



TASK Central
3/138 New Canterbury Rd
PETERSHAM NSW 2049
1300 827 500
www.task-kids.com.au

THE AFTER SCHOOL KLUB

Holiday Program

Hello parents & carers of holiday TASKers

Welcome to The After School Klub (TASK) Holiday Program.

This document has information which explains all you need to know about attending TASK's Holiday Program.

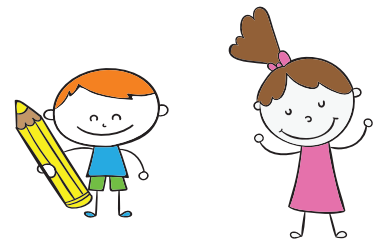
Our programs are created each term to reflect parents, carers and children's feedback and experience from previous Holidays. Please feel free to share feedback with TASK staff at your school or email us directly.

We have an online booking system called BOOK ME this is accessed via HubWorks.

HOW TO ENROL & BOOK

To book your child in please follow these steps:

1. Log onto our website www.task-kids.com.au
2. Select the school where your child will attend the holiday program.
3. Select the holiday program and look at the programs available.
4. Click "enrol now" button and either "log in" (if already enrolled) or "enrol" if you are new to TASK.
5. Should you need your HubWorks login and password - email enrol@task-kids.com.au and we can send it to you.
6. After that, please follow the instructions in the [book me user guide for citizens](#) document to book the days you require.
7. You will receive a confirmation email from HubWorks which will show the days your child is booked in for holiday care.



TASK TEAM MEMBERS

- A staff notice board is on display at TASK. This provides details of who is in charge (the responsible person). Please refer to our notice board for more service information.
- Educators are employed because of their experience in childcare and all Educators are involved in ongoing training at TASK.



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SIGNING IN/OUT

- Signing in and out allows TASK to keep ALL children safe. It is a requirement of enrolment and funding to sign children in/out of TASK each morning and afternoon they are at TASK for all sessions, including vacation care.
- TASK children (TASKers) are NOT under our Duty of Care until they are signed in by an authorised person.
- TASKers are to be signed in and out by an authorised person on arrival using ESI (Electronic Sign In) on the iPad.
- Children are not permitted to sign themselves in or out of TASK. Only those with written (via email) permission can collect TASKers.

FOOD & DRINK

- Please ensure you pack enough morning tea, lunch & snacks for a longer than normal school day. Children at Vacation care tend to be more active and usually get hungrier than when at school.
- Packing a refillable drink bottle daily is essentially.
- NO NUT PRODUCTS. We are a nut aware provider. Please DO NOT pack nuts or nut products.
- TASK serves FRESH FRUIT for afternoon tea each day.

PROPERTY AND PERSONAL BELONGINGS

- All TASKers need to wear appropriate clothing. A hat, enclosed shoes, no singlet tops, a warm jumper and bring wet weather clothing just in case.
- **Please label all belongings.** Lost items are kept for the duration of the holiday program. Any uncollected items are donated to charity.
- Phones, electronic games and audio devices are NOT permitted.
- Scooters, bikes, skateboards and the like are not permitted unless specified on the booking
- TASK will not be held responsible for any lost or stolen items, please consider this when bringing items of monetary or sentimental value.

EXCURSIONS

- By booking an excursion day you are consenting to your child to attend the outing and to travel by bus to and from the venue. Risk assessments are available on BookMe.
- Your child needs to have food & water bottle for the day packed in their bag.



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- In the event of adverse weather conditions, staff will make the decision if a venue is still suitable. An alternative will be planned if necessary and we will inform parents on the day of any changes.
- On excursion days, your child must be at TASK by 9am, unless otherwise stated on BookMe. Care will not be provided for late arrivals. Refunds will not be given for missed excursion days.
- Risk assessments for ALL HP activities have been completed and can be viewed upon request.
- NO SPENDING MONEY is allowed unless specified on the BookMe.
- During excursions children are provided with a coloured vest and wristbands for identification.
- Enrolled pre-schoolers at Camdenville and Elmore Vale are welcome to attend on site days at Camdenville or Elmore Vale - excursion days can be too overwhelming for our littlest TASKers and not permitted.

Please note: While we welcome our 2024 Kindys at TASK Summer Holidays, this is limited to our in service days, NOT on excursion days as these involve bus travel or walking distances that have proven to be too risky for our littlest TASKers. These will be clearly labelled as 'EXCURSION' in the BookMe description.

Excursion Reminder:

On excursion days, your child must be at TASK by 9am, unless otherwise stated on the Book Me. We cannot provide care for late arrivals. TASK cannot provide refunds for missed excursion days due to fixed costs.

CLOTHING/ SUN PROTECTION

- TASK has a 'NO HAT, NO PLAY' policy. When outdoors, everyone must wear a hat.
- Hats must meet the Cancer Council's recommendations, a full brim hat.
- Sunscreen - 50+ Sunscreen is available at TASK. If your child has an allergy/sensitivity to sunscreen, please supply a suitable sunscreen for them to wear and inform staff.
- Clothing should be loose-fitting and cover as much of the skin as possible (no singlets, mid drift tops, open back tops, short shorts or thongs).
- Ensure your child wears old, comfortable clothing, having fun can be messy business.

