

Information Sheet

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

Hours of Operation

8am - 6pm daily.

Half day sessions are available (i.e 8am – 1pm or 1pm – 6pm).

WHAT TO BRING

Please supply a packed lunch, snacks and a full drink bottle each day for your child/ren.

(please be aware that the children are very active during the day and therefore may require more food than normal.)

- Morning tea
- Lunch – (Lunches may be ordered at Reception when signing in your child/ren in the morning)
- Afternoon tea
- Drink bottle
- Hat
- Sun block
- Socks (long enough to protect ankles from skates rubbing)

Optional Extras

- 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

- Casual Fees (full or half days) must be paid at the time of booking. Fees will not be refunded for non attendance.
- Nonattendance on any day may attract full fees.

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.

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.

Cancellation Policy

- Cancellations with less than 48hrs notice may attract full fees.
- The Manager reserves the right to waive this policy in extenuating circumstances.

Medication

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

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.

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.