

The management and staff welcome you and your family to our Centre.

We trust that your children will feel secure whilst at our centre and enjoy their holiday time with us.

Philosophy and Aims

- Provide a service to the community for children of both working and non-working parents, with priority of access to working parents.
- Provide a healthy, caring, affordable and safe environment for children enrolled in primary school, aged 5 to 12 years.
- Provide an opportunity to care for all primary school aged children and value every child regardless of race, ethnicity, socio-economic status or disability.
- Provide quality care by vacation care educators with specialised skills, abilities and training.
- Provide a varied program of activities that caters for the children's needs and interests.
- Provide a relaxed, friendly and fun school holiday environment.
- Provide children with the opportunity to develop social and communication skills by encouraging interactions with others.
- Children are viewed as active participants and decision makers, working with each child's unique qualities & abilities.

My Time Our Place

The YWCA Hunter is committed to the My Time Our Place Framework (MTOF) in guiding the program development. Learning outcomes:

1. Children have a strong sense of identity.
2. Children are connected with and contribute to their world.
3. Children have a strong sense of wellbeing.
4. Children are confident and involved learners.
5. Children are effective communicators.

Management

YWCA Hunter Region Inc is a not-for-profit community organisation which aims to provide quality programs and services to the community. The organisation is governed by a voluntary Board of Directors.

Daily Program

7.30am	Free time period Games, craft, active and electronic games and board games are available for the children's enjoyment during free time.
9.30am	Morning program (theme for the day)
11.00am	Morning tea
11.30am	Program continues
1.00pm	Lunch
1.30pm	Free time period
1.50pm	Rest
2.00pm	Afternoon program
3.30pm	Afternoon tea
4.00pm	Pack away and tidy up
4.15pm	Afternoon DVD movie (Only G Rated movies are watched in the Centre)
6.00pm	Centre close

Please arrive by 9.30am each day, unless you are booked in for an excursion with an early departure, then arrive 40 mins prior to excursion departure time. Excursion times are listed on our 'Booking & Excursion Permission form'.

Lunch Box Planning

- Ensure your child's lunch is packed in an insulated lunch bag with a cooler brick to prevent spoilage.
- Ensure your child has sufficient snacks for morning and afternoon tea. Due to the active nature of our program the children often require additional supplies than would normally be needed on a regular school day.
- We are a peanut free zone. Foods containing nuts are strictly prohibited and are not to be brought to vacation care.
- Ensure your child has a refillable drink bottle.

Contact Us

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Email yncl@bigpond.com
Web www.ywcahunterregion.org.au

YWCA Hunter Region Inc acknowledges the traditional owners of country and their continuing connection to the land, sea and community. We pay our respects to them and their cultures and the elders both past and present.



Vacation Care Family Information



Vacation care hours of operation
7.30am to 6.00pm Monday to Friday

Y-Kids Get A Better Start!

Policy Extracts

Fees

Vacation Care fees are \$50 per day (plus additional excursion/incursion costs). Families are invoiced after attendance, payable within 7 days. All invoices not paid by the due date will automatically incur a \$20.00 administration charge. An annual family administration fee of \$15.00 is charged at the first vacation care attendance each calendar year.

Child Care Subsidy (CCS)

CCS will be applied to your account (for families who have been assessed & are entitled to CCS) invoices will be issued for the gap fee. If you haven't been assessed for CCS, contact Centrelink ph 136 150 prior to enrolling. <https://www.education.gov.au/child-care-package-families> Please note CCS will not be paid if a child is absent on their first or last day of each vacation care period.

Enrolment

New families can enrol online here https://prodadmin.myxplor.com/enrolment_v2/centre/Hgnz0x4174kcfCBM0ZRfSQ Once we've approved your enrolment, you will need to set up a parent Xplor account, instructions are emailed to you. All enrolments automatically cease every 8 weeks, re-enrolling is an easy fix, instructions are emailed out to all families.

Bookings

Families are emailed one month prior to the school holidays with the program/info for the upcoming school holidays. To book in for your chosen dates, families who are already enrolled, must log into their Xplor parent account <https://web.myxplor.com/> sign their new CWA, approve us in their MyGov account and return our 'Booking & Excursion Permission Form'. We confirm bookings via email once the above steps are completed. Further information is available on our website <http://www.ywcahunterregion.org.au/vacation-care>

Booking Changes and Cancellations

Cancellations are not accepted. Changes to your booking can only be made by selecting an alternative day of care (within the current vacation care period) if vacancies are available. Changes to bookings must be received by our office by 3pm on the day before the vacation care booking. Booking cancellations are not accepted. All non-attendance will be deemed as 'absent' and fees will apply.