MEDICALLY DIAGNOSED CHILDREN

If a child has a diagnosed medical condition, then TASK requires the following information completed and supplied at the time of enrolment:

- Action Plan completed, signed and dated by a doctor (Asthma, Anaphylaxis, Allergy or other)



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- Risk Minimisation Plan (completed and updated annually in conjunction with the carer at time of enrolment)
- Medication - where necessary (Epipen, Ventolin, Antihistamine, Creams, ADHD medication or other)

****Important**** Action Plans must be reviewed and completed by a medical practitioner annually and medication supplied must always be in date. TASK will do their best to remind parents should medication and/or Action Plans expire but ultimately this is the carers' responsibility to monitor. Please keep a note of these important dates so you are aware when they are due. **No child will be allowed attend TASK if current medical requirements are not up to date or have expired.** TASK reserves the right to terminate care after repetitive requests to bring these up to date due to the safety and risk involved for the child.

For more information, please see the full Medical Conditions Policy on our website or click the link below.

<https://static1.squarespace.com/static/5822f5c9893fc00a1ffb3f27/t/60d94945e54d4f23c9d37eff/1624852810956/Medical+Conditions+Policy+2020+Amended+ST+-+003.pdf>

TASK FAIR PLAY POLICY

This is an agreement between TASK and your family. It is to ensure that the children attending the session understand the boundaries that are in place to keep themselves and everyone else safe. By enrolling at TASK, you & your child are expected to adhere to the following.

- Behave in a manner which is respectful of staff and other students.
- Be mindful of being in the school's space: respect their belongings and do not disturb equipment.
- Follow the direction & instructions of TASK educators without argument.
- Carry out activities in a way which does not disrupt, disturb or is unsafe for other students/staff.
- Always stay within eyesight of TASK educators. Do NOT go out of bounds.
- Never display violent or aggressive behaviour towards anyone at TASK.
- Never hit, kick, punch, spit, slap, or physically assault another child, educator, or visitor at the service.
- Swearing, threatening, intentionally hurting others or unruly behaviour is not tolerated at TASK.
- **Remember, if it's NOT ok at school, it's NOT ok at TASK**

Please be aware that serious/repeated breaches of the fair play policy will result in parents being called to collect.

EXPLANATION OF FEES FOR TASK HP SESSIONS



| Cost | Single child/session | Frequency | Paid when |
|---|--|-------------|---------------------|
| Holiday Program (HP) See individual school for times | \$75 - \$96 dependant on activity or excursion | As required | At registration |
| HP Cancellation fees | Within 48hrs: 100% of cost | Once | On issue of invoice |
| Late fees | \$50 <u>before</u> 6.30pm \$100 <u>after</u> 6.30pm | As required | On issue of invoice |

As part of our online booking system, payment is required at the time of booking. This is done via HUBWORKS iPay. The iPay fee schedule is

| | | |
|--------------------|--|----------------|
| Bank account | Per Transaction | \$0.75 |
| Visa / Mastercard | Calculated on transaction value | 1.56% + \$0.75 |
| Amex | Calculated on transaction value | 1.56% + \$0.75 |
| Failed Transaction | Per failed or return transaction attempt | \$2.75 |
| Claim / Chargeback | Only charged when payment is reversed | \$50.00 |
| Refund | Per refund (credit / debit card only) | \$0.75 |

HUBHELLO CHILDCARE (for Credit Card and Debit Card debits) or HUBHELLO CCARE (for bank account {BSB & Account No. listed} debits) will appear as the transaction reference on customer account statement.

- If you require changes to the sessions your child(ren) attend, we will do our best to accommodate this. It may not be possible immediately due to days nearing capacity.
- All requests must be put in writing to enrol@task-kids.com.au.
- Consent is given once these Terms and conditions are accepted
- Please be aware that swapping, make-up sessions and refunds for non-attendance are not possible as staffing and costs are fixed

Child Care Subsidy and Eligibility



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TASK is an Approved Provider which allows families access to the Child Care Subsidy (CCS). The CCS is the main way the Government assists families with their childcare fees. Some basic requirements must be satisfied for an individual to be eligible to receive CCS for a child. These include:

- the age of the child (must be aged 13 or under and not attending secondary school, except in certain circumstances where an individual may be eligible for a child who does not meet this criterion, such as children with a disability or medical condition in certain circumstances)
- the child meeting immunisation requirements
- the individual, or their partner, meeting the residency requirements listed in the legislation.

In addition, to be eligible for Child Care Subsidy the individual must be liable to pay for care provided, the care must be delivered in Australia by an approved childcare provider, and not be part of a compulsory education program.

For more information <https://www.education.gov.au/child-care-subsidy-0>

