



**SCHOOL HOLIDAY PROGRAM**  
**WHAT TO BRING – THINGS TO KNOW**

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- **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 large metal gates on Locinda Street**- opposite the Little Elephant Cafe. Once inside, please come straight into the hall and sign your child/ren in.

#### *DROP OFF/PICK UP TIMES*

<i>SESSION</i>	<i>DROP OFF</i>	<i>PICK UP</i>
Morning Only	8:30-9:30am	12:30pm
Afternoon Only	12:30-1:00pm	4:00-4:30pm
Full Day	8:30-9:30am	4:00-4:30pm

The external gate will be locked between 9:30am and 12:30pm & again between 1:00 and 4:00pm. 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](mailto:paulbattershill@kellysports.com.au); 0413 080 025. Late fees will be charged for late pickups.

**10- HOURS OF OPERATION-** don't forget our hours of operation are 8:30am-4:30pm; our main activities run between 9:30am and 4:00pm with mini activities and down time on either side.

**11- 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.

**12- WET WEATHER-** On those days where it is wet, we will modify our program and do the program indoors. In most instances, we can do everything we plan both indoors and outdoors.

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