

LEOPOLD

SCHOOL HOLIDAY PROGRAM



AUTUMN 2020

The School Holiday Program is a fun, inclusive and flexible program designed for children 5-12 years of age who are attending Primary School. A range of activities and experiences are on offer every day that build upon your child's skills, knowledge and understanding as well as their curiosity and imagination. Professional and qualified staff are on hand to help children build their cooperation skills, respect and independence all the while ensuring they enjoy their holidays in a safe, fun and welcoming environment.

WEEK 1

THE ROBOT LADY

Monday 30TH March
Fee: \$74.80
Centre Based

Let's get busy with this exciting workshop with the Robot Lady. We will be learning how to code robots and getting to use Lego Robots, Ozobots and Kamigami Robots.

JAPANESE CULTURAL DAY

Tuesday 31st March
Fee: \$74.80
Routine Excursion

Kon'nichiwa! Let's learn all about Japan today, from Origami to Manga Comics. We will walk down to HI Sushi for a lovely lunch. Bring along \$10.00 to order from the menu.

Venue: Hi Sushi - Gateway Plaza, Melaluka Road, Leopold

OP SHOP TREASURE HUNT

Wednesday 1st April
Fee: \$74.80
Routine Excursion

Enjoy a morning walk to the local Op Shop. Hunt through a treasure trove of items to see what you can buy. Please bring \$5.00.

Venue: Uniting Church Op Shop, 1 Ash Road, Leopold

MOVIES AND THE BOTANIC GARDENS

Thursday 2nd April
Fee: \$120.00
10:00am to 4:30pm
Excursion

Spend the morning at Geelong Botanic Gardens to enjoy an educational experience, have a picnic lunch then walk to Village Cinema to watch an afternoon session of the new movie *Onwards*.

Venue: Village Cinema Geelong, Ryrie Street and Botanic Gardens, Podbury Drive, East Geelong

ADVENTURE PARK

Friday 3rd April
Fee: \$110.00
Excursion
9:30am to 4:30pm

Get ready for a big day of fun! From go-carts to jumping castles, roller coasters, mini-golf and water slides galore! Pack your swimmers, towel, hat and energy; it's going to be an action-packed day.

Venue: Adventure Park, Swan Bay Rd, Wallington

WEEK 2

THE FARMER'S PLACE

Monday 6th April
Fee: \$120.00
Excursion
10:00am to 4:30pm

Let's go visit the Farmer's Place and see what farm life is like! From feeding the alpacas, sheep, goats, cows, chickens and turkeys to creating some tasty treats. Get ready to get a bit muddy and have lots of fun!

Venue: The Farmer's Place, 675 Anglesea Road, Freshwater Creek

PJ DAY, BLANKET FORTS AND STORYTELLING

Tuesday 7th April
Fee: \$74.80
Routine Excursion

Come dressed in your comfy sleepwear and let's build some epic blanket forts, play slumber party games. In the afternoon, visit the Leopold Library to explore our favourite stories and engage in some storytelling.

*BIG DAY OUT SAIL AND SWIM

Tuesday 7th April
Fee: \$120.00
Excursion 9:30am – 4pm
*Big Day Out optional for the first 5 children in years 4-6 who book

Enjoy a two our sailing experience and explore the Eastern beach foreshore. Children will have the option to purchase lunch at the kiosk or bring a packed lunch from home. Please bring \$10 if you wish to purchase your lunch.

Venue: Eastern beach, Eastern Beach Road Geelong and Royal Geelong Yacht Club, 25 Eastern Beach Road Geelong

ROLL WITH IT

Wednesday 7th April
Fee: \$74.80
Routine Excursion

Let's test out your skills and have fun at the Leopold Skate Park. Bring your wheels and helmet. Enjoy a picnic lunch on the park and an ice cream treat to finish. Bring along \$2.00

Venue: Leopold Memorial Recreation Reserve, 91-139 Melaluka Road, Leopold

CHOCOLATE GALORE

Thursday 8th April
Fee: \$120.00
Excursion
9:30am – 4:30pm

Help welcome Easter with a Taste and Create Rocky Road session at the Great Ocean Road Chocolaterie and Ice Creamery! We will be learning how chocolate is made and tasting it! Then run off steam at Djila Tjarri playground.

Venue: GORCI, 1200 Great Ocean Rd, Bellbrae & 2 Merrijig Dr, Torquay

Friday 10th April

Public Holiday, program is closed.

Activities subject to change due to staffing and weather. As well as the activities listed, other experiences which are responsive to the needs, interest and choices of the children attending the program are available each day. Risk assessments have been completed for all excursions/incursion/routine outings, these are available at the service or upon request.

