticeboard daily for alterations and changes to the excursion venue or program.

### **Staff Ratios and Supervision**

- Staff to child ratios to meet the 'adequate supervision standards' as outlined in the Regulations will be determined by the Vacation Care Coordinator after reviewing the Risk Assessment.

### **Determining the Age of Children at OSHC**

- The Education and Care Services National Regulations define a 'child preschool age or under' as a child who is under the age of 7 years and is not enrolled or registered at School, nor attending or due to attend School in the current calendar year (Regulation 4).
- If a child attends OSHC/Vacation Care in December and is enrolled to attend School in the following year, they are considered to be of "preschool age or under", so they can not be booked into vacation care in December.
- If a child attends OSHC/Vacation Care in January of the same calendar year they will attend School, they meet the definition of "over preschool age" and can be booked into vacation care in January.
- If a child attends vacation care in January and will attend School in that calendar year, they are not permitted to attend an excursion with Kindergarten to Year 2 group or have a booking on that excursion day.

### **Food**

- Breakfast is available at the Service before 8.30am.
- Children will need to bring enough healthy food to last the entire day. (lunch + morning and afternoon tea)
- Children will have access to a fruit and vegetable platter at afternoon tea to supplement the snack sent in from home.
- Children must bring their own lunch, any child without lunch will be given a sandwich, and the cost will be added to your account.
- DO NOT send food that requires cooking or preparation, children are to bring a lunchbox as they would take to School.
- Food needs to be packed in a cooler bag with an ice brick to keep lunches cool, (as you would send to School). We do not have refrigeration facilities for the large number of children enrolled.
- 2 minute noodles are available everyday but must be ordered and paid for before 10.30am.
- 2 minute noodles are not available to children attending the excursion, they must bring a packed lunch from home.
- Organised food days, which will be listed on the booking form are offered throughout each vacation care period.
- If your child is absent on an organised food day, where food has been ordered for them, the cost of the food will still apply.
- Children will have access to a small canteen at afternoon tea, this canteen supports the children we sponsor through World Vision. Ice blocks can be purchased.
- Families are asked to not send in any high allergen foods (such as peanuts, tree nuts, shell fish or foods cooked in peanut oil). This is to ensure that whilst at the Service our anaphylactic children can play freely without worrying about their allergies. Some children are so sensitive to these foods that the smell can bring on an anaphylactic reaction.

### **Personal Property**

- Children who bring electronic games (ie DS, PSP, I pads etc) to the Service will have restricted play times.
- All electronic games need to have any camera lenses covered and internet access disconnected.
- Children are only to bring in one game cartridge with their hand held game.

## Vacation Care Policy

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- The Service and Staff will take no responsibility for any items lost or broken; children are responsible for their own property. Although all care will be taken to ensure children's personal property is kept safe, no responsibility will be taken, so all precious items and valuables should be left at home.

### **Checklist for Staff**

- Staff must read the family information handout that is available before each holiday period.
- Staff attending an excursion must read the detailed risk assessment.
- Staff to be aware of Plan B alternative arrangements.
- Staff will need to check electronic games that camera lenses are covered and internet access is disconnected.
- Staff are required to complete and return the Staff feedback form by the due date at the end of each vacation care period.

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Policy is only endorsed if initialled by 2 members of the management committee

**Endorsed by the Management Committee on the 27<sup>th</sup> March 2019**

**Vacation Care Policy is to be reviewed by the 27<sup>th</sup> March 2022**