



# DAY CAMP

SCHOOL HOLIDAY PROGRAM

PARENT HANDBOOK



# WELCOME

Welcome to our ' DAY CAMP ' Holiday Program. Kids come spend your days here enjoying endless fun & loads of exciting activities. It is our aim to keep kids active and engaged, and for them to experience the joy of physical activity, whilst having fun in the outdoors here at Kianinny. Children get to experience independence, meet new friends, develop confidence and other skills such as team-work and communication.

Daily programs encompass a wide variety of individual & team activities. Children are encouraged to participate and be involved in every activity on offer.

This handbook contains relevant information on our procedures and guidelines for our program. Please read the information carefully and if you have any questions please discuss them with us prior to proceeding with your enrolment.





# ACTIVITY GROUPINGS

G1 - Yr 1/2

G2 - Yr 3/4

G3- Yr 4/6

Participants will complete most activities in a smaller group with children around their age. There will be activity sessions running with the whole group together throughout the day & all children are together for free time.

We want our day campers to enjoy their time on camp & if this means that certain children are wanting to be together from different age groups, we can accommodate this.



# DAILY STRUCTURE

Flying Fox will happen daily along with a water based activity. All other activities vary daily & are dependant of age.

Overview of our program is as follows:

8.30-9am- Arrival

9.00am- Welcome /Group Games

9.30am- Activity 1 (1 hour)

10.30am- Morning Tea (15mins)

10.45am- Activity 2 (1.15 hour)

12pm- Lunch /Free Time (45mins)

1pm- Activity 3 (1 hour)

2.00pm-

Afternoon Tea / Activity 4 (1.30 hour)

3.30pm- Group Time

3.30-4pm- Departure



# HOURS OF OPERATION DROP OFF/PICK UP

DAY CAMP operates during the School Holidays.

**8.30am-9am Drop Off**

**3.30pm-4pm Pick Up**

Drop off & Pick up is to be done at the Reception or Bush Pavilion. Children MUST be signed in & out. If you have someone Dropping off / Picking up that is NOT on your online form, you MUST inform staff ahead of time.

Upon your arrival in the afternoon, please notify a day camp staff member that you are picking up your child. We consistently monitor attendance, and it is critical that each child is appropriately signed-out every day & we are aware they have left.

If you require an early drop off or late pick up, there will be an additional fee per day. See Terms & Conditions.





## EMERGENCY PROCEDURES & FIRST AID

All of our staff take an active approach to minimising risk within our programs and activities. All are first aid qualified and carry basic first aid supplies.

In the case of a serious accident, parents will be notified immediately. If a child requires urgent medical attention, we will arrange for an ambulance.

Incident Report Forms are completed for every incident, regardless of whether it is minor or major. All staff undertake regular in-house training.

There are a number of evacuation points on site & our program instructors are trained in emergency evacuation procedures.



## FOOD ALLERGIES/ANAPHYLAXIS

In cases of children with a known food allergy, we take all practical steps to minimise the likelihood of accidental exposure. Any children with allergies of this nature must have this noted on their enrolment form. We ask that all parents adhere to the following:

- For any children with allergies, ensure all information on their child's health is provided to staff, including details of any known allergies, medications, contact details and an Emergency Treatment Plan approved by their doctor.
- Our Chef considers the safety of all children and avoids preparing foods that include any known trigger. This includes all nut/ based related products. If you are worried, contact our office.



## SITE FACILITIES

Kianinny is set amongst the trees on 100 acres of bushland. We have accomodation & 2 large pavillions to host events/camps. Our participants will use our lake side & bush pavilions, walking tracks & multiple activity areas whilst onsite.

We have a large oval space, tennis court, basketball & volleyball courts, where group games will be held & participants can play during recreational time after lunch.

Toilets are available onsite for all participants & indoor shaded facilities to eat lunch & refill water bottles as needed.

