



Out of School Hours Care Vacation Care Policy

Policy Statement

Apollo Parkways Primary School provides a Vacation Care program. The program is for children enrolled at Apollo Parkways Primary School.

The Vacation Care program is a limited place program where children are cared for in a friendly, familiar and supportive environment during the school holidays. The program operates for the school holidays at the end of term 1, 2 and 3 each year.

Procedures and Practices

Programs will be made available prior to the program commencing.

Children are offered planned activities, incursions and opportunities for independent self-directed play. All incursions will be onsite, under the supervision of program staff. Bookings are subject to availability.

Children will be offered the following meals – breakfast, morning tea, lunch and afternoon tea. Dietary requirements will be adhered to.

Children are required to wear casual sun smart clothes and hat and appropriate footwear (no open toed shoes). Vacation care will not take responsibility for soiled clothing during incursions or when children are participating in activities.

All bookings need to be made prior to the commencement of Vacation Care. Bookings will not be accepted once Vacation Care commences due to staffing.

Cancellations made within 48 hours of the session commencing will incur the fees for the day. Cancellations made with more than 48 hours' notice will not be charged.

All children enrolled on incursion days will participate. Family accounts will be charged the incursion fee.

Families registered with Centrelink for Child Care Subsidy will have the Subsidy applied to the daily fee. The Subsidy does not apply to the incursion fee.

The Vacation Care program will operate from 7.30am to 5.00pm. If a parent/guardian arrives after 5.00pm to pick up child/ren a \$20 fee per 10-minute block per child will be charged to cover educator's wages.

The vacation care will follow the policies of the Out of School Hours program and the Apollo Parkways Primary School.

In case of serious incident, the Team Leader will notify the Principal immediately.

All procedures will be followed as referenced in OHSC policies.

Related Policies

- Anaphylaxis policy
- Arrival and departure policy
- Asthma policy
- Behaviour management policy
- Child safe environment policy
- Dealing with infectious diseases policy
- Emergency management policy
- Exclusion for behavioural reasons policy
- Fees policy
- Administration of first aid policy
- Incidents, Injury, Trauma and Illness policy
- Medical conditions policy
- Medication policy

Sources

Apollo Parkways Primary School Policies

Apollo Parkways Out of School Hours Care Policies

Date Reviewed

March 2023

Next Review Date

March 2026