

A high-angle photograph of four children lying on their stomachs on a grassy area. On the left, a girl with dark hair in a maroon turtleneck looks up and smiles. On the right, a boy in a blue polo shirt looks up and smiles. In the bottom center, two boys are lying side-by-side; the one on the left wears a light blue polo shirt and looks directly at the camera, while the one on the right wears a teal polo shirt and smiles. A teal banner is at the top, and a white banner is at the bottom.

VACATION CARE

ARTARMON

Artarmon Kids Cottage Community Centre
18 Broughton Rd Artarmon 2064

AUTUMN 2024 PROGRAM



ENROLMENT

Vacation Care bookings are normally taken three weeks prior to each NSW gazetted school holiday.

Important notes for casual bookings:

- All casual bookings must have direct debit details on file.
- Once you submit a casual booking, please ensure your enrolment information is up to date including current direct debit details. Your booking will not be confirmed without details on file.
- Your booking WILL NOT BE FINALISED until your enrolment form is completed in full including current direct debit details.
- Casual bookings can only be made with 48 hours notice. For any late bookings you will need to speak directly with the Nominated Supervisor of your desired service.

Important notes for Vacation Care:

- Council reserves the right to cancel care should numbers fall below 15 enrolments per day.
- Council will endeavour to provide a minimum of five business days notice to families.
- Council will endeavour to offer/provide alternative vacation care options where possible.

CANCELLATIONS, REFUNDS AND CREDIT NOTES

Cancellation of care will not be accepted once your booking has been processed. Where possible, 'swapping' of days can be accommodated, please notify the Nominated Supervisor if this is required. Refunds may be given under extreme/extenuating circumstances on application to the Nominated Supervisor.

LATE ARRIVAL

Please inform staff if your child will arrive later than 9am as it might affect departure time for excursions.

ILLNESS

In accordance with the regulations from the Department of Health, **sick children with a contagious illness must not attend the centre.** Please notify the Centre staff if your child will not be attending.

MEDICATION

Staff will only administer medication to a child if it has been prescribed by a doctor. Over the counter medications such as Panadol and cough medicine will only be administered if accompanied by a doctor's letter of authorisation stating the child's name, the dosage required and the time to be administered. Parents must complete a medication form at the Centre.

CENTRE HOURS

Centres are open from 8am to 6pm. Children will not be accepted into the Centre before 8am and must be collected by 6pm.

LATE FEE

Children must be picked up by 6pm. A late fee of \$20 for the first 10 minutes or part thereof and \$2 for every minute thereafter will apply immediately after 6pm. Please phone the Centre if you think you will be late collecting your child.

SIGN IN AND SIGN OUT

Parents are required by the Commonwealth Government to sign their children in and out of the centre each day. This will be done via our digital Kiosk on the centres iPad.

CLOTHING

All children must have sunscreen and a hat. Please provide suitable clothing, wet weather gear and ensure enclosed shoes are worn each day. All items brought to the centre are to be clearly labelled.

MORNING TEA AND LUNCH

Please provide your own substantial and nutritious morning tea and lunch to last your child/ren all day. We do not recommend soft drinks and junk food. Children can keep their food fresh and cool in the fridge at the centre. Please note that we are a nut free service.

COMPULSORY EXCURSIONS

All children are required to attend 'compulsory' excursions.

EXCURSIONS

Staff to child ratios set out in the National ECEC Regulations will apply to all excursions/outings and will be dependent on the activity. A separate signed permission form is required for all excursions/outings.

OUTINGS



(non-compulsory excursions)

For outings, bookings are accepted on the morning of the outing at the centre on a 'first come first served' basis. Please have correct money ready (cash) at time of booking the outing. Attendance on outings is dependent on the specified limit on the vacation care program and at the Nominated Supervisor's discretion.

SWIMMING EXCURSIONS/OUTINGS

For swimming excursions/outings children must be enrolled in year 3-6 (children must have attended their first day of year 3) and be able to swim unaided for at least 25 meters.

ACTIVITY LEGEND

| | |
|--|------------------|
|  | INCENTRE |
|  | OUTING |
|  | INCURSION |
|  | EXCURSION |



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www.willoughby.nsw.gov.au

ARTARMON VACATION CARE

✓ BOOK AUTUMN 2024 at willoughby.nsw.gov.au

WEEK 1

| MONDAY 15 APRIL | TUESDAY 16 APRIL | WEDNESDAY 17 APRIL | THURSDAY 18 APRIL | FRIDAY 19 APRIL |
|-----------------|---|--|---|-----------------|
| CENTRE CLOSED | Feathered Friends | Fishing Adventure | Wheelchair Basketball | CENTRE CLOSED |
| | INCURSION | EXCURSION | INCURSION | |
| | A range of birds including Eclectus Parrots, Barn Owl, Major Mitchell Cockatoo, Red-tailed Black Cockatoo, and a Macaw, will be brought to the Centre providing the opportunity for the children to handle and interact with these amazing creatures. | Trip to Clifton Gardens where children will use hand-reels to fish, learn about beach animal habits and discuss sustainability and ways to protect our waterways. <u>Charter Bus departs centre:</u> 9.30am | Wheelchair Sports NSW/ACT has organised a presenter who lives with a disability to visit our Centre and conduct games of Wheelchair Basketball with the children. | |
| | Total cost of day: \$80.00 | Total cost of day: \$104.00 | Total cost of day: \$76.00 | |
| | Afternoon snack: Rice with Butter Beans in Salsa | Afternoon snack: Cheese and Salad Wraps | Afternoon snack: Penne Bianco with Parmesan Cheese | |

WEEK 2

| MONDAY 22 APRIL | TUESDAY 23 APRIL | WEDNESDAY 24 APRIL | THURSDAY 25 APRIL | FRIDAY 26 APRIL |
|-----------------|--|--|-------------------|-----------------|
| CENTRE CLOSED | Movie Day | Canoelands Orchard | CENTRE CLOSED | CENTRE CLOSED |
| | INCENTRE | EXCURSION | | |
| | Retreat to the favoured "quiet room" where you'll enjoy popcorn and choc tops watching the day's most voted movie. <u>Lunch provided:</u> Sausage sizzle | An educational and engaging farm excursion which includes a tour of the farm, honey tastings, tractor ride, farm animals and be sure to pack a bag for some fruit picking to take home. <u>Charter Bus departs centre:</u> 8.45am | | |
| | Total cost of day: \$70.00 | Total cost of day: \$115.00 | | |
| | Afternoon snack: Cheese and Fruit Platter | Afternoon snack: Cheese and Spinach Pasties | | |