



# INFORMATION PACK



[www.sprocketsportmacquarie.com.au](http://www.sprocketsportmacquarie.com.au)



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[/sprocketsholidayclub](https://www.facebook.com/sprocketsholidayclub)



**6583 2501 - Indoor Stadium**



**0403092008**

**If you need to urgently get in touch on a day your child is at the Holiday Club, please call the Indoor Stadium.**

# ABOUT US

The Sprockets! Holiday Club is a safe space for all children to play, connect and be entertained in school holiday periods.

We cultivate a space and facilitate activities where children are safe and free to explore their world in an engaging, active environment whilst providing a genuine alternative for all families.

## WE STRIVE TO

- provide a fun, inclusive and safe environment.
- facilitate quality play activities which encourage children to interact, discover and move.
- act with honesty and openness and make decisions that are ethical and fair.
- give children the opportunity to contribute, communicate their perspective and be listened to.
- recognise and embrace diversity across the Holiday Club.
- put children first in everything we do.

## OUR WHY

Our main goals are to support families by providing an affordable, accessible holiday option and to ensure children enjoy a fun, safe and nurturing experience whilst at The Holiday Club.



# The Club Team

**You can be assured your child's wellbeing and safety is at the forefront of our practice.**

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The Holiday Club is a loud, busy and bustling holiday program where kids play, connect and have fun!

We are committed to being a child safe program and have the children's welfare and wellbeing at the forefront of our practice; we put them first in everything we do.

Please note though, we are not registered childcare or an Active OOSH organisation.

The Holiday Club coaching team is made up of senior and junior coaches, who adhere to a strict code of conduct when interacting with the children. All our senior coaches (aged 18+) have a valid WWCC, are qualified educators, educators in training or have immense experience with children in a teaching capacity.

Our junior coaches are sensible, responsible teenagers who have undergone training and display a natural aptitude to interact and engage with children. Under direct supervision, our energetic and enthusiastic junior coaches organise and run the daily activities. At all times, there is a senior coach on site and acting as the Club Leader.

We have set policies and procedures in place to reduce risk and assure you that we are committed to the safety of your child while they are at The Holiday Club.

However, if you are looking for formal care or your child is unlikely to settle in a busy, bustling environment, we advise you choose another holiday program for your child.





# Rules of Holiday Club

**BE SAFE - BE KIND - BE AWESOME**

BE **SAFE**

When moving around the club as well as use of equipment, interacting with others and following all club rules.

BE **KIND**

We want everyone at the club to have a positive experience and expect all club members to be kind at all times. This includes what you say, how you say it and how you behave.

BE **AWESOME!**

To have an awesome time...get involved!

Be awesome and make new friends, chat to new people, try something new.





# Rules of Holiday Club

BE **SAFE**

BE **KIND**

BE **AWESOME!**

## WHAT HAPPENS IF THE RULES ARE NOT FOLLOWED?

We have a 3 tier approach to behaviour management at The Holiday Club. This approach consists of VERBAL WARNING, TIME OUT, SEND HOME.

**1**

### VERBAL WARNING

A verbal warning is effective when it points out:

- what** behaviour needs to change
- why** it needs to change
- what will happen** if it doesn't

**2**

### TIME OUT

If the behaviour continues, the child will be given a time out in an area where they are still supervised and a part of The Club.

**3**

### SENT HOME

If the behaviour continues, the child will need to be collected by their parent. This decision is made by the Club Leader only.

The judgement of our junior and senior coaches and Club Leader will be used in this system as to the correct reprimand for undesirable behaviour. We will ask all children involved for their version of events and listen to their recall.



**We cannot manage what we do not know!**

**It is vital children tell a coach when they have a negative experience or if conflict occurs.**



BE **SAFE**

BE **KIND**

BE **AWESOME!**

## ZERO TOLERANCE

We have a zero tolerance policy towards **violence, bullying and intentional verbal/physical aggression or intimidation.**

The 3 tier approach will not apply in any situations where these occur.

If your child is involved in an incident where any of these take place, they will be sent home immediately and will unfortunately be banned from attending The Holiday Club in the future.

