



**ADELAIDE
UNIVERSITY
SPORT**

School Holiday

Program

Parent/Carer Handbook

Contents

Overview	3
Contact Information	3
Registration, Fees and Attendance	3
Collection of children	3
Cancellation Policy	4
Weather Policy	4
Medication	4
Food	4
Sun Safe approach and appropriate clothing	4
Electronic Devices and other belongings	5
Special needs	5
Behaviour Management	5
Excursions	5
First Aid	5
Lost Property	6
Feedback and Complaints	6
Useful Information	6

Overview

The School Holiday Program is a sports program developed by Adelaide University Sport and Fitness for children aged 5-11 years old. Our coaches will help your child focus and build social skills and physical literacy, while also trying a wide range of sports to develop new sporting skills.

Our School Holiday Program will help develop attitudes and feelings towards interactions with others, while building motivation to stay fit and healthy over the holiday break. All activities are fun and inclusive, with popular sports added to our schedule, as well as introducing new and unique sports to your child.

The programs are balanced, providing a range of indoor and outdoor experiences, quiet and active times and settings, structured and unstructured activities, and opportunities to learn and practice life and social skills and further develop gross and fine motor skills.

The School Holiday Program is offered from 8.30am to 5pm (excluding public holidays) with a 1:12 ratio of coaches to students plus an AU Sport staff member who has general program oversight at all times.

Contact Information

Adelaide University Sport: (08) 8313 5403

Administration: sports@adelaide.edu.au

Registration, Fees and Attendance

Register your child/ren online [here](#) to attend and provide all relevant information requested.

Drop off between 8:30 a.m. – 9:00 a.m.

Pick up no later than 5:00 p.m.

Child Care Benefit/Rebates do not apply.

The State Government \$100 Sports voucher cannot be redeemed.

If you are running late to collect your child/ren please call AU Sport and notify staff. Failure to collect children by 5:00pm will attract a \$10.00 per 15-minute late fee.

If your child will be absent for any reason, please call or email to notify staff as soon as practical.

Collection of children

For safety and security, we prefer that children are signed in and out by the same parent/caregiver who completed the registration. However, we understand that this is not always possible. If your child is being picked up by a friend or relative, please email written authorisation for the child to leave the premises with another adult and provide the name and contact details of the authorised adult.

AU Sport may ask for photo identification if the person collecting the child is different

to the one who signed the child in.

Cancellation Policy

AU Sport has a no-refund policy. If less than 7 days' notice is given, we are happy to provide a transfer to another day of the current program, or a credit to be used at another AU Sport program within 6 months.

A minimum of 2 days' notice must be given if you are wanting to swap days.

Weather Policy

- Wet weather - Adelaide University has a number of indoor venues that can be utilised so all programs will continue as programmed.
- Forecasted weather 36 degrees and above – the program will be cancelled with as much notice as is practically possible.
- Forecasted weather between 30 – 35 degrees - we will reduce the duration of activities and ensure regular drink breaks are provided.

Medication

Any medication needs to be handed to AU Sport staff at sign in. Please ensure medication is in a clearly named zip lock bag or similar. Medication must be in its original packaging and clearly labelled with the child's name, correct dosage and frequency. Medication provided to AU Sport staff must align with the medical information provided on the child's registration.

Medication will not be administered if there are any discrepancies.

Food

**No Nuts **

Parents/guardians are required to supply their child's morning tea, lunch and afternoon tea along with a filled water bottle. There are no nearby shops or cafes to purchase food. We recommend packing a larger than normal lunch due to all the physical activity we do, as children tend to be a little bit hungrier than usual! Please ensure that you child's food is adequately stored for the duration of the day.

Please do not pack any products that contain nuts.

Sun Safe approach and appropriate clothing

Please ensure your child wears sports appropriate clothing, including enclosed sport shoes. We strongly recommend collared T-shirts that cover shoulders and a wide brimmed hat. Whilst we make every effort to provide sunscreen, it is always a good idea to pack a personal supply with your child. Please ensure your child has applied sunscreen in the morning. Pack a spare change of clothes (including shoes where possible), in the unlikely chance we do get caught in the rain or the surface we play on is wet.

Thongs, ugg boots, open-toed sandals and shoes with studs or spikes are not acceptable.

Electronic Devices and other belongings

WE ARE A TECHNOLOGY FREE PROGRAM

We understand that some children have mobile phones however they are not to be used whilst at the Schol Holiday Program.

If parents need to contact children during the day, please contact AU Sport staff. AU Sport staff will contact parents/guardians via the contact details provided at registration as needed.

We ask that children do not bring personal belongings of value (e.g. phones, electronic devices, swap cards, toys etc.), as this can lead to loss, damage, or conflict with other children. AU Sport provides indoor games and activities if children are not able to participate in the outdoor sporting activities for short periods.

Special needs

We welcome all children at our program. Registrations for children with learning or behavioural difficulties must include information relating to the child's needs as this will ensure the successful inclusion of the child in the School Holiday Program.

Where the child has a behavior management plan please discuss this with the AU Sport School Holiday Program Coordinator prior to registration.

Behaviour Management

Refer to: [AUSF SHP Behaviour Management Guidelines](#)

Excursions

Excursions provide exciting opportunities to expand children's experiences through exploring different environments and exposure to new activities. AU Sport Staff ensure excursions are planned events where the health and safety of all involved is always prioritised.

Details of excursions are provided separately to those registered to attend.

First Aid

AU Sport Staff/Coaches have current Senior First Aid certificates.

If a child incurs a minor injury such as cuts/grazes, bites etc AU Sports Staff/Coaches will administer First Aid. If a child becomes unwell during the program the child will be supervised by AU Sport Staff until the child recovers or until the authorised adult arrives to collect the child.

If the child suffers from vomiting or diarrhoea, the authorised adult will be asked to collect the child immediately. If a serious injury or incident occurs, emergency First Aid will be provided, with emergency services contacted if necessary. Notice of the incident will be given to the parent/guardian as soon as practicably possible and information of any treatment, services or arrangements which have been made.

Lost Property

Please ensure all children's belongings are labelled. A lost property box is located inside the Graduates Clubhouse. Belongings not claimed at the conclusion of the program will be disposed of.

Feedback and Complaints

Submission of Feedback: Parents will be provided with a post program survey through which they can submit their feedback regarding the School Holiday Program.

If you feel that an issue or complaint needs to be raised prior to the end of the School Holiday Program, an email should be sent to sports@adelaide.edu.au with a brief description of the issue. The School Holiday Program Coordinator will contact you to discuss your concern.

Useful Information

SHP Coordinator/Administration: sports@adelaide.edu.au

Adelaide University Sport: ph: (08) 8313 5403 mb: 0420 307 498

T&C's: [AUSF SHP Terms and Conditions](#)

Website: [Home - Adelaide University Sport \(adelaideunisport.com.au\)](http://adelaideunisport.com.au)

LinkedIn: [Adelaide University Sport & Fitness | LinkedIn](#)

Facebook: www.facebook.com/AdelaideUniversitySportFitness

Instagram: [Adelaide University Sport & Fitness \(@adelaideunisportfitness\) • Instagram photos and videos](#)