

Manly Vale Vacation Care

Important Information



General Information

Vacation Care is an additional service that is provided for families during the school holiday period. It is available for families that attend Manly Vale Public School as well as families from other schools. The program consists of a range of in-centre activities and excursions tailored for specific year groups.

What to Bring

Children should bring:

- **Healthy morning tea & lunch** (unless specified that lunch is provided on the program) - *Note: Due to children with anaphylaxis, Sustainable OSHC strives to be free from products containing nuts. Parents/guardians are asked to use caution when packing their child's lunchbox & avoid peanut butter, nutella or foods containing nuts.*
- **A sun hat & a raincoat**
- **A refillable drink bottle**
- **Spare clothes** (including underwear) in case there are any accidents.

Always mark belongings with your child's full name. Any belongings brought to the centre by your child remain the sole responsibility of the child & family. Sustainable OSHC takes no responsibility for lost, stolen or broken items. Any clothing left at the end of Vacation Care will be donated to St Vincent De Paul.

What to Wear

Please ensure your child is wearing comfortable clothes that offer maximum sun protection including **a hat** and a top that **covers the shoulders**. Enclosed shoes that are suitable for walking and playing should be worn; thongs and sandals are impractical. Sunscreen should be applied to your child every day before dropping them to Vacation Care and will be reapplied throughout the day as necessary.

Food Provided

- Breakfast is available for children who arrive between 7:00am-8:00am and consists of Toast, Cereal & Fresh Fruit.
- Afternoon Tea is provided during Vacation Care and is served at 3:00pm. Afternoon Tea consists of Fresh Fruit & Sandwiches & a "special" snack i.e. Spaghetti Bolognese, Fried Rice, Banana Bread, Butter Chicken.
- In some circumstances, Lunch may be provided as part of the programmed activity. Please refer to the Vacation Care program as to whether lunch is provided.
- Due to children with anaphylaxis, Sustainable OSHC strives to be free from products containing nuts. No products containing or having traces of nuts will be used by Sustainable OSHC.

Hours of Operation

Vacation Care hours - 7:00am to 6:00pm

Pick up after 6:00pm incurs a late fee of \$16.50 for every 15 minutes or part thereof. Normal delivery and collection procedures apply.

Excursion Day Timing & Transport

- We will generally leave the centre for excursions at 9:30am. Please ensure your child is at the centre by 9am for a briefing session prior to the excursion.
- In general, children will return to the centre from excursions between 2:00pm - 3:00pm.
- Bus departure/return times are available on the Vacation Care Program & Risk Assessments. Please read them carefully so your child does not miss the excursion.
- Please refer to the Vacation Care Program to identify the means of transportation for the excursion i.e (Chartered Bus, Walking, Ferry, Public Transport).
- The charter buses used for excursions are driven by a hired bus driver from the supplying bus company with full insurance.

Risk Assessments and Staff Ratios

Risk assessments are conducted for each activity & excursion to ensure safety standards are upheld at all times. These assessments are available for viewing upon request.

Staff to child ratio is:

- Onsite = 1:15
- Offsite (excursion) = 1:8
- Excursions involving water e.g. swimming = 1:5

The number of children going on each excursion can vary, the maximum number of children & anticipated number of children for excursions will be listed on the Vacation Care Program.

Waivers

For some activities families will be required to complete a waiver form if deemed necessary by the activity providers.

Changes to Planned Program

There may be occasions where the planned program must be changed due to weather conditions or the illness of an instructor. Families will be notified at earliest convenience.

Cost Breakdown

Educator Led Experience – \$85.00
Workshop / Local Experience – \$100.00
Excursion Day – \$115.00
Premium "WOW Day" – \$130.00

An Administration Fee of \$22.00 is payable by all families on an annual basis at the time of enrolment.

Manly Vale Vacation Care

Terms & Conditions



Booking and Payment Policy

All Vacation Care bookings must be made through the Xplor Home App.

Where places are available, bookings will be confirmed through the Xplor Home App.