## CONFLICT AND BULLYING

At times young people can be unkind to each other as they learn to interact and refine social skills. While these interactions are unpleasant, there is a clear line between conflict and bullying.

It is important that parents are aware of the difference between conflict and bullying so perspective is given to the way we deal with negative interactions, if needed.

### Bullying is:

- **Intentional**- the behavior was aggressive and a deliberate attempt to hurt another person.
- **Repeated**- these aggressive actions occur repeatedly over time to the same person or group of people.
- **Power imbalance**- the person bullying has more physical or social power than the child or children being bullied

### Bullying is not the same as

- **Being rude** – saying or doing something hurtful that wasn't planned or meant to hurt someone, e.g. someone pushing in front of you in the canteen line.
- **Being mean** – doing something hurtful to someone on purpose once or twice, e.g. a friend refusing to play with you one day.
- **Conflict** – having a disagreement with a friend, e.g. two friends getting into an argument and saying mean things to each other.



# Toilet Safety

**The Holiday Club is run at a public facility and there will be members of the public entering the building as well as other programs running.**

**While we take every precaution to ensure safety and security for our Club Kids, please be aware that we cannot eliminate all risk as the stadium is open during the day.**

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## LET US KNOW!

**Children must inform a holiday staff member prior that they are going to the toilet and let the same staff member know when they are back.**

## TAKE A FRIEND

**Children must go in pairs to the toilet.**

## SECURE ACCESS

**There will only be access via the side door, in and out of the toilets and access by the public will be restricted. This is an additional layer of safety for the children.**

**The hallway to the girls toilets is a girls only zone, likewise the hallway to the boys toilet. The main access to the Holiday Club will remain blocked off.**

## TOILET CHECKS

**Toilets will fall into a zone of responsibility designated to a staff member; female staff to the girls toilet and male staff to the boys toilet, and will be frequently checked throughout the day.**

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# Parental Responsibilities

By sending your child to The Holiday Club you are agreeing to/affirm the following:

As a parent / guardian of the child, I give my consent for him/her to participate in the activities organised by the Sprockets! Holiday Club, run at the Port Macquarie Indoor Stadium, and delegate my authority to the staff involved.

I acknowledge the inherent risk of injury in my child taking part in Sprockets! Holiday Club.

In the event of an emergency, illness or accident concerning my child, I consent to the Sprockets! Holiday Club seeking on my behalf urgent medical, dental, hospital and ambulance services for my child and I consent to the carrying out of appropriate medical, dental or hospital treatment in the event that such action appears to be necessary because my child has been injured, or is ill, at the premises.

I accept any liability for medical, dental, hospital and ambulance that may be incurred.

I give permission for the Sprockets! Holiday Club staff to carry out appropriate First Aid treatment to my child should my child need medical attention.

I give permission for the staff to administer age/weight appropriate dose of fever reducing agent to my child should he/she have a fever, while waiting my arrival to seek medical treatment.

I acknowledge that when caring for my child, Sprockets! Holiday Club will rely on the information provided by me.

I acknowledge and accept that Sprockets! Holiday Club is held in a public facility which is not locked during operating hours. If my child leaves the facility without informing/permission from a staff member, I understand the police will be rung immediately.

I acknowledge it is not the responsibility of the Sprockets! Holiday Club staff to leave the facility in search of my child and therefore the police will be contacted.

If there is the chance my child is a flight risk, I will let the Club Leaders know and I accept that my child may not be eligible for enrolment.







# Parental Responsibilities

By sending your child to The Holiday Club you are agreeing to/affirm the following:

I understand that the Holiday Club has a zero tolerance policy regarding violence, aggression, intimidation and bullying. If there are any incidents of this nature, I understand I will be informed and I agree to come and collect my child immediately.

As per the zero tolerance policy, I understand if my child is physically aggressive towards other children, they will not be welcomed back to The Club.

I give the Holiday Club staff permission to enforce time outs or restrictions (eg. time off the jumping castle) on my child to help them behave in a safe way at all time.

I understand if my child is behaving in an antisocial, unsafe way, I will need to come and collect my child immediately.

I release Sprockets! Holiday Club of any responsibility of my child's possessions they bring to Holiday Club; any lost, damaged or broken belongings are the responsibility of my child, including technological devices, phones, headphones, clothing, shoes etc.

