

2019 School Holiday Fact Sheet

Mildura Rural City Council provides young people aged 12-16 years with free or discounted social, recreation and education activities. The aim of the School Holiday Program is to help students increase their participation, skills and knowledge so as to enhance their overall wellbeing.

HOURS OF OPERATION

The School Holiday Program provides daily activities from 9.00am to 2.00pm Monday to Friday for two weeks during the April, July, September/October and January Victorian School Holidays. The School Holiday Program does not operate on public holidays.

ENROLMENT PROCEDURE

A School Holiday Program enrolment form must be completed for each young person.

Enrolments are taken on a first in, first served basis.

There are limited places in all activities. A waiting list may be available. (Parents/carers will only be contacted if a place becomes available).

There is a limit of three activities per week per person.

Due to limited places, young people who are in the care of agencies or have high needs may not be accepted into the program activities due to funding body requirements and staffing ratios.

To enrol a School Holiday Program Enrolment Form must be completed. Forms can be returned to any Council Service Centre or emailed to youthservices@mildura.vic.gov.au

FEES AND PAYMENT

Council strives to ensure the service is affordable and accessible to families in the municipality. Activities are free or heavily subsidised.

Full payment for the activities must be made when returning the School Holiday Enrolment Form to any Customer Service Centre at Deakin, Madden or Ouyen.

DELIVERY AND COLLECTION OF YOUNG PEOPLE

The pickup and drop off point is at the Second Mildura Scout Hall at 39 Twelfth Street Mildura. Any participants attending the program must stay at the program venue with staff at all times. Participants cannot be dropped off or picked up by parents/carers from other activity venues. This is due to staffing ratios and safety issues.

Participants need to arrive 15 minutes before commencement time each morning. At the end of the program day, participants must be picked up at the advertised pick up times. Council cannot provide supervision outside of the advertised program times.

WHAT TO BRING?

Young people are required to bring their own drink bottle and hat. All other requirements will be indicated on the program flyer. Young people are responsible for their own belongings. Staff will not be held responsible for the loss of property or the loss or misuse of spending money.

FOOD

Morning tea and lunch will be provided to all participants as indicated on the program flyer.

Any food provided by Council's Youth Services is to be shared equally amongst the group.

Young people are welcome to bring their own lunches and snacks or money if facilities exist to purchase food.

Any special requirements must be indicated on the School Holiday Enrolment Form.

SUN PROTECTION

Young people are required to bring their own hat, sunscreen and protective clothing. Council will promote, encourage and empower young people to take responsibility for their own health and wellbeing by encouraging the use of protective clothing, hats and sunscreen.

COMMUNICATION AND FEEDBACK

We encourage families to communicate with staff about the program.

TECHNOLOGY DEVICES

The program will not be responsible for mobile phones or other technology devices bought to the program. They are the responsibility of the young person. Staff are permitted to confiscate games if deemed unsuitable and they will be returned to the parent upon collection of the young person.

Films and videos can be used as part of the program of activities after thoughtful consideration relating to the content and message of the film. Staff will ensure all videos and films are suitable for the young people's ages and that parent's permission has been given or that they have been informed through the enrolment form.

The use of mobile phones, tablets or technology devices must not interfere with the program activities. Devices can be assessed after the program activities have been completed or with permission from staff.

ADMINISTRATION OF MEDICATION

Council seeks to ensure the proper care and attention to all young people through specific guidelines regarding administering of medications. To ensure the interest of staff, young people and parents are not compromised, the staff, will ensure that medication, in its original packaging, will only be administered with the explicit permission of the parents, or in the case of an emergency, with the permission of a medical practitioner.

All medication must be signed in and given to staff each day. All medication must be in the original package labelled with the child's name and dosage clearly identified. All medication must be within its use by date.

BEHAVIOUR GUIDANCE

Council will promote a safe and inclusive environment, free of bullying and any other anti-social behaviour. The rights of each young person are respected and the safety of each young person is paramount.

The School Holiday Program management reserves the right to send any child home from the program where the child:

- Causes harm or risk to themselves, other children, adults or living things.
- Repetitively or deliberately does not follow the instructions given by staff
- Consistently absconds or leaves the premises without adult supervision or permission
- Continually swearing and/or uses foul language
- Is destructive to the environment and/or equipment

Council programs are Alcohol, Smoke & Drug Free at all times.

Parents/carers will be contacted to discuss any behavioural issues and resulting consequences.

CANCELLATIONS & REFUND:

Refunds will only be given in the event of illness/emergency with a medical certificate provided within one week of the activity. Full refunds will be given if the activity is cancelled for reasons out of our control.

Excursion may be altered or cancelled at late notice due to external factors and families will be notified at the earliest possible time.