

KDVKIDS GET  
ACTIVE

# AFTER SCHOOL & HOLIDAY CARE CENTRE

PARENT HANDBOOK



## INTRODUCTION

Welcome to KDV Kids – Get Active After School & Holiday Programs. We look forward to a happy and rewarding partnership with you and your family.

We recognise that there are many families who have to juggle their work-school-family lives both during the school terms and in school holiday periods.

Our aim is to make this struggle as easy as possible by providing a professional, safe service that not only looks after your kids during these busy times, but keeps them active and healthy and offers many other beneficial options to their development in these important periods of their lives.

## PHILOSOPHY

We aim to create a warm and welcoming environment that makes every child feel part of our extended KDV family.

We also feel very strongly, as the Gold Coast's premier sports' facility in giving all children the opportunity to stay active and healthy. Our programs incorporate as part of the daily schedule a mix of sporting and physical activities balanced with a healthy diet and study opportunities.

*"Off the screens and onto the greens"*

As our moto above suggests our Get Active after school programs are about helping kids 'get off the screens' (ipads, computers, phones) and 'onto the greens' (sports fields, grass, playgrounds).

## CENTRE GOALS

- Welcome family involvement & feedback in all areas of the centre.
- Create a safe, non-threatening environment to make sure all kids in our programs feel happy & part of our extended family.
- To encourage a healthy choice lifestyle through diet & sport.
- Allow opportunities for all children to develop in their own independent growth areas.
- Guide and encourage children's understanding of our core values of: honesty, sportsmanship, team work & respect.

# GET ACTIVE AFTER SCHOOL PROGRAM

Our program is named "Get Active" as that's what we want the kids to be. In a world full of technology, too often the simple things in life like running around outside on the grass, pushing a friend on a swing or playing a game of catch are forgotten about. We understand that homework is also very important and are committed to creating a well-balanced afternoon of sports activities, healthy diet, designated homework time and relaxation time.

## SPORTS LESSONS

As the Gold Coast's leading sport centre we have a variety of professional sports coaching programs available to your child in addition to the after school care program such as tennis, golf and swimming.

During your child's after school care the KDV sports coaches can take them out to join in to a specific sport lesson then include them back into the after school care program. Schedules, booking information and fees for these extra activities can be found in the enrolment pack.

## TUTORING

Another popular addition to our after school care program is the use of a tutoring service for both Primary & Secondary aged children. We are committed to helping our kids who may need a little extra support with their school work or improving their grades.

We have a designated private space where students can leave the after school care activities and spend time with our professional tutor on their school work. More information and pricing can be found by checking out the sites below or in the enrolment pack.



## DAILY PROGRAM EXAMPLE

2:30pm - 3:30pm

School Bus Service Pick back to KDV (times will vary depending on the school's finish times, locations and demand)

3:30pm - 4:00pm

Afternoon Tea Served when children arrive.

4:00 -4:45pm

Organised Sports Activity- Tennis, Mini Golf, Basketball, Soccer, Playground, Golf Driving Range, Handball, Padel Tennis, Jumping Castle, Dodge Ball and more....

(Activities will rotate on different days and vary depending on number of kids, availability and weather conditions)

4:45pm - 6:00pm

Indoor Quiet Time- designated homework & relaxation time (Reading and study areas, board games, colouring & TV area)

## AFTERNOON TEA

Afternoon tea is served progressively as children arrive off their bus to the centre and must be eaten in designated seated eating areas.

A menu rotation of foods being served each week is kept on the noticeboards at the centre entrance near the sign in / out area.

Fresh fruit is served each day along with some other savoury and sweet snacks such as muffins, sandwiches & toasties and of course alternate catering arrangements for children with allergies or intolerances.

We also have procedures in places for the management of anaphylaxis & allergies. Water is always available for children while at the centre.

## BUS PICK UP PROCEDURE

Your child's safety is our number one priority.

Our procedures are set up to so that your child is picked up from school and taken back to KDV Sport safely and without incident. This requires a strong partnership between the school, families and our centre. Each school will have a slightly different/ more detailed procedures list which will be emailed to you before commencement of your child's enrolment into our centre.

**Times:** Our service runs during your school's terms after school Monday – Friday and will fit in with your school's bell times. Days and times may vary from school to school depending on finishing times and demand of the service.

### Meeting Point:

KDV Staff will wait at the designated meeting point (this will be outlined in your specific school's info pack). They will have a daily roll printed from our attendance system. When all students arrive and are marked off they are taken to the bus. They are then transported back to the centre and checked in with centre staff upon arrival (sometimes multiple stops may occur if there are children from another school nearby being collected on the way back to the centre- this will also be outlined in you school's info pack).

### Tutoring & Sport Lessons:

If they are booked in to tutoring or a sports lesson the teacher/ coach will collect them from the centre staff and take them to their session, then return them back to centre staff.