CONTACT:

Leopold Child and Family Centre
31-39 Kensington Road, Leopold
Monday - Friday
6:30am – 6.00pm
Tel: 5272 5555
Mobile: 0434 070 190
leopoldcfc@geelongcity.vic.gov.au

HOW TO BOOK

1. Bookings received by **5pm Friday 20th March 2020** will be processed in date order and in accordance with DET Priority Access Guidelines.
2. Enrol online at www.geelongaustralia.com.au/shp
3. A confirmation of days allocated will be sent to you via email;
4. A confirmation letter and estimated statement will be issued via email within 7 days of enrolling. A statement is confirmation your child/ren are enrolled in the program. Fees must be paid by **Tuesday 24th March 2020** or care will not be available.
5. Cessation of care occurs if your child has not attended care for 8 continuous weeks. You need to update your information and confirm the enrolment through MyGov at the beginning of every School Holiday Program to continue receiving a childcare subsidy. For more information visit: <https://www.education.gov.au/ChildCarePackage>

CANCELLATIONS

Cancellations are required in writing to LeopoldCFC@geelongcity.vic.gov.au. If a cancellation is received prior to **5.00pm Tuesday 24th March 2020**, fees related to that booking will no longer be charged and this will be confirmed by the City of Greater Geelong. If you do not have a response by **Thursday 26th March 2020**, please contact 5272 4846. Cancellations received after 5.00pm **Tuesday 24th March 2020** will be charged at the daily fee. There will be **NO REFUNDS** or exchange of days. Fees will still apply even if care is not used.

ARRIVAL AND DEPARTURE

For your children's safety an adult must sign them in on arrival and sign out on departure each day. ID will be required on sign out. A late fee of \$45.00 per 15 minutes or part thereof will be charged if children are collected later than 6.00pm which covers staff wages.

HOW TO PAY

You will receive an estimated statement which will contain payment information. Your estimated statement may change based on final CCS processing and a statement will be issued for the difference. Payments are required prior to attending the program. You can make credit card payments online at:

www.geelongaustralia.com.au/shp

You may also pay in person at a City of Greater Geelong Customer Service Centre or at the Centre.

BE SUN SMART – SEPTEMBER TO APRIL PROGRAMS

The City of Greater Geelong Sun Smart Policy will be enforced from September through to April (inclusive). Please provide a wide brimmed hat for your child and appropriate clothing. Sunscreen provided.

PRIVACY STATEMENT

Personal information collected on the enrolment form is used for the purpose of program enrolment and statistical recording. Information may be shared with funding agencies and administrators for operational purposes only. The information will not be disclosed to any other party except as required by Law.

WHAT SHOULD MY CHILD BRING?

Children need to bring a healthy lunch and snacks, fruit and a 'named' refillable drink bottle each day (no soft drinks). Regular consumption of water is encouraged and bottles can be refilled at any time. Please ensure that children bring food which does not require refrigerating or heating. If your child has any allergies or reactions to certain foods please let the program supervisor know. We endeavour to be a nut free centre. Appropriate clothing should be worn (comfortable clothes, no singlets) during the program. A raincoat must be packed for unexpected wet weather. Appropriate footwear is also required (no thongs or crocs).

The program will not be responsible for mobile phones or other technology devices and valuables brought into the centre.

COMMUNICATION AND FEEDBACK

We encourage families to communicate with educators about the program or their child regularly throughout the program. The centre manager and school holiday program team leader are available if you have any concerns or would like to provide feedback.

BEHAVIOUR/CONDUCT

The SHP educators work with families to support positive behaviour of all children in the program.

At all times we expect that there is respect for each other, facilities, equipment and personal belongings of others.

STAFF TO CHILD RATIO

The School Holiday Program operates within the following minimum staff to child ratios:

1:15 at the Centre;

1:12 on excursions;

1:10/1:8 high risk excursions;

1:5 during swimming/water activities.

PROGRAM ACTIVITIES

Daily activities include incursions, excursions and centre-based activities. A wide variety of indoor and outdoor activities are provided daily and these may range from sports and games, art and craft, large and small group activities, drama and music activities and more. Local community excursions within the immediate vicinity of the service may involve walking to the local shops, parks, libraries, aged care facilities etc. Risk assessments are completed prior to all excursions and are available at the centres. Children may walk or ride for some excursions. This is stated in the program.

ADMINISTERING MEDICATION

Medical conditions must be outlined in the enrolment information for each child where applicable. Current medical action plans must be updated and submitted each year together with a risk minimisation plan where necessary. All medication must be signed in and given to staff each day. All medication must be in the original package, labelled and with the child's name clearly identified. All medication must be within its use by date.

TRANSPORT

All excursion buses are booked through McHarrys Buslines. Where stated the City Community buses or Council cars may be used and driven by program educators. Children may walk or ride for some excursions. This is stated in the program.