



HOLIDAY PROGRAM

FAMILY INFORMATION PACK

A holiday program for active kids aged 5 - 12 years

1. Introduction

Welcome to the Planet Sport Holiday Program at Melbourne Sports & Aquatic Centre in Albert Park.

Planet Sport offers a variety of different sports and activities to challenge all levels of a child's ability in a safe and secure environment. Planet Sport program encourages everyone to:

- Develop skills for life
- Develop healthy habits
- Develop social networks
- Be the best they can be

We hope this information will assist in providing a positive school holiday experience for you and your child.

2. What is Planet Sport?

The Planet Sport holiday program is led by MSAC's Children's Program team and operates each school holiday period for children aged 5-12 years old.

Children are given the opportunity to try a large range of sports including basketball, soccer, cricket, hockey, AFL, table tennis, squash, swimming and lots of other games and activities in between.

The holiday program is operated in MSAC's state-of-the-art facilities, and also includes excursions to Lakeside Stadium and walks to the local park to give the children the opportunity to learn through unstructured play.

Children participate throughout an action packed day while making new friends and having a great time.

3. A Typical Planet Sport Day

	MSAC
7:45am-8:45am	Sign In - sign in closes at 8.45am
8:45am-9:00am	Daily Welcome – Separated into Age Groups
9:15am-11:00am	1st Activity - see program schedule on website
11:00am-11:30am	Morning Tea Break
11:30am-1:30pm	2nd Activity - see program schedule on website
1:30pm-2:30pm	Lunch Break
2:30pm-4:30pm	3rd Activity - see program schedule on website
4:30pm-5:45pm	Sign Out

The above schedule can be found on the website. It outlines specific activities organised for each day of the program.

This schedule could include, but isn't limited to, scheduled times being altered, participating in a double aquatic session at MSAC or walking to another venue to complete the outlined activities.

4. What to bring

- Comfortable clothes/sports attire and runners all clearly labelled with your child's name
- Bathers
- A sun hat and sunscreen
- A drink bottle that can be refilled throughout the day
- Morning tea, lunch* and afternoon tea

*Lunch can be pre-ordered at an additional cost. It includes a sandwich, piece of fruit, Goulburn Valley juice and chocolate bite. Lunch is delivered at approximately 1:30pm. Please ensure you provide a morning tea snack for your child.

5. Nut Awareness

Planet Sport is a 'nut awareness' program and requires parents to be mindful of this when packing lunch and snacks as there are children with anaphylactic allergies enrolled most days. It is recommended that parents of children with a nut allergy provide their own lunch as there is a possibility that nut-free products may inadvertently contain nut traces or could be contaminated in the catering kitchen.

6. Program Policies and Guidelines

- Planet Sport is a sun smart program and children are required to bring a hat and wear sunscreen for all outdoor activities
- Children are advised to wear sports attire or comfortable clothes and runners every day
- Children are advised to wear appropriate bathers for the aquatic sessions
- Children are to stay with the group at all times and must follow the buddy system when moving around the venue and using the bathroom facilities
- Children are to treat each other and the Planet Sport staff with respect and behave appropriately.
- Children can raise any concerns they have throughout the day with any Planet Sport leader
- Children will be divided in to groups by age and/or ability. Friends can be placed together if staff are advised
- Children are advised not to bring any of their own games, equipment, activities or money to the program. It is their own responsibility if anything in their possession is lost or stolen

7. Behaviour Management

Disruptive behaviour is not tolerated at the Planet Sport Program. It may be disruptive to other children, Planet Sport staff, contractors or themselves. Disruptive behaviour can include physical or verbal disruptions. The following steps will be taken if such behaviour occurs:

- First incident- verbal warning
- Second incident- isolation from activity
- Third incident- parent/guardian will be contacted

Continued disruptive behaviour over a holiday period may result in a parent/guardian being asked to withdraw their child from the program. Restrictions may apply to future program enrolments.

8. Staffing

We are lucky to have a large team of staff that can cater for more kids than a usual holiday program but we still have to meet, and preferably exceed, the minimum staff to child ratios in our programs on a daily basis. Particularly at MSAC, just moving from our stadium sports halls to aquatics and back again, the staff to child ratios alter dramatically and we like to always be exceeding the minimum standard to ensure safety is our highest priority.

- Stadium Sports Hall Activities - 1 staff member: 15 children
- Aquatic Activities - 1 staff member: 10 children
- Excursions or off site activities - 1 staff member: 6 children

9. Medication and First Aid

All medication must be given to the Planet Sport Supervisor on arrival. It can be administered by the Planet Sport staff from the original packaging, with the corresponding child's name, and a specified dose on the package.