### Roles & Responsibilities of KDV Staff/ Bus Driver

- There will always be two qualified, licensed staff members present for each bus trip
- Staff members will have current blue cards and first aid certificates
- A staff member will be waiting on time at the meeting point with a clear, visible uniform and signage.

- KDV Staff will have up to date copy of attendance records and contact details
- If a child has not turned up to be counted onto the bus the parent and the school office will be called to make sure they are at school.
- The bus will not leave until all students are accounted for.
- Staff will keep a fully stocked first aid kit on the bus
- Staff will make sure students are seated on the correct seats with seat belts securely fastened before the bus departs
- Staff will accompany children from the bus to the after care centre to be signed in.

### Parents/Families Responsibilities

- Parents must fill out and sign ALL of the relevant enrolment, payment and medical forms before your child can be included in our pick up or care service
- If your child is absent from school you must notify the centre coordinator before 2pm so that we have enough time to let the driver know that they do not need to be collected
- Parent or guardian picking up from the centre must be there on time or late fees and charges may apply
- Sunscreen application- please let KDV Staff know if you require sunscreen to be applied before afternoon sports activities begin.

### Responsibilities/Expectations of Students

- Students are to move promptly to the meeting point as soon as the school bell has gone (especially high school students if their bell goes later than the primary school)
- Students are expected to act/ behave in a respectful manner at all times while in KDV Staff care
- Students must remain seated and Seat belts must stay secured while the bus is running. If they need help with their belts please ask KDV Staff

All hands, arms, body parts must remain inside the vehicle at all times and windows kept shut unless permission is given by KDV staff to open

- Noise should be kept to a minimum while riding the bus
- No food or drink to be consumed on the bus
- All rubbish and belongings to be taken with students when they exit the bus
- Students are to remember that even though they are leaving school, they are in school uniform and still represent their school. They should still continue to adhere to the school's code of conduct
- Disruptive or unruly behaviour will be reported to parents at pick up time. If the poor behaviour continues the service may be suspended or even cancelled at the discretion of KDV Staff

## **WET WEATHER POLICIES**

- In the case of wet weather our bus service and after school care will still run
- There may be a change in the organised activities to indoor programs
- For students enrolled in sports lessons, if their session is cancelled they will merge into the general after school care program until signed out by parents (make up sessions may be available on another day depending on class & bus availability- this can be arranged with the centre coordinator)
- If parents decide to pick their child up from school instead of them traveling on the bus notice must be given to centre management beforehand.

## **ENROLMENT**

All children must be fully enrolled before commencing use of the after school care or bus service. All bookings are permanent and cancellations must be made in writing with 14 days' notice.

Requesting extra 'casual' days may be possible if space is available. Each child will require their own enrolment & medical forms to be filled out.



## **FEES**

Our after school care program runs for 40 weeks of the year (public school system- less for private schools). Fees are charged via direct debit weekly (in accordance with the direct debit request (DDR) form attached to the enrolment form) during the weeks you are enrolled. No payments are taken during the school holiday periods or for public holidays/ student free days.

Fees are charged regardless of attendance to hold your place in the centre. If your child is ill and unable to attend you may be able to get credit towards an extra day or our holiday programs by presenting a doctor's certificate to centre management.

## **SIBLING & MULTIPLE BOOKING DISCOUNT**

We offer a 10% discount off the total weekly fees payable if you have more than one child attending or your children attend more than 1 permanently booked day per week. Your total fees for your family will be calculated as one weekly payment fee to be debited.

## **LATE FEES**

Our centre operates from 2:30-6pm weekdays. Staff are booked in for these hours. We understand that occasionally circumstances beyond your control arise that may cause you to be late. We will always have staff stay with your child until you arrive.

If this is the case though there is a late fee charged to your account for this. This fee is \$1.00 per minute/ child. If you know in advance that you are going to be late please contact the centre so that the staff can be prepared and also let your child know so they are relaxed.

## **PHOTO VIDEO CONSENT**

Photos and videos may be taken during after care or holiday camp sports sessions and used for promotional material. If you DO NOT wish this to happen with your child please let our KDV Staff know.



# GET ACTIVE HOLIDAY FUN CAMPS

Our very popular holiday care program is runs every week of every school holiday period (public and private) except the 2 weeks of Christmas and New Year's. Our camps are based around staying active outdoors playing sport. Some of the sports and activities include:

- Hot Shots Tennis
- Mini Golf
- Swimming
- Basketball
- Dodgeball
- Golf Driving Range
- Play ground
- Water Fights
- T-Ball
- Touch Footy
- Soccer
- Padel Tennis
- Talent Shows
- Treasure Hunts
- Yoga
- And much more

We also bring in external shows and activities ("Mystery Activities") during the week all included in the price. Some of these activities include:

- Inflatable Water Slides
- Magic Shows
- Reptile Shows
- Petting Zoos
- Laser Tag
- Ninja Warrior Circuits

# GET ACTIVE HOLIDAY FUN CAMPS

## TIMES & SCHEDULES

Our camps run 9am-3pm weekdays. We allow a window of 8:30-9am drop off/ sign in and 3-3:30pm pick up/ sign out.

