



VACATION CARE GUIDELINE

Policy Hierarchy link	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011: 4.7 NSW Public Health Act 2010 Public Health Amendment (Vaccination of Children Attending Child Care Facilities) Bill 2013 NSW Public Health Regulation 2013 National Quality Standard: 6.1		
Responsible Officer	Vice-President, Campus Life and Community Engagement		
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Superseded Documents			
File Number	Contact the Records & Archives Office .		
Associated Documents	Enrolment, Orientation and Cancellation Procedure, Fee procedure		
Version	Authorised by	Approval Date	Effective Date
2.0	Early Years Management	October 2016	October 2016

1. Purpose and Scope

This procedure will apply to UNSW Early Years Management, staff and all currently enrolled Early Years families.

UNSW Early Years aims to offer vacation care places in a fair and equitable manner to all eligible children from birth to school age. UNSW Early Years is obliged to take into account guidelines as set down by funding bodies and its own priority guidelines. UNSW Early Years must operate in a financially viable manner.

Over the January period when the campuses are closed, Early Years run VACATION CARE for children currently enrolled at UNSW Early Years.

Vacation care may be hosted at any one of the four campuses and may rotate from year to year.

Vacation care is limited to 39 children per day. Educators from across UNSW Early Years will be employed to work the vacation program. If required casual staff may also be employed.

Vacation care operates across 2 rooms daily. One room caters for children aged under 3 years old and the second room for children aged over 3 years old. The size of each group may vary from year to year depending on which campus vacation care is being held. The age of children is based on their age at January 1 of that year.

The hours of operation are from 8.30am to 5.30pm.

2. Definitions

3. Procedure

3.1 Priority of access

- **Priority 1:** Currently enrolled Early Years families regardless of current priority of access.
- **Priority 2:** Families who have withdrawn from Early Years before the end of the year and are no longer enrolled.
- **Priority 3:** Families from UNSW and the wider community.

3.2 Fees

- Fees will be determined by Early Years Management each year.
- Fees are based on the room that the child is enrolled in, the under 3 year olds or over 3 year olds. There is no differentiation for children of staff, students or community families.
- **Child Care Benefit and Child Care Rebate** can be claimed (**Fee Procedure**).
- If you wish to **Salary Deduct**, all fees need to be paid before the end of the current calendar year.

3.3 Application Procedures

Each year in October all currently enrolled Early Years families will be notified when applications for vacation care opens.

Applications will be ordered chronologically by application date.

Only online applications will be considered.

Families will:

1. Submit online request by the due date as set out in the '*Notification of Vacation Care*'.
2. Apply for enrolment for days that they require within the vacation care period.
The UNSW Early Years patterns of attendance will apply to vacation care. It is not necessary to request your child's usual attendance patterns. (see ***Enrolment, Orientation and Cancellation procedure*** for patterns of attendance).
3. Pay a \$100 non-refundable administration deposit on application via bank transfer. Confirmation of enrolment will only be finalised once this has been paid.
The deposit will go towards fees for vacation care. No refund is possible should a family choose not to enrol. This fee is retained by Early Years to cover all administration costs.

3.4 Acceptance of offer

Early Years will contact families to inform of confirmation of available days and fees due.

Families will:

1. Enter their child's enrolment details into the Child Care Management System (CCMS), Hubworks via the link provided on confirmation.
2. Pay the total balance of fees via bank transfer within 5 working days of receiving the confirmation.
3. Complete any further relevant information as requested by Early Years.

3.5 Orientation

Due to the nature of vacation care, an orientation process is not possible. Families may request a visit to the hosting campus.

It is expected that all Early Years families are familiar with the Early Years Policy Procedures and will abide by these expectations.

3.6 Staffing arrangements

During the scheduled shut down of each campus, Early Years staff take their annual leave. As a result, not all Early Years staff are available to work vacation care.

We endeavor to have a familiar face from each campus working during vacation care however this is not always possible due to staff leave requirements. Familiar casual staff will fill the positions as required.

A part-time cook will be on premises each day from 9am-1pm. The cook will set the menu and cater for all dietary requirements as possible.

An administrator is not always available during vacation care.

A nominated Responsible Person will be appointed for any enquiries.

The Nominated Supervisor of the hosting campus will have the overall responsibility for vacation care.

3.7 Hours of Care

Vacation care is opened from 8.30am to 5.30pm.

If a child displays signs of being unable to cope, the family of that child will be contacted and requested to collect the child as soon as practicable. This is to ensure the child's right to well-being and high quality care for all children.

A late fee will be applied if families are late to collect their child (see **Fee procedure**).

3.8 Commencing at Vacation Care

The Nominated Supervisor or campus representative, will ensure that all forms are completed and necessary information has been provided before a child commences.

Responsibilities of educators:

On the first day of attendance, families will be shown to their child's room and be given a general orientation which will include:

- Introduction to the educators
- Shown around the classroom and where the child's belongings will be kept
- Shown where to sign in and out
- Shown the weekly program
- Given contact details for the campus

Families' responsibilities:

Families will inform the educators of any changes to the child's enrolment or contact details.

Each child will need to bring:

- Additional clothing for change of weather or spare clothes.
- Bed sheet if child requires a rest/sleep
- Nappies if required
- Bottles if required
- Comfort items if required

Contacting the campus during opening hours – as this is not the usual operating period for the campus, contact by telephone is the best way to talk to an educator. Emails will not be checked during this time.

3.9 Change of days

Scheduled days cannot be substituted for another day.

Fees will not be refunded for non-attendance.

3.10 Extra Days

All **extra days** are in addition to your scheduled attendance. No day swaps are permitted. Families seeking extra casual days for their child should consult with the campus to check availability. Payment of the requested extra day must be paid in advance via bank transfer as soon as the request has been confirmed. Cash and salary deduction will not be accepted for extra days.

4. Acknowledgements

Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Early Years Management	October 2015	October 2015	
2.0	Early Years Management	October 2016	October 2016	Changed terminology from Holiday care to Vacation care