Children can administer their own medication with written consent from their parent/guardian and on consultation with the Planet Sport Supervisor.

Planet Sport staff are all first aid qualified, pool lifeguard qualified and have a working with children's check. The first aid qualification includes the administering of an EpiPen and Ventolin.

10. Injury and Illness

Parents will be notified for all first aid treatments that are carried out on their children. Depending on the severity, the notification will either be made at the time of the incident or at collection time, and a parent or guardian may need to sign an incident report record. Should the treatment required go beyond the level of training that Planet Sport staff have, then further medical treatment will be sourced and the parent or guardian will be notified immediately.

Planet Sport staff have the right to refuse access to the program if they deem a child to be too ill to participate in all planned activities. Staff have a duty of care to all program participants and Planet Sport staff. If a child's illness occurs after sign in, throughout the Planet Sport day, then the parent or guardian will be called to make arrangements for collection.

11. Parking - Two minute drop off and pick up zones are located at the entrance to Aquatics.

If you are staying longer, parking is available in MASC's aquatics multi deck car park or stadiums car park, see below for parking rates and conditions;

Parking Type	New Fee
First Hour	Free
M-F 6am – 5pm	First hour free then \$5.20/hr
M-F 5pm – 12am	First hour free then \$5.20 flat rate
Weekend Rate + Public Holiday	First hour free then \$5.20/hr capped to \$10.40

12. Enrolments

Enrolment Process

- a. Head to the Planet Sport website at <https://melbournesportscentres.com.au/kids/school-holiday-programs>
- b. The online enrolment system called My Family Lounge enables you to easily register and set up an account to manage your enrolment bookings online or via the My Family Lounge app.
- c. For first time users, please create your account profile using your computer and not a smart phone. Once you have created your profile you will then be able to manage your account via the My Family Lounge app.
- d. If you are having trouble, a step-by-step guide is on the Planet Sport website. Alternatively, you can contact our team via phone (9926 1618) or email (planetsport@ssct.com.au) who will walk you through the process.

13. Child Care Benefit for Registered Care

From 2 July 2018, Child Care Subsidy will replace Child Care Benefit. From this date, fee assistance for registered care programs such as Planet Sport will no longer be available. You can claim Child Care Benefit for registered care provided before 2 July 2018. You need to lodge your claim within 12 months of the date the care was provided.

14. Enrolment Timeline

Enrolments close at 5pm the day before your requested program date. Any enrolments received after 5pm for the following program day will incur a \$15 late fee if the request can be fulfilled.

15. Sign in and Out Procedures

All children must be signed in and out of the Planet Sport program during the allocated times by a parent or guardian aged 18 years or older. This is a requirement for the State Sport Centres Trust (SSCT) Child Protection Policy.

The Sign in and out books are located at Planet Sport Home Base between the hours of 7:45am-8:45am and 4:30pm-5:45pm. If plans change or something happens where an alternative person needs to collect a child, please email planetsport@ssct.com.au with the alternative arrangement details. If you are running late for collection we advise you call the MSAC Planet Sport Operational Supervisor on 9926 1605 or the main business number 9926 1618 to notify the staff of your whereabouts.

16. Child Protection Policy

SSCT is committed to child safety and protection. SSCT offers a family environment that provides programs and services designed to:

- Ensure individuals enjoy their experience
- Cater for individuals at their own ability levels
- Assist participants to develop and achieve optimal levels of performance
- Increase accessibility for multi – cultural, including aboriginal, and multi-linguistic participation
- Ensure the safety of every participant

For more information on our Child Protection Policy please request a copy to be emailed planetsport@ssct.com.au

17. Cancellations Before the Program Commences

A refund of prior payment may be provided if cancellation is made in writing at least two business days prior to the start of the holiday period commencing.

18. Cancellation after the Program Commences

Once the program has commenced, refunds will not be issued. If your child is ill, a medical certificate can be given as proof so that a credit can be provided to use at a future Planet Sport program pending vacancy.

19. Change of Days

A change in your enrolment may be accepted if a request is made in writing and if none of the dates you are altering have already occurred or have reached maximum capacity for ratios.

20. Feedback and Contact Details

Feedback is encouraged and appreciated.

Email: planetsport@ssct.com.au

Phone: 9926 1618

Post: 30 Aughtie Drive, Albert Park 3206

Web: <https://melbournesportscentres.com.au/kids/school-holiday-programs>