

# Blackwood Community Recreation Centre

## VacFun

(School Holiday Program)

### Information Sheet

#### **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

The program is open to all primary school children from any school. Our aim is to provide a caring and safe environment with various structured and free choice recreational activities within a fun-filled program.

#### **Hours of Operation**

8am - 6pm daily. Half day sessions are available. To assist us with staffing levels, would parents please fill in drop-off and pick-up time on Enrolment Form.

#### **Enrolment and fees**

This information sheet, the daily program and schedule of fees are for you to keep. The attached enrolment form needs to be completed and returned to the front counter of the Recreation centre as soon as possible.

Fees must be paid upfront, daily, or on a date discussed between the parent and management. Any families with outstanding fees will not be accepted into the program until all accounts from previous programs have been settled.

#### **Late pick-up**

If the child/ren has not been picked up by 6:00pm the following procedure will be applied:-

1. Parents will be contacted.
2. **A late fee of \$10 per 15 minutes will be charged.**

#### **Signing in and out**

All parents must sign their children in and out each day on arrival and departure by writing a time and initials on the attendance sheets.

#### **Food and drink**

Please supply a packed lunch, snacks and a full drink bottle each day for your child/ren. The food advertised on the daily program is only intended to be a snack or shared activity.

#### **Hat policy**

When outside activities are specified in program hats and sunscreen need to be provided.

#### **Behaviour management**

We aim to keep our program a safe and happy experience for your child/ren. We expect them to adhere to the rules of the program and expect parents and/or guardians to extend their support for these.

Children are expected to show a sense of responsibility towards other people, property and themselves. We encourage children to be responsible for their actions and enjoy their time at the program. Children who exhibit repeated misbehaviour may be suspended or excluded from the program.

We hope your child/ren enjoy the new program!

Regards

Staff of the Blackwood Recreation Centre