



The school holiday program has many of the same requirements as a day at school. To that end, make sure you pack the following items and take note of the information to ensure your child has a successful and enjoyable day.

1- **FOOD**- please remember to pack enough food to last your child for the day- there will be two snack breaks and a lunch break throughout the day- it might be wise to pack a few extra items as they will be active for most of the day so their appetite may increase. We do NOT provide any food for children. **Please do not send anything with nuts as we do have children attending who are anaphylactic to them.**

2- **DRINK**- please pack a water bottle- there are drink taps at the school to refill throughout the day.

3- **SUN SMART**- please pack a hat and sunscreen (except in June/July program)- we will require the kids to be wearing them when we are outdoors, and we will ask them to reapply sunscreen at lunchtime. Make sure all items are labelled.

4- **APPROPRIATE CLOTHING**- please don't send children in thongs or shoes they cannot run, jump, climb etc in. Clothing should be suitable for playing sports in and clothes that can get dirty are best. Unless it is pouring with rain, we will be outside for most of the day, so please ensure they are appropriately dressed. **NO** singlet tops/spaghetti straps- shoulders should be covered as much as possible for sun protection.

4- **ELECTRONIC DEVICES**- please don't send your child with any electronic devices or mobile phones- we do not allow the use of these during our sessions. The coaches all have access to a mobile phone and can use this to contact parents/caregivers when necessary.

5- **PERSONAL ITEMS**- please do not send any sporting equipment, toys etc with your child- we do not want to see anything get broken or lost. We provide all equipment needed for the day and we also provide craft activities, books, games, Lego etc. to keep your child entertained during down time- we promise they will not be bored! If your child needs something for comfort purposes, this is ok, but please make sure you alert the staff to this upon drop off so we can ensure the item is looked after throughout the day.

6- **MEDICATION**- if your child needs any medication during the day, please bring it labelled with your child's name and make sure that it is accompanied with clear instructions and hand it directly to one of the coaches.

7- **ACTION PLANS**- If your child has an asthma/anaphylaxis plan, please email it to us **PRIOR** to the day/s your child is attending so we can print it out to have on hand. At least one staff member present will always have first aid and CPR certificates.

8- **SPECIAL INSTRUCTIONS**- if your child has any special needs- learning, social, developmental etc- please either let us know upon arrival or via email prior to their attendance. We want to ensure all children get the most out of their time with us, so if there are ways we can make sure your child is

feeling comfortable and included, please help us, help them.

9- **DROP OFF/PICK UP-** The entrance is via **the doors to the parish office on Locinda Street**. Please sign in/out your child/ren via the tablet upon entry and exit.

If someone different is picking up your child/ren, please make the staff aware of this in the morning as if we do not have your verbal or written approval, we cannot let the child be collected until we get confirmation.

The external gate will be locked between 9:15am & 4:00p. If the gates are locked and you need to drop off or pick up outside of the above hours, there will be a phone number to call on the gate so the coach can come and let you in.

If you think there is a chance you will be late to pick up your kids, you will need to make an alternative arrangement and inform Paul of this arrangement via email/text:

paulbattershill@kellysports.com.au; 0413 080 025. Late fees will be charged for late pickups.

10- **LOGIN PINS-** You are required to use a PIN to access the sign in/out tablet. This PIN was set up by you when you made your parent profile. If you are not dropping off/picking up your child or you didn't make the booking, please make sure whoever is going to be signing them in or out, knows the PIN so they can access the system. If you have forgotten your PIN, please re-set it using the attached instructions.

11- **HOURS OF OPERATION-** Our hours of operation have now been extended and are now **8:30am-5:00pm**; our main activities run between 9:15am and 4:00pm with mini activities and down time on either side.

12- **FACEBOOK/INSTAGRAM-** Every day there will be a report of what we did that will be posted on the "Kelly Sports Metro South East-Melbourne" Facebook and Instagram pages. This may include some photos/videos of your children. You will need to "like" Kelly Sports Metro South East-Melbourne pages to see this in your feed. Please make sure you tick the "no consent" box when signing up if you don't want photos/video of your child on our pages. We look at this before posting daily.

13- **WET & HOT (above 27 degrees) WEATHER-** On those days where it is wet or extremely hot, we will modify our program and do the program indoors. In most instances, we can do everything we plan both indoors and outdoors; if we cannot due to safety reasons, we will complete alternative sporting activities.

If you have any questions or concerns before or during the program, please reach out to us.