

Blackmans Bay Childrens Services

Important Information for Vacation Care

Booking Procedure

Please complete the online Booking Form. This can be found on our [web page](#).

Once booking procedure is complete (above), all extra bookings to be requested through the Service Coordinator. **CONFIRMATION** for extra bookings is required before commencement of care. This may take up to 24 hours.

Fees / Cancellations / Absences

Fees are \$60 per FULL day and \$40 per HALF day. **Any booking(s) made after the due date will be charged at a casual rate.**

Fees are inclusive of excursions, bus costs, resources and afternoon tea unless otherwise stated on the Program.

If your child will not be attending a booked day, you will need to cancel their booking for that day by contacting the **Program Site** (contact details below). **All cancellations/absences after Vacation Care begins will incur a 75% Allowable Absence charge.** This also applies to changing from one Program Site to another.

Changes to Program

The Service reserves the right to make changes to the program due to weather conditions, unforeseeable circumstance or minimum numbers. Where possible, parents will be notified prior to any changes (Xplor post, notice).

Site/Service Contact Details

Blackmans Bay Vacation Care B/Bay OSHC Site	Kingston Vacation Care Kingston OSHC Site	New Town Vacation Care New Town OSHC Site	St Aloysius Vacation Care Kingston Scout Hall – Kingston View Drive
Kinder – Grade 6 bboshc@bbchildcare.org	Kinder – Grade 6 koshc@bbchildcare.org	Kinder – Grade 6 ntoshc@bbchildcare.org	Kinder – Grade 6 saoshc@bbchildcare.org
6229 4199 0418 267 200	6229 4196 0427 294 196	0499 975 066	6227 1104 0400 294 914

Main Office/Admin Team:

1 Diamond Drive, Blackmans Bay / PO BOX 64 / Phone: 6229 4914 / fax: 6229 2260 / admin@bbchildcare.org / www.bbchildcare.org

Other Information

Please read each of the daily activity descriptions carefully as particular days may require specific equipment, clothing or other important information, without which, your child will be unable to take part in the planned activities due to safety requirements.

Blackmans Bay Childrens Services is an Allergy Aware Service. Please do NOT send any nut products with your child.

SUN SAFE hat is required

Blackmans Bay Childrens Services

BBCS is a not for profit community based organisation providing high quality early childhood education and care services in the Kingborough region. Fees are payable for each Service and Government Child Care Subsidy may apply.

Families must confirm their eligibility for Government rebates prior to commencing enrolment.



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Signing In/Out

Parents, or an authorised person, are required to deliver and collect their child from the Service and sign their child in and out each day using Xplor (App, or Hub). **Educators are not to sign your children in and out.**

Medication

If your child requires a **Medical Action Plan**, this needs to be provided **prior to your child's commencement** at Vacation Care. Your child may not be able to attend care without a current Medical Action Plan. If medication is required to be administered to your child during Vacation Care (including self-medication e.g. asthma puffer), a completed **Medication Consent Form** is required prior to your child's commencement. Only medication with a pharmacist's dispensing label outlining the child's name, dosage, name of medication and current date will be administered.

Excursions

Children are required to arrive at least 15 minutes prior to the excursion departure time. Excursions depart at 10:00am and return at 3:00pm (unless stated otherwise). No responsibility will be taken for late arrivals.

All excursions will meet legal ratios (1:15) or better and will be capped at 60 children. Wisby's Bus Service will be our mode of transport unless stated otherwise. Route to and from destination will be included in the risk assessment. However, route may vary subject to changing conditions. Risk assessments have been completed before we attend each excursion and are available for viewing upon request.

For further information, please see each Service's Program, talk with a member of staff or view specific excursion details on our [web page](#).

Clothing

Please ensure your child is dressed in weather suitable clothing. This includes enclosed shoes, comfortable clothing, **sun safe hat** and warm jacket. Sometimes a spare change of clothes may be necessary due to the nature of the activity being provided. Please check the Program description for specific clothing requirements for each day.

Food

Please ensure your child is provided with morning tea and a nutritious lunch, including adequate snacks for the day and a clearly named water bottle. Afternoon tea (snack plus fruit or vegetables) is supplied by the Service.

Behaviour

Blackmans Bay Childrens Services reserves the right to refuse access to children who do not act in accordance with behavioural and safety expectations outlined in the **School Aged Behaviour Agreement** and [Behaviour Guidance Policy](#).

Technology

Parental permission is needed for your child to use technology at our Services – refer to **Booking Form** to give permission status. For more information the Blackmans Bay Children Services [Technology Use Policy](#) is available on the BBSC website.