We have a freshwater lagoon, in which some of our activities for our groups will take place. Participants will wear a PFD for every water based activity. We have a swimming pool onsite in which some cases we may also use.

## APPROPRIATE BEHAVIOUR

At all times, we expect that the following behaviours are exhibited:

- Respect each other- fighting, swearing and hurting others is not acceptable.
- Respect for the facilities, supplies, equipment being used and personal belongings of others.
- You do not go into guest accomodation, or other facilities whilst onsite that is not apart of your program.

We ask that while onsite at Kianinny participants listen to & respect the Instructor that they are with at all times, along with other participants, staff & guests that are on site.

You will be contacted to pick up your child if we have any issues surrounding behaviour.







## SUN SMART

Our program includes a variety of activities and often our activities are conducted in the outdoors. We schedule regular water breaks and sunscreen application times. Staff instruct the children to apply sunscreen at various intervals throughout the day and after any water activity. We ask that your child apply sunscreen every morning before the program commences. Please ensure your child is dressed appropriately so as to avoid undue exposure to the sun.

## PHOTOGRAPHY & VIDEO

If you consent to photographs being taken on your enrolment form, these may be used for promotional purposes or placed on our website.

## WHAT CHILDREN SHOULD NOT BRING

- Money and/or valuables
- Sharp items
- Mobile phones and electronic devices
- Skate boards and scooters
- Jewellery or expensive watches Kianinny does not accept responsibility for any lost or stolen items.

## OUR STAFF

All staff working on the DAY CAMP Program are:

- Trained in Outdoor Education
- Hold a current First Aid Certificate
- Have a current WWC
- Multiple with a Water Qualification.



# WHAT TO BRING

## Has your child packed everything they need for the Holiday Program?

### PLEASE NOTE:

Hats must be packed & worn for all outdoor activities.



We now provide all meals for the participants. You are welcome to still pack food for your child if you wish.

Please note if packing your own food, we are a **peanut/nut free** facility. Your cooperation with not including nut products is appreciated.

We will be providing the children with healthy & delicious food options each day.



Pack a Drink bottle. Regular consumption of water throughout the day is monitored by staff, and bottles can be refilled at any time.

Weather appropriate clothing and footwear must be worn on camp. **Please pack** spare changes of clothes, swimmers & a towel for water activities. Pack a jumper, pants & rain coat if the weather indicates cooler or wet weather.



# COMMUNICATION WITH OUR TEAM ABOUT YOUR CHILD/REN

The Camp Director is available if you have any questions or information to share about your child & would love to speak to you. If you have any concerns, we are more than happy to discuss these.

We encourage parents to communicate any information with our Camp Director in relation to their child that they feel is relevant before the program to ensure they have a great day.

If your child has a medical condition, diagnosed disability, allergies, anxiety, additional needs or anything that you feel is important to share with our team, we ask that you contact us to discuss this before enrolment. **Please contact our office - 0264 941990.**

We are Outdoor Educators & we run our programs here onsite to suit children aged between 6 - 12 years old. ( primary school aged )  
We run a variety of activities that are land & water based.

Additionally your feedback from our programs is appreciated & helpful for us to continue to improve our program.





# PROGRAM TERMS & CONDITIONS

## Program Payment & Enrolment Process

**Enrolment Process** - You will be required to fill in all sections of the enrolment before you are eligible to make a booking. The calendar will NOT show up with availability until the enrolment is complete.

**You will be required to fill in all:**

- **Parent / Guardian**
- **Other Contact**
- **Child Details**
- **Payment Account Details**

Once you have completed all sections, you will receive a verification email. The calendar will then appear with all Day Camp dates available & you will be able to make a booking / multiple bookings for each child. You will NOT be charged at the time of the booking.

**Program Payment** - A statement will be generated at the beginning of each working week & your registered credit card on file will be charged for all bookings made within the previous 7 days. For example, if you make a booking on a thursday, you will not be charged until the following monday when we generate statements for that previous week. Statements will always be generated on a monday ( unless it is a public holiday ) and will happen the following day.

