

Blackmans Bay Childrens Services

Important Information for Vacation Care



Booking Process

Upcoming Vacation Care bookings are to be made via the **Xplor Mobile App ONLY** (*this can not be done through the Xplor Web Parent Portal*).

We take no responsibility for incorrect mobile bookings and can not guarantee your booking request.

This really is a much simpler process with no additional forms to complete, allowing you to book vacation care instantly and receive immediate confirmation.

Click the support link below to view instructions on how to make mobile bookings.

<https://support.ourxplor.com/hc/en-us/articles/360000485907-Mobile-Booking>

By booking through the Mobile App you accept and agree to details stated in this document (Important Information for Vacation Care).

Fees / Cancellations / Absences

Fees are \$60 per FULL day and \$40 per HALF day (in days only). **Any booking(s) made after the due date may be charged at a casual fee (additional \$5.00).**

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

If claiming Child Care Subsidy, this must be arranged with Centrelink prior to attendance with CRN and date of birth to be provided to the service. A CWA will also need to be signed in your **Xplor Web Parent Portal** before CCS will be received.

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 period begins will incur a 75% Allowable Absence charge.** This also applies to changing from one Program Site to another and CCS may not be payable in this instance.

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 St Aloysius OSHC Site	Illawarra Vacation Care Illawarra OSHC Site
Kinder* – Grade 6 bboshc@bbchildcare.org	Kinder* – Grade 6 koshc@bbchildcare.org	Kinder* – Grade 6 ntoshc@bbchildcare.org	Kinder* – Grade 6 saoshc@bbchildcare.org	Kinder* – Grade 6 ioshc@bbchildcare.org
6229 4199 0418 267 200	6229 4196 0427 294 196	0499 975 066	0400 294 914	0408 294 917

***Kinder 2019 students are not able to attend Vacation Care until the end of Term 1.**

Main Office/Admin Team:

1 Diamond Drive, Blackmans Bay / Phone: 6229 4914 / 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 may be unable to take part in the planned activities due to safety requirements.

Blackmans Bay Childrens Services is an Allergy Aware Service. Please keep this in mind when packing lunchboxes.

SUN SAFE hat is required

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 via an Xplor post.

Signing In/Out

Parents, or an authorised person with their own Xplor login (Xplorer), 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).

To add an Xplorer follow these directions <https://support.ourxplor.com/hc/en-us/articles/115010331267-Xplorers-FAQ>. If you have any issues call Xplor on 1300 687 975.

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 will 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.

By booking into an excursion day you agree that your child will leave the service for the period of time stipulated on the relevant program, or as above. For further information, please see the relevant 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.