Late Collection of Children

Vacation care finishes at 6.00pm each day. Children must be collected from the Centre no later than 6.00pm.

Dropping Off and Picking Up

Children must be signed in and out digitally each day by a parent or authorised carer. Please allow an extra 5 minutes on your first visit to be set up on the iPad, you will need to know your Xplor parent account password. Any changes to your authorised contacts are to be notified to the Centre prior to the child being collected. For your children's protection Centre Management may request proof of identification prior to allowing children to leave.

Medication

Any medication to be administered, needs to be in its original packaging and clearly labelled. Prescription medication will only be administered to the child as per the details listed on the Administration of Medication form and Medication Record as completed by the parent/carer. In the case of an emergency the parent or carer will be notified.

Allergies, Illness & Infectious Diseases

Details of allergies are to be provided by the parent/carer on enrolment. Action plans must be provided for all children with asthma and anaphylaxis, parents/carers need to complete a Risk Minimisation Form in the Centre. An EpiPen must be provided for use in the event of an anaphylactic reaction if applicable.

Accidents/First Aid

Staff are trained in the administration of first aid, including emergency asthma management and anaphylaxis. First aid facilities are available at the Centre as well as on all excursions. In the event of an accident parents, carers or emergency contacts will be notified immediately.

Dress

Children are expected to be appropriately dressed for active play during vacation care eg long pants or shorts and sensible shoes such as sports shoes, no thongs please. No hoop or inappropriate earrings and no makeup. A broad brimmed hat is compulsory when the UV index is 3 or above. Children are encouraged to dress according to the days theme eg Harry Potter Day – wear your robe!

Behaviour

We aim to provide an environment where all children and educators feel safe, cared for and relaxed. Our behaviour management policy is based on respect, where each child has a voice and is heard and where guidance, redirection and positive reinforcement are paramount. Children play an active role in setting the rules for each day. Our Centre has basic rules around safety, respect for others, order and cleanliness. We promote a positive, respectful approach to managing the behaviour of all children.

Food & Nutrition

Families are encouraged to supply healthy snacks and lunch for their children – please avoid junk food, lollies and sweets. Visit www.healthykids.nsw.gov.au for healthy lunchbox ideas.

Sun Safe Policy

Children are to wear broad brimmed hats during outdoor activities. SPF 30+ broad spectrum, water resistant sunscreen is available at the Centre for children to apply with staff supervision.

Staff Ratios

There are no current regulatory requirements. However at YWCA Hunter we work to best practice models. These are:
1 staff to 15 children at the centre
1 staff to 8 children during excursions
1 staff to 5 children during excursions near water.
These ratios are subject to change after a risk benefit analysis is completed.

Child Protection/Keep Them Safe

We believe that the welfare of all children is of paramount importance and that the Centre has an obligation to defend the child's right to care and protection. Staff and Management have a responsibility to take action to protect children they suspect may be abused or neglected. Our Centre will carry out the responsibilities of mandatory reporters as indicated under legislation. This responsibility involves following the procedures outlined by The Human Services Network (HSNET).

Excursions

Excursions are an essential part of the Centre's program as they provide variety and opportunity to expand children's experiences, explore different environments and learn new activities. Children are required to wear a **red t-shirt** and/or jacket on excursion days for easier group identification. If possible, book your first day for an in-house or incursion day so your child can get acquainted with our Centre and staff, before heading out for an excursion.

Screen Time

We adhere to the recommended timeframes for 'screen time' according to Australia's Physical Activity and Sedentary Behaviour Guidelines. For children aged 5-12 years, screen time in the Centre will be limited for entertainment to no more than 2 hours a day.

Complaints

Concerns and/or complaints should be directed to the Nominated Supervisor in the first instance for resolution.

Confidentiality and Privacy

YWCA Hunter Region Inc. is committed to respecting the privacy of personal information provided in accordance with the National Privacy Principles contained in the Privacy Act and Amendments.

Full and additional policies are available upon request.

YWCA Hunter Region Inc. vacation care is accredited under the Australian Children's Education and Care Authority's National Quality Standards