\*A dishonour fee of \$6.90 will be charged by Ezidebit in the result of you having insufficient funds in your bank account at the time of payments being processed. Once the amount from your statement has bounced, it will automatically re-schedule to debit this amount 48hrs later and will continue to do so until the payment has been processed. If this statement bounces twice you will be contacted via the office to make sure you have sufficient funds in your account to re-debit this amount.

\*This amount of \$6.90 will be charged by Ezidebit 5 days after each bounced transaction.



# PROGRAM TERMS & CONDITIONS

## Kianinny School Holiday Program Holiday Program Cancellation Policy

- **Within 6 days of session starting:** Changes or cancellations will incur the full fee.
- **Within 7 days of session starting:** The booking will be cancelled and there will be no charge.
- **More than 7 days from session starting:** The booking will be removed and there will be no charge.

## Hours of Operation

Drop off is between 8.30am-9am

Pick up is between 3.30pm-4pm

## Program Runs - 9am- 3.30pm

Additional fee of \$15 if you require an early drop off or late pick up. This must be arranged prior to the day, we can only cater for half an hour outside of the drop off/pick up times. This fee will help cover the cost of having an additional staff member onsite to be there to supervise early drop off/late pick up.

**Contact Reception on 02 64941990 to arrange this or if there is any issues in regards to pick up or drop off times.**



# PROGRAM TERMS & CONDITIONS

## Medication, Illness, Hygiene, Accidents and Emergencies

- Medication must be documented on the enrolment form.
- The Program Co-ordinator must be informed of any special considerations, & needs to be aware of medication & its administration. All medication must be clearly labelled and packed appropriately. This must be given to the Program Co-ordinator to manage when needed.
- Children may retain asthma inhalers for self-medication.
- If a child becomes ill or exhibits symptoms of a communicable disease the Co-ordinator will contact the parents and discuss appropriate action. If, in the view of the Co-ordinator, the child needs to be picked up, the parent will be advised of this.
- Children are required to wash their hands whenever using the bathroom and before meals and snacks. Since the bathrooms are not directly supervised, children are expected to take responsibility for their behaviour in these regard.
- Day Camp staff will administer appropriate first aid and treatment for all incidents and accidents. All incidents will be documented and you will receive a copy if necessary. If needed, an ambulance will be called by staff and any associated costs will be borne by the child's parents.

## Supervision and Ratios

Children are directly supervised at all times, with the exception of when they are in the bathroom. Staff will accompany children to and from the bathroom where viable but will not enter the bathroom with the child. It is assumed that children can be responsible at this time.

Land Based Activities - 1:15 ratio

Water Based Activities - 1:12 ratio

Children are constantly supervised during meals & free time periods.

## Change in Enrolment Form Details

Administration must be notified of any change in address, contact numbers or persons authorised to collect a child after an enrolment has been processed. Please keep all details up to date.



# Arriving at Kianinny

When arriving to drop off or pick up children, please be sure to drive slowly & safely throughout the property. We have guests onsite & children moving around the space. It is a busy area, so please be careful when parking & ensure you are parking in our allocated spaces.

We have car parking available opposite our Reception building, and overflow car parking is on the left of our cause way, along the lagoon.

When parking please ensure you are not blocking anybody in or stopping someone else from coming or going.







246 Tathra Road, Tathra NSW Australia  
02 6494 1990 [kianinny.com.au](http://kianinny.com.au)



# CONTACT US TODAY

For more information & enrolment details please visit our website at

**[www.kianinny.com.au](http://www.kianinny.com.au)**

All information for the program can be found under activities.

Reception Phone - 0264 941990

Camp Director - Natalie Sievwright

Email- [Natalie@kianinny.com.au](mailto:Natalie@kianinny.com.au)

Address: Kianinny Bush Cottages  
246 Tathra Road, Tathra NSW 2550