Once a booking has been confirmed, Xplor will automatically issue a notification to the account holder and the confirmed booking will appear within the family's Xplor account and account statement.

It is the responsibility of the parent/guardian to regularly monitor the Xplor Home App, including booking status, notifications and account statements. Failure to view a Xplor notification or account statement does not invalidate a confirmed booking or alter the Cancellation Policy.

Direct debits are processed fortnightly for bookings two weeks in advance.

Cancellation Policy

Confirmed Vacation Care bookings may be cancelled through the Xplor Home App, without charge, up until two weeks prior to the booked session.

Within two weeks of the booked session, cancellations can no longer be made through the Xplor Home App and must be requested by email. Bookings cancelled within two weeks remain payable unless otherwise approved by the service or supported by a valid Medical Certificate.

Waitlist Policy

If a Vacation Care session is full, families may join the waitlist through the Xplor Home App.

A waitlist request remains active until it is withdrawn by the parent/guardian or the session has passed.

Families are responsible for regularly monitoring the Xplor Home App, including the status of their waitlist requests, notifications and account statements.

If a family no longer requires care at any time after joining the waitlist, they must notify the service immediately by email so their waitlist request can be withdrawn and the place offered to another family.

Where a place becomes available, the service may allocate the place by confirming the booking through Xplor. Xplor will automatically issue a notification to the account holder and the confirmed booking will appear within the family's Xplor account and account statement.

If a waitlist request has not been withdrawn before a place is allocated, the booking will be confirmed and the standard Cancellation Policy will apply.

Where a place becomes available within 24 hours of the session, or where immediate confirmation is required for operational reasons (for example, an excursion with limited places), the service may also contact families directly by telephone or email.

Additional Needs & Inclusion Support

Children who require additional support are welcomed at Vacation Care once ISP funding is approved and appropriate staffing is available to meet their needs. Once ISP funding is approved, to help us plan effectively and ensure a safe, inclusive environment, families are asked to provide at least 3 weeks' notice of their specific bookings prior to the vacation care period.

Manly Vale Vacation Care

Authorisation



By booking my child into Sustainable OSHC Vacation Care via the Xplor Home App, I hereby give consent for the child/ren booked into the Vacation Care program to attend the prescribed activities/excursions on the days they have been booked in.

By submitting a Vacation Care booking or joining a waitlist through the Xplor Home App, I acknowledge that I am responsible for monitoring my booking status, waitlist status, Xplor notifications and account statements. I understand that if I no longer require a booking or waitlist request, it is my responsibility to notify the service immediately in accordance with these Terms and Conditions.

I have access to & have read all the necessary information available in the Risk Assessments, Policies & Vacation Care Program prior to booking my child/ren in for Vacation Care as it contains the following regulatory information for excursions:

- (a) the child's name; and
- (b) the reason the child is to be taken outside the premises; and
- (c) the date the child is to be taken on the excursion; and
- (d) a description of the proposed destination for the excursion; and
- (e) if the excursion involves transporting children -
 - (i) the means of transport; and
 - (ii) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
- (f) the proposed activities to be undertaken by the child during the excursion; and
- (g) the period the child will be away from the premises; and
- (h) the anticipated number of children likely to be attending the excursion; and
- (i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- (j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
- (k) that a risk assessment has been prepared and is available at the service.

By clicking "Confirm Booking", you agree to these Terms and Conditions. If you have any questions, please email Manly Vale OSHC.

Manly Vale Vacation Care

Program - Week 1 | Spring 2026



= Travelling by Bus (Seatbelts to be worn) = Walking Excursion = Travelling by Ferry = Travelling via Public Transport

Kindy

Monday 28/9

OSHC Olympics

On your marks, get set, GO! Our little athletes will jump, race, balance and cheer their way through the OSHC Olympics! With obstacle courses, team relays, fun challenges and plenty of encouragement from our cheer squad, everyone gets a chance to have a go, support their friends and shine!