I am totally responsible for the suitability and actions of any person whom I authorise to deliver, and or collect my child to/from Sprockets! Holiday Club.

I agree to keep my child at home if they are sick or showing flu like symptoms.

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## **SIGN IN and SIGN OUT**

You must sign your child in and out of The Holiday Club. This is a critical part of our child safe practice and must be adhered to.

## **MEDICINE**

If your child needs medicine while they are at The Holiday Club, you must give it to the Club Leader at the sign in desk. Medicine must be accompanied by the completed Holiday Club MEDICATION and AUTHORISATION FORM which can be found on the FORMS page on our website.





# Session Times and Passes



**'The Whole Hog'**  
**8.30am - 5.00pm**

You can pick up and drop off anytime between these hours.  
Stadium doors will open at 8.30am.



**'Early Bird'**  
**8.30am - 1.00pm**

**'Afternoon Delight'**  
**12pm - 5.00pm**

**Day Pass**

**\$45 per child**

**3 Day Pass**

**\$120 per child**

**5 Day Pass**

**\$190 per child**

**Half Day Pass**

**\$30 per child**



**Active and Creative Kids  
vouchers accepted!**





# Exclusive Activities

**These activities are an optional extra designed to enrich your child's day at The Club! Sign up via the website when booking.**

## October Holiday Club Exclusive Activities

**30th**

**CLOSED**

**1st**

**Icecream Sundae**

**2nd**

**SAUSAGE SIZZLE**

**3rd**

**Rainbow Mug Cake**

with take home mug and recipe card

**4th**

**Plant Your Own Minivan Grow Kit**

**Each child receives a kit!**

**7th**

**CLOSED**

**8th**

**DIG KITS**

each child receives a kit

**9th**

**Loaded Milkshake**

**10th**

**SUMO SUITS**

**unlimited play**

**11th**

**MAKE YOUR OWN PIZZA**



# What to bring

## FOOD

Children must bring their own food for the day.

There will be 3 designated break times across the day- morning tea, lunch and afternoon tea.

The Sideline Canteen will be open for lunch orders, snacks and drinks  
Lunch orders are made upon arrival, directly to the canteen on the day.  
(Menu contained in information pack)



## WATER

Please ensure your child has adequate water with them at the start of the day.

Bottles can be filled up via the bubbler throughout the day.



## MONEY (optional)

The canteen will be open at all 3 breaks for your child to purchase drinks and snacks.

Please ensure money is secure in a wallet or purse.

Holiday Club takes no responsibility for lost money.

Energy drinks (Monster, Red Bull etc.) will not be permitted to be purchased.

## DEVICES - phones, ipads etc

Your child is welcome to bring a device to Holiday Club but will need to sit in the allocated technology zone to use it.

In the case of an emergency, your child will need to communicate with a Holiday Club staff first, prior to using the device.

Wifi WILL NOT be given out to Club Kids.

The Holiday Club takes no responsibility for lost or damaged devices.





# Day Plan

Wondering what a day at the Club will be like?  
Here is a rough guide to how the day will be structured.

There will be a huge variety of different games and activities for your child to take part in - some will be sign up only to allow for smaller groups and others will be large group games. We mean it when we say there is something for everyone and everyone is welcome!

|                   |  |
|-------------------|--|
| 8.30am - 9.00am   | Arrival, meet up with friends, chill out zone  |
| 9.00am - 9.30am   | Daily information session, chill out zone, team games                                |
| 9.30am - 9.45am   | Whole Club Warm Up   |
| 9.45am - 11.00am  | Structured activities and games, fun competitions                                    |
| 11.00am - 11.30am | 1st Break  |
| 11.30am - 1.00pm  | Structured activities and games, fun competitions                                    |
| 1.00pm - 1.45pm   | 2nd break  |
| 1.45pm - 3.00pm   | Structured activities and games, fun competitions<br>Optional movie (PG or G rating) |
| 3.00pm - 3.30pm   | 3rd break  |
| 3.30pm - 5.00pm   | Structured activities and games, fun competitions                                    |