## SIGN IN SIGN OUT

All kids MUST be signed in and out by a parent or guardian during the drop off and pick up times. If you are new to the centre you will be asked to fill out a basic enrolment/ permission form on your first morning.

If someone else is taking your child home or dropping them off a separate form must be filled out with all details of this person and signed by you to give permission and staff must be notified in advance

## BEFORE & AFTER CAMP CARE

A before and after camp care service is also available for an additional fee (details can be found in the enrolment package)

## AGES ABILITIES

Our camps cater for kids aged from 4-14 years, boys and girls and sporting levels and abilities.

## INCLUSIONS

Our camps cater for kids aged from 4-14 years, boys and girls and sporting levels and abilities.

# GET ACTIVE HOLIDAY FUN CAMPS

## FEES

The fee for 1 full day of fun camp is \$40/ day. This is a set rate regardless of days booked. Siblings are charged at the same rate. We are a private family owned centre and are not affiliated with any government body so we cannot provide childcare benefits or rebates.

We do however have the Gold Coast's premier sporting facility at our disposal and offer great value for money, competitive prices and an amazing product!

## WHAT TO BRING

- Hat and Drink Bottle
- Sunscreen (if you have sensitive skin or allergies)
- Swimmers & Towel
- Spare change of clothes can come in handy but not necessary
- Food is provided but if you wish to pack some extra snacks you are welcome to (please no nut products)
- Money for the shop at morning tea and lunch breaks if you want to buy an ice cream, snack or treat (parents discretion- please keep in a safe place away in bag)
- Electronic Devices are permitted ONLY during free time after morning tea and lunch but are not recommended (parents discretion again). KDV does not take any responsibility for these items

## BOOKINGS

Bookings can be made through our online booking service. The link can be found on our website [kdvsport.com](http://kdvsport.com)

For more information you can contact our friendly reception team on 55960404.

When booked in you will receive a weekly email with information on sign in/ out procedures, a reminder of times and what to bring.

# CENTRE POLICIES

## BEHAVIOUR MANAGEMENT

- Children will be encouraged at all times to show respect for one another, staff and their environment
- Through positive communication staff will help the children become familiar with the limits and expectations of their behaviour
- If possible children will be encouraged to resolve their own conflicts through positive reinforcement
- Where required children may re-directed to another area or removed from a situation to a quiet "time out" area
- They will be encouraged to verbalise their feelings and challenges they are experiencing
- Staff will remain clear and consistent with communicating the behaviour expectations
- If at any stage the wellbeing of a staff member or another child is being threatened the parents will be called and possible asked to come and collect their child from the centre.

## SUN PROTECTION

- Our policy is that while playing outdoors all children must wear a hat. If you forget to bring a hat you may be asked to purchase one from our pro shop or to go home and bring one in
- Sunscreen must also be applied to all areas of the skin exposed to the sun. Sensible sun safe clothing and hats are recommended

# CENTRE POLICIES

## SICKNESS

- Our centre is not equipped to look after sick children
- If your child is sick and you need to keep them home please give the centre some notice and we may be able to save some credits for another day of care at another stage
- If your child has any symptoms of a contagious illness eg cold and flu, rash or chicken pox please do not send them along to our centre as we would not like others to become ill
- If your child becomes ill while in our care we may call you and ask you to come and collect them
- If your child has suffered from any infectious diseases in recent weeks (ie: whooping cough, chicken pox, rubella, influenza) we require you to inform our staff and get a Doctor's clearance/ certificate before enrolling your child

## MEDICATIONS

- Only prescribed medications are to be administered by our staff
- All medications should come to the centre in their original packaging with a prescription label that clearly states the child's name, name of the medication, dose and the prescribing Doctor's name.
- Over the counter medication cannot be given unless accompanied with a Doctor's letter
- Where a child has been prescribed antibiotic medication they must remain home for at least 24 hours after the medication has commenced
- Medication will only be given if the correct forms have been filled out and signed by parents
- Medication must be handed in to staff to be stored in a safe locked cabinet and not left in a child's bag

# CENTRE POLICIES

## LOST PROPERTY

Please make sure your child's belongings are clearly labelled. If you do lose an item there is a lost property cupboard located at the KDV Main Reception. Please collect promptly from this area as items not claimed will be donated to charity at the end of each month.

## CHILD PROTECTION

Our staff and coaches all have current working with children "Blue Cards" from the Commission for Children and Young People. Our centre is also governed by the Tennis Australia Safeguarding Children Guidelines. These can be viewed at the centre check in area.

# CONTACT DETAILS

## KDV SPORT ADDRESS

221 Nerang-Broadbeach Rd, Carrara 4211

## KDV SPORT PHONE NUMBER

(07) 5596 0404

## KDV SPORT EMAIL

[info@kdvsport.com](mailto:info@kdvsport.com)