

## Guidelines for *School Holiday Program* at Fairfield Leisure Centre and Fairfield Youth & Community Centre

Thank you for enrolling your child/ren in the upcoming *School Holiday Program*. Our programs are designed to provide 5 – 12 year olds with a fun experience with a large range of activities designed to appeal to a variety of ages. Following is some important information in relation to the program.

### ***Dropping children off:***

Children can be dropped off at the Fairfield Youth & Community Centre from 7.00am if booked for early drop off. Normal drop off time at the Fairfield Youth & Community Centre is 8.00am. Parents/guardians must accompany their child/ren into the facility where they are required to sign them in.

The parent/guardian must sign all children in then depart the facility. Each child will be given a colour coded wrist band which identifies which group they belong to and a name tag which has information in relation to your child/ren. These name tags are to be returned at the end of each day's activities.

### ***Picking children up:***

Children are required to be picked up by 4.00pm from Fairfield Leisure Centre. Please note that a fee of \$15 for every 15 minutes or part thereof will be charged per child after 4.00pm.

Normal pick up time is between 3.30pm and 4.00pm at Fairfield Leisure Centre. Only nominated persons will be allowed to pick up children. For any unexpected circumstances where an alternative person may be required to pick up your child/ren please phone the Leisure Centre on 9754 2078.

### ***What your Child/ren need to wear/bring:***

- Comfortable clothing appropriate to play sport in
- Fully enclosed sports shoes
- Wide Brimmed Hat / Neck flap hats
- Sunscreen
- Water Bottle
- Swimming costume
- Towel
- Any medication required
- Morning tea, lunch and afternoon tea.

Please note that the following foods are not permitted at the program due to the high number of children with allergies.

**Seafood** (eg: all fish products such as: tuna, salmon, prawns, calamari & crab)

**Eggs**

**All Nuts**

**Peanut Butter & Nutella**

This is consistent with childcare centres throughout NSW and is essential in the prevention of Anaphylaxis reaction from some children. An Anaphylaxis reaction can result in a serious fit causing long term damage to the child.

### ***What not to bring***

- Ipads
- Games
- Phones
- Valuables

## Guidelines for *School Holiday Program* at Fairfield Leisure Centre and Fairfield Youth & Community Centre

### ***Our Instructors:***

Our instructors are all Certificate IV in Fitness and Registered with Fitness Australia. They have also all undergone a Working With Children's Check, are First Aid and CPR trained.

Ratio of children to instructors is a maximum of 20:1 with an additional overseer for every 60 children. A maximum of 100 children will be enrolled into any *School Holiday Program*.

### ***Locations of Activities***

Activities will be held in the Fairfield Youth & Community Centre between 8.30am and approx. 2pm.

All children will then be relocated to the Fairfield Leisure Centre for the remainder of the day.

The timetable will indicate where your child will be at any given time within the Fairfield Leisure Centre.

All groups will regroup at the completion of each activity. They will remain in their groups until they are handed over from their current instructor to their next instructor.

The groups will then be led by their new instructor to their next activity. Prior to that activity commencing, roll will be called again to ensure all children are present.

### ***Toileting:***

Due to Fairfield Youth & Community Centre facility being closed to the public during the *School Holiday Program*, children will be able to go to the toilet unattended, however, will be required to follow the buddy system.

At the Leisure Centre, the child minding toilet will be utilised. The buddy system will be followed.

Children under the age of 10 will be accompanied by an Instructor.

### ***Changing for Waterpark:***

Children that need to change for the Waterpark will do so at the Youth Facility prior to relocating to the Leisure Centre.

The child minding room will be utilised for changing out of swimming attire. Children will be split into gender groups when changing.

### ***Age Grouping:***

Children will be placed in groups of up to 20 children. Ages will be grouped from 5 - 8 and 9 - 12.

Siblings may be grouped together however, the older sibling will need to be grouped in the younger siblings age bracket for safety reasons.

### ***In the case of illness:***

In the case of your child/ren becoming ill throughout the day, you will be contacted and requested to pick them up.

### ***In the case of Injury:***

All of our Instructors are first aid trained. In the event of more serious injury the Program Overseer will determine if an Ambulance should be called. The cost of an Ambulance or any further medical treatment will be incurred by you.

### ***Unacceptable Behaviour:***

Unacceptable behaviour will not be tolerated. In the first instance the Instructor will address the issues with your child/children however if the behaviour continues and it is deemed to be disruptive, dangerous or overly offensive you may be contacted and requested to remove your child/ren from the program without refund.

Unacceptable behaviour includes but is not limited to, offensive language towards other participants or staff, bullying, inappropriate physical contact, spitting, abuse of equipment or not following reasonable requests from staff.