

## Parents Handbook

On behalf of UWA Sport, we would like to welcome you and your family to the UWA Kids Holiday Program. UWA Sport have an excellent group of experienced and enthusiastic staff leading the program, all of whom have participated in extensive pre-training and are certified with CPR/First Aid and Working With Children Check.

### Location and parking

The program is run from the UWA Recreation and Fitness Centre situated on the Crawley Campus. When dropping off or picking up your kid from the program you will need to head to the program's 'Kid Zone' (★) on the map below.

### **Address:**

UWA Crawley Campus  
UWA Recreation and Fitness Centre  
35 Stirling Highway  
Perth

### **Parking**

There are several nearby parking bays (🚗) that you can use to drop off and pick up from children, including P1 and P2. These are highlighted on the map below.



### **LEGEND:**

- ★ Kids Zone
- 🚗 Parking Bays

### **What to pack**

#### **Clothing & Shoes**

Children should come to UWA Kids Holiday Program dressed for a day of activity. We recommend outdoor activity clothes and athletic shoes (no sport sandals or open-toed shoes). A hat is also strongly recommended.

#### **Sunscreen**

For UV protection, we recommend applying sunscreen on your child prior to arrival. We will also provide sunscreen to your child throughout the day.

#### **Food & drink**

We do not provide food at UWA Sport nor do we allow children to purchase their lunch. Please ensure your child arrives with morning tea and lunch. Be mindful that we have some children with nut allergies. Where possible, it would be appreciated if you could minimise nut products in your child's lunchbox. Water is also essential to have at hand. We also recommend that you pack a labelled water bottle for your child/ren each day.

### **Drop off and pick up**

- Drop off occurs between 8am – 9am with the afternoon pick up between 4pm – 5:30pm.
- All children must be signed in and out by their guardian from the Kids Zone in the UWA Sport Recreation & Fitness Centre.
- Advanced notice via email must be given if an individual other than the child’s guardian is dropping them off/picking them up.

### **Booking changes or cancellations**

As per our UWA Sport Program Terms & Conditions, the below conditions apply to changes or cancellations to bookings:

<b>Time period</b>	<b>Conditions</b>
Earlier than 72 hours prior to a Program, Course or Class start date	Changes to bookings can occur. Participants are eligible for an account credit to your UWA Sport account, a full refund or a transfer to another Program.
Less than 72 hours prior to a Program, Course or Class start date	Changes to bookings can occur. However, the following fees will apply: <ul style="list-style-type: none"><li>• Program withdrawal: 50% of total registration fee</li><li>• Program transfer: \$20 administration fee</li></ul>
After a Program, Course or Class has commenced	Changes to bookings cannot be made. No account credits, refunds or transfers are applicable.

### **Accidents and emergencies**

In the case of an emergency or accident involving your child, we will contact you directly.

### **Illness & medication**

- Please call 6488 2286 if your child is ill and cannot attend the program on their enrolled days. For a course credit or refund, you will need to supply a medical certificate and UWA Sport Management will need to approve your request.
- If your child should become ill during the program, you will be notified and a pick up may be requested depending on the seriousness of their condition.
- If your child requires any type of medication (i.e. inhaler, EpiPen) with them during the day, please notify staff upon arrival.

### **Etiquette**

At the UWA Kids Holiday Program we understand that excitement and a new environment can stir up unfamiliar behaviours. We aim to provide a friendly, comfortable and fun atmosphere for all kids to enjoy, free of uncouth behaviour. If your child becomes excessively unruly in a physical or verbal manner towards other children or leaders, the guardian of the child will be contacted to collect the child. Where possible, we will do our best to ensure that this is a last resort.

### **Child Care Receipt**

The Child Care Benefit and the new Child Care Subsidy is no longer available for our Kids Holiday Program. We apologise for any inconvenience this had for your family.

### **UWA Sport Contact Details**

If you have any further queries, please contact us on 08 6488 2286 or [info@sport.uwa.edu.au](mailto:info@sport.uwa.edu.au).

**We look forward to meeting you and your child at our next UWA Kids Holiday Program!**