



Koolkuna 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 Balgowlah North 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 take 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 per every 15mins or part thereof. Normal delivery and collection procedures apply.

Excursion Day Timing & Transport

- Children 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 back 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 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 excursions families will be required to complete a waiver form.

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

Base Day rate = \$70 per student; plus
Variable Daily Activity cost eg. \$70 + \$15 = \$85
An Administration Fee of \$33 is payable by all families on an annual basis at the time of enrolment.



Koolkuna Vacation Care

Terms & Conditions

Booking and Payment Policy

All Vacation Care Bookings must now be requested via the Xplor Home App.

Please use the Xplor Home App to find the bookings tab and book into the appropriate sessions labelled "Vacation Care K-2" or "Vacation Care 3-6" where you will be able to book each child in for the days requested. Please refer to the [Casual Booking Instructions](#) if you require assistance. **When a solid orange circle is displayed above, your child is successfully booked in for that day.**

Changes or cancellations will be accepted up until **2 weeks prior to your booking and must be requested via Email.**

If the day is fully booked, you may request a space via the Xplor Home App and will be automatically added to the waitlist. **Please do not try and book your child into the other group.**

Direct debits are processed fortnightly for bookings 2 weeks in advance.

Cancellation Policy

Changes or cancellations will be accepted until **2 weeks prior to your booking.** Please ensure you cancel the session via email notification to Koolkuna OSHC. Thereafter no changes or cancellations can be accepted without a Medical Certificate.

Waitlist Policy

If your child has been added to the waitlist and a place becomes available, Koolkuna will contact you via email and book your child in under the assumption you still require care. It is the responsibility of the parent/guardian to advise Koolkuna immediately if you no longer require the care and wish to cancel the booking, which will enable us to offer the place to the next child on the waitlist.

COVID-19 Policy

In the event of a Lockdown resulting in the closure of the Centre, all bookings will be cancelled and fees refunded. In the event of a Lockdown in which the Centre continues to operate, families will be given 48 hours from notification to amend or cancel their bookings. This notice period also applies if there are any program changes resulting from Lockdown restrictions.

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.

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 are agreeing to these terms, if any questions please email Koolkuna OSHC.

Koolkuna Vacation Care

Program - Week 1 | Autumn 2025



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

Juniors (Years K-2)

Seniors (Years 3-6)

Monday 14/4

Skate n Scoot

Bring your scooter or skateboard to Koolkuna for a ride session! Whether you're with your friends or just cruising around the school on your own it is guaranteed to be a thrilling day with something for everyone.

Please bring scooter/skateboard & helmet

Max: 90 - Ratio: 1:15



\$80

Tuesday 15/4

Detective Day

Put the detective hats on - it's time to crack the case! We'll follow clues, uncover secrets and track down suspects in an exciting mystery adventure! Can you piece together the clues and solve the Koolkuna mystery before the day is over?



Max: 60 - Ratio: 1:15

\$80

Koolkuna Film Festival

The official Koolkuna Film Festival is here! Create a film from start to finish! We'll create our own engaging sets for children to produce some awesome films. The popcorn will then come out and we can watch the films we've made!!



Max: 45 - Ratio: 1:8

\$80

Wednesday 16/4

Gymnastics

The amazing team at All The Way Up Gymnastics in Brookvale are opening their gym for us to learn all things gymnastics! Their highly skilled instructors will be teaching us flips, tumblers, turns and much more.



Max: 32 - Ratio: 1:8
Bus Departure: 10:30am
Bus Return: 2:00pm

\$95

Puppy Education Day

Pawz & Me are bringing along some furry friends to Koolkuna! We will learn how to care for dogs, stay safe around them and understand their needs through interactive activities and plenty of puppy cuddles. Don't miss this tail - wagging adventure!



Max: 45 - Ratio: 1:8

\$90

Thursday 17/4

Everything Easter

With the Easter long weekend approaching fast, there is no better time to get into the Easter spirit! There are easter eggs hiding all over BNPS for us to go on an egg-cellent easter egg hunt, practising for Easter morning. Do not miss out on our egg-tremely, egg-citing day full of Easter goodness.



Max: 90 - Ratio: 1:15

\$85

Friday 18/4

KOOLKUNA CLOSED
Good Friday

Koolkuna Vacation Care

Program - Week 2 | Autumn 2025



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

Juniors (Years K-2)

Seniors (Years 3-6)

Monday 21/4

KOOLKUNA CLOSED
Easter Monday

Tuesday 22/4

Koolkuna Olympics

Get your game face on for a day of friendly competition, team spirit and fun at our very own Koolkuna Mini Olympics! We will be competing for our country teams in a variety of games and races including 100m sprint, shotput, 5v5 basketball, hockey and many more!



Max: 90 - Ratio: 1:15

\$85

Wednesday 23/4

All Around The World

Embark on an exciting global adventure with our Around the World in a Day! Join us as we celebrate the rich diversity of cultures, traditions, and cuisines from different corners of the globe.



Max: 90 - Ratio: 1:15

\$85

Thursday 24/4

ANZAC Day

Join us for a heartfelt ANZAC Day celebration featuring creative crafts and activities to honor our heroes. You can engage in hands-on stations to create poppy wreaths and design medals. Enjoy storytelling sessions on ANZAC history and interactive games promoting courage and teamwork. This day offers a chance to connect with our heritage and pay tribute to those who served.



Max: 90 - Ratio: 1:15

\$85

Friday 25/4

KOOLKUNA CLOSED
ANZAC DAY

Koolkuna Vacation Care

Program - Week 3 | Autumn 2025



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

Juniors (Years K-2)

Seniors (Years 3-6)

Monday 28/4

Mad Scientist Day

We're turning Koolkuna into a mad lab as we unleash our inner Scientist! From experimenting with chemical reactions to making our own inventions, the sky's the limit. So grab your lab coat and get ready for an unforgettable day of mad science.



Max: 90 - Ratio: 1:15

\$85

Tuesday 29/4

Minute To Win It

You have 60 seconds to eat a dry weetbix! Will you succeed? Lets find out! Join us as we try to break world records by completing a variety of challenges and tasks in under a minute!



Max: 90 - Ratio: 1:15

\$85

Wednesday 30/4

Back to School Term 2