



Vacation Care Participation Policy



TRAIN HARD, Live Easy!

Booking your child/ren into Vacation care

- Sport UNE Vacation Care has 30 places available per day. Sport UNE therefore encourages patrons to book well in advance of scheduled holiday periods.

What to bring each day (per child):

- A sun hat and sunscreen.
- A drink bottle.
- A packed lunch, morning tea & afternoon tea.
- A change of clothes – seasonal.
- A school bag to keep personal effects in.
- Any medication your child needs during the day (please refer to the Medication Policy).
- Swimmers and a towel (if swimming is on the program).

Sport UNE reminds patrons that belongings should be clearly labelled with your child's name and a contact number to assist in returning lost property to the rightful owner.

Arrival

- Children are not to be left at the centre at any time prior to the opening hours of the centre.
- On arrival the person bringing the child is responsible to sign the child in on the sign in sheet next to the child's name, indicating time of arrival.
- Children are to place their belongings in the appropriate place.
- The person dropping off the child must ensure that a staff member is aware of the child's presence before leaving the centre, and that any special needs are communicated.
- Should children require medication of any kind, parents must fill in and sign the medication sheet (refer to Medication Policy).

Departure

- Children must be collected by the closing of the centre.
- The authorised person who is collecting the child must sign the sign-out sheet next to the child's name, indicating time of departure.
- The authorised person and children are to ensure that all belongings are collected.
- The authorised person must ensure that a staff member is aware that they are taking the child from the centre.
- Staff are to be notified if the person collecting the child is to be later than usual. The child will be notified to avoid any anxiety.
- If the child is to be collected by anyone different than the name on the enrolment form, parents must have personally informed the appropriate staff member prior to pick up. This change must be confirmed in writing, if possible, and the person picking up the child asked to bring identification.
- The names and contact numbers of all authorised to collect the child must be included in the enrolment form. Any changes to these must be advised in writing to the centre as soon as possible.
- The authorised person is required to give proof of identification to staff if they have not seen them previously.
- The centre will not release the child to anyone who is not authorised without prior consent and in line with centre policy.
- If there is an emergency and the parent or authorised person cannot collect the child, the parent must personally ring the centre to let us know. The parent will be required to indicate who will collect the child, give a description and ask the person to provide the centre with proof of identity (eg drivers licence or other photo ID).
- If the centre has not been notified and someone other than the parent or authorised person comes to collect the child, the centre will ring the parent or get his or her authorisation. The child will not be released from the centre until proper authorisation has been received.
- Any parent (or nominee) who collects their child after 5.15pm will be charged a late fee of \$5.00 per 15 minutes over closing time.

Further information relating to Vacation Care can be found in the official Sport UNE Vacation Care Policy Booklet, available via the Sports Delivery Team.