VACATION CARE INFO SHEET
SEPT/OCT 2026

DEBASCA staff aim to provide a fun and varied activity program for your children. Please read this information sheet carefully and keep it handy for your reference. Vacation Care is run by the Parent Management Committee of DEBASCA.

HEALTH REMINDER

Anyone sick with cold/flu-like symptoms (even mild), should not attend the service. Please keep your child at home if they have fever/cough/headache/runny nose/upset stomach or any other unwell signs.

If you or your child have been directed by NSW Health to self-isolate, please do not attend the service.

ENROLMENT & MEMBERSHIP

Children must have started school and be enrolled with the Centre before a booking can be made. A copy of Aust. Govt Immunisation History form must be accompanied with the enrolment.

Vacation Care Membership is included in the Annual Membership Fee for 2026. If you are looking for Vacation Care only and not term time bookings to be included, you may opt to pay the **$25 (incl. GST) Vacation Membership Fee** per family for the Vacation Care period. **N.B: Ensure your child/ren are enrolled or reenrolled in the service for 2026.**

Bookings may be revoked if there are any outstanding fees. Please ensure payment details are up to date.

Priority of access will apply if there is a waiting list.

DEBASCA reserves the right to not accept children who have presented serious safety disruption to the program, to other children or staff.

BOOKINGS & PAYMENTS

BOOKING PERIOD is 3 DAYS ONLY:

- Week 6: From Monday 24th August @ 3pm to Wednesday 26th August @5pm.
- To book, please complete the online booking form. The link for the online booking form will be available on the website from Monday 24th August @ 3pm. www.debasca.org.au
- **Any changes to bookings once submitted will incur a $5 per child, per change fee.**
- No refunds or transfer of days are available after WEDNESDAY 26th August 5pm AEST so please choose days carefully.
- **Initial** bookings received after the booking period incur a late penalty of $10.
- Payment is by direct debit only. Please ensure your direct debit details are up to date by completing the Direct Debit form available on the website.
- **Vacation care invoices will be sent 15th September 2026.**
- **Fees will be deducted, Thursday 17th September 2026 via direct debit.**
- Please ensure there are enough funds to cover fees.
- Direct debit payment for fees will appear on your bank statement as **'Fat Zebra'** which is our transactions partner.

CHILD CARE SUBSIDY (CCS)

Once you have confirmed your enrolment – CCS carries over to VAC from term time. There is no additional step needed with Centrelink. **Please ensure you have registered and confirmed your enrolment under your myGov account.** For more information, call 13 61 50 to ensure eligibility.

NON-NOTIFICATION /LATE FINES

The Centre must be informed of your child's absence by **10am on any given In House or Incursion Day, 8.30am on Excursion Day**, otherwise a $10 non-notification fee will apply.

If your child is not collected from the Centre by 6pm, a late fee will apply as detailed in the fee schedule. Continual late collection may result in your booking being cancelled.

IN-HOUSE, WORKSHOPS & EXCURSIONS

An **in-house** day is a day at the Centre, with all activities run by Centre staff.

A **workshop** is an activity provided by visitors to the Centre.

An **excursion** is an activity outside of the Centre and usually requires travel by chartered buses. Excursions are costed as low as possible and are made up of:

- Base rate of care ($86.50 – this covers staffing, activities, equipment, breakfast & afternoon tea).
- The actual cost of the excursion (e.g., entry fee, bus hire, special craft costs etc)

Parents must check excursion details of the venue and activity. When parents book an excursion, it is expected they are happy for their child to attend, as excursions are compulsory and all children in those grades are to attend.

Staff cannot wait for late families as bus times are set. Money will not be refunded, so please ensure you arrive on time.

Excursions go **ahead regardless of the weather** unless it is deemed unsafe to go to the venue. **Any changes to excursions** will be notified to families via email notification.

CHILDREN WITH ADDITIONAL / SUPPORT NEEDS

If your child has additional needs and requires extra support, it is important for the service to be given as much information as possible about your child's specific needs to understand what support and assistance may be required and whether this can be met with our existing resources. This information will help the service best meet the needs of your child and seek assistance from specialists and support workers if/or as required.

Due to the additional information required, which may include consulting with your child's school and completing an assessment, the application process can take some time to complete.

For this reason, we require a minimum of eight (8) weeks' notice to apply for additional funding and, where required, extra staffing to help support your child's time with us. Vacation Care availability will be at the discretion of the Centre, after consideration of support needs, staffing, funding, individual care assessment and availability of places.

