

PORT NOARLUNGA VACATION CARE
Booking Conditions

- The Commonwealth Government's Priority of Access Guidelines are used when enrolling children for vacation care – ie children at risk, children from families where parent(s) are working, looking for work or studying, children from families who require respite or a treat for their children.
- The program sheet you receive represents the contract you have entered into and your children will be expected to attend on the appointed days. If, for any reason, your child does not attend, then the fee for the day will be charged. **Therefore, you must be very clear about the days you need and not book entire weeks with the intention of cancelling later.** You will be charged for every day for which you have booked. The only exception to this circumstance is when a cancellation occurs due to child(ren's) illness. No charge for that booking will be made but a doctor's certificate is required to negotiate a refund of fees.
- No bookings will be taken over the telephone and no booking can be confirmed until the paperwork has been completed and in the case of new families, the bond paid.
- For Occupational Health Safety and Welfare reasons, and in accordance with Port Noarlunga's Sun Smart Policy, children attending Vacation Care must **wear hats and sun screen while participating in outdoor activities.**
- Please wear comfortable walking shoes (no thongs or slip-ons). Bring thongs in bags if we are swimming if you really want to wear thongs on the day.
- It is essential that parents/caregivers keep their program and display it prominently at home so that they and their children are aware of what is happening each day, arrive on time with the appropriate dress, with the necessary equipment and are prepared for all weather conditions.
- All clothing must be appropriately labelled with the names of the owners.
- Game boys, DS's, mobile 'phones and other expensive accessories are not to be used while attending vacation care and children are discouraged from bringing them along. No responsibility is taken by the service for loss or damage to valuable items brought to vacation care. If mobile 'phones are for children to use in an emergency, then they can be left with the staff and locked in the Vacation Care Director's Office until the child/ren depart.
- Children need to carry their own bags and so plastic shopping bags are inappropriate hold-alls. School backpacks are best. **It is unfair to expect one child in the family to carry all the lunches and clothes for the younger children.**
- Children are provided with lunches where indicated and an afternoon snack. **They are expected to bring a packed lunch and recess on all other occasions.** It is our experience that children become ravenously hungry while at vacation care. Please ensure that you send enough food for your children as well as adequate drinks. This is especially important when the weather becomes warmer or when energetic activities are planned. Please try to send food that does not require heating.
- Appropriate levels of behaviour are expected from all children. We strive to make Port Noarlunga Vacation Care a happy and safe place for everyone. We expect participants of Port Noarlunga Vacation Care to show care and respect for other people (staff, parents and other children) and their property. Children who frequently exhibit unacceptable behaviour may be excluded from the program at the discretion of the Director.
- While it is hoped that all planned activities will go ahead, sometimes weather conditions or conditions outside the realm of the control of the Vacation Care Director, may mean that the program is changed at short notice.
- **Please do not send spending money for excursion days especially if we are going to the movies or the swimming pool.** Treats can be packed into lunch boxes.
- We try to access only 'G' rated DVD's, movies and play-station games during Vacation Care. However, if none are available, at the discretion of the Director (and with parental consent) PG rated DVD's and films may be shown.