Max: 30 - Ratio: 1:15
In Centre



\$85

Tuesday 29/9

Kitchen Experiments

Put on your imaginary lab coat – the kitchen is becoming our science lab! Our mini scientists will use everyday ingredients to create surprising reactions and exciting experiments. We'll fizz, bubble, investigate and discover just how extraordinary everyday kitchen ingredients can be!

Max: 30 - Ratio: 1:15
In Centre



\$85

Wednesday 30/9

Paddington and Pals Bear Building Day

A very special new friend is waiting to be made! Children will create their own cuddly teddy bear, choosing the fluff, heart and personality that makes their bear completely unique. Then we'll settle in for Paddington-inspired fun with crafts, a cosy movie and, of course, marmalade sandwiches!

Max: 30 - Ratio: 1:15
In Centre



\$85

Thursday 1/10

Diamond Art

Add a little sparkle to your day! Using colourful gems, fun patterns and plenty of imagination, children will create their own shimmering diamond artwork to take home. We'll choose our designs, carefully place each sparkling gem and watch our pictures come to life. It's a relaxing day of creativity, concentration and plenty of sparkle!

Max: 30 - Ratio: 1:15
In Centre



\$85

Friday 2/10

Water Play Festival

Splish, splash – it's Water Play Festival time! We'll cool off with sprinklers, sponge games, bubbles, water play and fun mini experiments. There'll be lots of opportunities to splash, explore, laugh and play together as we celebrate a fantastic first week of Vacation Care! **Remember to bring spare clothes and a towel.**

Max: 30 - Ratio: 1:15
In Centre



\$85

Manly Vale Vacation Care

Program - Week 2 | Spring 2026



= Travelling by Bus (Seatbelts to be worn) = Walking Excursion = Travelling by Ferry = Travelling via Public Transport

Kindy

Monday 5/10

Manly Vale OSHC Closed Public Holiday

Tuesday 6/10

Kinder Motion and Kinder Dance

Move, groove and dance to the beat! We'll stretch, twirl, jump and wiggle our way through guided dances, rhythm games and imaginative movement activities. With music, stories and lots of giggles, children can express themselves, practise new moves and build confidence and coordination. Put on your dancing shoes for a fun-filled day of music and movement!

Max: 30 - Ratio: 1:15
In Centre



\$85

Wednesday 7/10

Ocean Explorers

Dive beneath the waves and discover an amazing underwater world! Through hands-on activities, ocean experiments and interactive learning, we'll discover how marine animals move, communicate and survive. From shimmering fish and gentle sea turtles to mysterious deep-sea creatures, there's a whole ocean of discoveries waiting for us!

Max: 30 - Ratio: 1:15
In Centre



\$85

Thursday 8/10

Planetarium Space Adventures

3...2...1... blast off! Our Kindy space explorers will journey through the stars, visit distant planets and discover the wonders of our galaxy in an immersive digital planetarium experience brought to us by Australian Digital Incursions. We'll marvel at constellations, meteor showers and colourful nebulae as the magic of space comes to Manly Vale!

Max: 30 - Ratio: 1:15
In Centre



\$100

Friday 9/10

Diwali - Festival of Lights

Watch Manly Vale light up with the magic of Diwali! Explore the beautiful Festival of Lights through colourful crafts, music, stories and playful activities. Discover the traditions behind this special celebration while creating colourful works of art and enjoying plenty of hands-on fun. It's a joyful day filled with colour, creativity, discovery and light!

Max: 30 - Ratio: 1:15
In Centre



\$85

Manly Vale Vacation Care

Program - Week 3 | Spring 2026



= Travelling by Bus (Seatbelts to be worn) = Walking Excursion = Travelling by Ferry = Travelling via Public Transport

Kindy

Monday 12/10

Trip Around the World

Pack your bags, we're setting off on a delicious adventure around the world without ever leaving the kitchen! Today, we'll explore different countries and create yummy dishes inspired by flavours from across the globe. Get ready to chop, mix, stir and taste your way through an unforgettable culinary journey!

Max: 30 - Ratio: 1:15
In Centre



\$85

Tuesday 13/10

Back to School Term 4