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DEBASCA EXCURSION UNIFORM

Children attending an excursion **must wear** the **DEBASCA Excursion Hat, DEBASCA Excursion T-shirt & DEBASCA Excursion Jacket** (where applicable).
The DEBASCA excursion uniform is an important safety measure for excursions as it is used to identify the children easily amongst the public and as such, they are compulsory.

These items are only available from DEBASCA.
Uniform collection will be done on the child/s first VAC Day so that they are correctly sized.

- Should you not have a VAC uniform on the excursion day, **pending availability** staff will loan one for the duration of the excursion. The cost of this is **$5 per item/laundry fee.**
- 2nd hand items, **pending availability** may be purchased for a nominal fee. DEBASCA Hat and DEBASCA T-shirt $7/each, DEBASCA jacket $10 each.





DEBASCA Hat: $25 **T-shirt: $25** **Jacket: $45**

These items can be requested on the online booking form

WHAT TO BRING

Parents/Carers, please provide each day:

- A labelled bottle of water every day.
- A healthy **morning tea** every day **(no nut or nut products permitted)**
- A healthy **lunch on excursion days** marked with **BYO (bring your own – no nut or nut products permitted)**
- A **wide brimmed hat is compulsory for outside play.** If a child has no hat, they must play under the COLA (covered outdoor learning area) or inside.
- Enclosed toe shoes for **ALL** days.
- **Sun Safe Clothing** – shirts **must cover** shoulders and there should **not be any midriff** showing.
- **DEBASCA uniform (hat, t-shirt, jacket on colder days)** is compulsory for **excursions** all year round.
- Wet weather gear if specified on the program.

DEBASCA PROVIDES

- Breakfast cereal daily until 8.30am.
- Afternoon Tea and fresh fruit daily.
- Lunch where indicated is provided by the Centre

HEALTH PLANS & ADDITIONAL/SUPPORT NEEDS

If allergies affect your child, you must inform staff upon enrolment and complete appropriate forms. These are available from the Centre. Any booking request for a child with additional needs will be reviewed on a case-by-case basis. This is to determine if appropriate staffing levels and skills as well as Centre facilities are available to cater for individual children's needs.

CHILD COLLECTION & COURT ORDERS

Please ensure staff are aware of who is authorised to collect your child each day. Parents must inform office staff in writing ahead of time if someone different will be collecting their child. This person must produce photo identification to staff.

If your child is affected by court orders, a copy of these papers must be attached to your booking form and the original sighted by staff.

As vacation care staff vary each day, it is important for parents to let senior staff know when they have collected their child of an afternoon.

IMPORTANT PARENT REMINDERS

Please assist staff by:

- Signing your child IN and OUT every day. This is a legal requirement. Electronic Sign In & Out is COMPULSORY by law as per Govt Regulations.
- The parent/carer MUST have a valid mobile number to access the system.
- Notifying the Centre in writing if someone other than yourself is picking up your child.
- Notifying the Centre if your child will not be attending on the booked day by 8.30am for excursion days, and 10am for non-excursion days.
- If your child needs medication administered, please bring all medication to the office, and complete a medication form for each day it is required.
- Medication can only be administered if it is brought in in its' original packaging, with a prescription label with doctor's script detailing child's name and dosage. This includes any motion sickness tablets.
- **Keeping sick children at home.** Refer HEALTH REMINDER. DEBASCA reserves the right to send home any children who present with illness including but not limited to fever, runny nose, cold/flu symptoms.
- Advising staff of any infectious diseases and or head lice etc.
- Sending healthy food.

NO NUTS OR NUT PRODUCTS OF ANY KIND

- Dressing children in appropriate play clothes and closed toe shoes. Mark all items with your child's name.
- Leaving all toys, electronics, money, and valuable belongings at home, unless otherwise indicated.
- Reading all DEBASCA email communication or DEBASCA Audiri & OWNA app notifications to keep informed with updates from the service.

DEBASCA is a NUT AWARE ZONE
Please do not pack food containing nuts or peanuts in your child's lunch box.

SERVICE EVALUATION

- ✓ DEBASCA is committed to the continual improvement of its service.
- ✓ Parents are welcome to provide any feedback or suggestions to educators during each holiday program.
- ✓ On a regular basis DEBASCA will survey parents to ensure programs are continually improving and meeting family needs.