**Please note: Holiday Club open hours are strictly from 8.30am - 5pm.**  
**You can drop off and pick up at any time during these hours .**  
**There will be a \$20 late fee issued for every 15 minutes after 5pm.**



# LUNCH ORDER MENU



## KIDS MEALS

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**Kids Burger + Chips \$10**

*beef patty-cheese- tomato sauce*

**Nuggets + Chips \$8**

**Hot Dog + Chips \$8**

*with tomato sauce*

## SINGLE LUNCH ITEMS

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**Kids Burger \$8**

*beef patty-cheese- tomato sauce*

**Hot Dog \$6**

*with tomato sauce*

**Cheese Toastie \$6**

*on white bread*

**Meat Pie + Sauce \$5**

**Sausage Roll + Sauce \$4.50**

## CHIPS

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**Chip Cup \$6**

*choice of tomato or bbq sauce*

**Chip Box \$10**

*choice of tomato or bbq sauce*

## EXTRAS

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**Fruit Cup \$4**

*mix of seasonal fruit*

**Carrot Sticks and Hummus \$4**

**Banana Bread \$6**

**Donut \$4**

*chocolate or glazed*

## DRINKS

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**Water \$3.50**

**Popper \$2.50**

**Slushie \$3 (s) \$5 (l)**

*raspberry, cola or mixed*

**Milkshake \$4 kids**

*choc, strawberry, vanilla, banana, caramel or lime*



**0435 971 060**



**SIDELINESOCIALCANTEEN@GMAIL.COM**



# Additional Information

## INJURIES

If your child sustains any moderate injuries, you will be notified, and an incident report will be written. A hard copy of the report will be placed in your child's bag.

For minor incidents, first aid (ice pack/band aid) will be applied, and your child monitored. If they are distressed or appear to still be in pain/require more first aid, you will be contacted.

## COMMUNICATION

If you need to contact us while your child is at The Club, please ring the stadium main desk - 6583 2501

The Sprockets! mobile phone is used for a variety of reasons during the day (playing music, casting movies etc) and is not a reliable avenue of communication.

## BEHAVIOUR MANAGEMENT

The Holiday Club kids are friendly, inclusive and look out for one another. However just like on the school playground, there can be negative interactions or personality clashes.

Please be aware that our coaches supervise and monitor the interactions between the children, but, just like on the school playground, they cannot see everything.

If there is an incident, your child needs to report it to one of the coaches or the Club Leader so it can be dealt with.

We work hard to foster and build connections with the children, so they have, at the very least, one safe coach to report/talk to.





## **SPROCKETS! HOLIDAY CLUB** **PAYMENT POLICY**

**Paying is made ahead of your booked session(s) through our website.**

Payment is made via our website and sessions must be prebooked and paid in full.

**All exclusive activities must be prebooked and fully paid for.**

There will be no refunds issued if your child indicates they do not want to do the exclusive activity on the day so please make sure you discuss with them what you are signing them up to.

**Refunds can be issued but will not include the processing fee applied to the payment.**

You will be notified of the refund amount.

You must request a refund via email more than 24 hours before the booked session.

Instances where this can happen are if you child is sick or cannot attend.

**Credit can be held and carried over 1 holiday period.**

You must request this via email.

Instances where this can happen are if you child is sick or cannot attend.

Any credit remaining after the following holiday period will be voided ie. credit from January Holiday Club can be applied to the Easter Holidays only.

**Refunds and/or credit will not be applied if you need to pick your child up early or they do not want to stay.**

You will not be eligible for a refund or credit in this instance as the day has been programmed and staff been rostered on to accommodate the number of children booked in.

**Refunds and/or credits will not be applied for Active Kids vouchers.**

This is following the terms and conditions of the vouchers.

<https://www.sport.nsw.gov.au/active-kids-recipient-TandC>

**Day Passes are subject to change.**

This is due to a variety of factors such as length of term, operational costs, registration fees etc. Fees will be published in the information pack as well as on our website.

**Natural Disaster or Events outside our control.**

In the unlikely event that we have to cancel sessions due to events such as natural disasters, stadium closure or a global pandemic, your account will be credited.

The credit amount will be subject to an administration fee.

Refunds will not be given for cancelled sessions that occur due to reasons outside of our control.

