



Blackwood Community Recreation Centre VacFun Program

Information Sheet

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

The program is open to 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 (i.e 8am – 1pm or 1pm – 6pm).

To assist us with staffing levels, would parents please fill in drop-off and pick-up time on the enrolment form.

Fees

- Casual Fees (full or half days) must be paid at the time of booking. Fees will not be refunded for non attendance.
- Multiple bookings will only be confirmed upon payment of a non refundable deposit of \$50. The balance of fees can be paid daily or on the last day of care.
- Non attendance on any day may attract full fees.

Families with outstanding fees will not be accepted into the program until all accounts from previous programs have been settled.

Cancellation Policy

Cancellations with less than 48hrs notice may attract full fees.

The Manager reserves the right to waive this policy in extenuating circumstances.

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

Parents/Care givers **must** sign the children in and out each day on arrival and departure by writing a time and initials on the attendance sheet at Reception.

Food and Drink

Please supply a packed lunch, snacks and a full drink bottle each say for your child/ren. (please be aware that the children are very active during the day and therefore may require a little more food than normal.) Lunches may be ordered. Please do so at Reception when signing in your child/ren in the morning.

Photographs

We may occasionally wish to take photographs of the children engaging in a special activity. These photographs may be used for promotional/marketing purposes in print form, on our website or on social media.

Medication

If your child requires **any** medication e.g. Ventolin, epic pen etc., please leave it at Reception in a bag, clearly labelled and with any instructions for use.

Behaviour management

We aim to make 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 support these rules.

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.

What to bring

Morning tea

Lunch

Afternoon tea

Drink bottle

Hat

Sun block

Socks (long enough to protect ankles from skates rubbing)

Optional

Spending money – maximum \$5/ child to be left at Reception in the morning.

A book to read

Activity book

What NOT to bring

Electronic device/s

Mobile Phones

Break Times

09.45 – 10.00 morning tea

12.00 – 01.00 lunch *

03.00 – 03.15 afternoon tea *

* canteen will be available

We hope your child/ren enjoy the program.