

School Holiday Program Agreement

Winton Shire Council provides a School Holiday Program for children who live in the Winton Shire and are between the ages of 5 and 14 years.

The School Holiday Program is provided for a portion of each Queensland School Holidays and will vary according to demand for the service. Details will be published on the Winton Shire Council Facebook page.

Times of operation are from 9:00 am to 1:00 pm

Activities include craft, sports, games, child-directed activities, and other excursions.

There are currently no fees or charges for this Winton Shire Council School Holiday Program.

Safety Reminders

- If your child requires medication while attending the School Holiday Program, parents/guardians must contact Council by the business day prior to attendance to discuss arrangements.
- Council staff do not routinely administer medication. Medication may only be administered where **prior approval has been given by Council** and **written parental/guardian authorisation** has been provided.
- All medication must be supplied:
 - in its original container,
 - clearly labelled with the child's name,
 - with clear dosage and administration instructions.
- Children are not permitted to self-administer medication unless prior arrangements have been approved by Council.
- Emergency medication such as asthma puffers and EpiPens must be provided for children with asthma or anaphylaxis and may be administered in accordance with first aid procedures.
- Children cannot bring their electronics to the School Holiday Program - mobile phones are permitted.
- Children should bring a water bottle, hat, and wear suitable outdoor clothing and footwear.

Before booking your child into our School Holiday Program, please ensure:

- You have read, understood, and signed this School Holiday Program Agreement.
- That you submit this completed School Holiday Program Agreement form prior to your child attending the service.

Terms and Conditions

The School Holiday Program is operated by Winton Shire Council and coordinated by Council's Youth, Sport & Recreation Officer.

The Winton School Holiday Program aims to provide a safe and supportive environment, where Winton's young people aged between 5 and 14 years can participate in a variety of programs and events offered.

The goals of the School Holiday Program are to:



- build strong and vibrant Young People.
- provide a safe, supportive, and non-judgmental service.
- provide good role models for young people.
- provide programs and activities for young people, that promote health and wellbeing.
- assist young people in developing life skills and to enhance their positive decision making.

Policies

Attendance

A Child/ren can only attend the School Holiday Program when this Agreement form has been completed, returned to Council, and approved by the Winton Shire Council Youth, Sport & Recreation Officer.

Winton Shire Council cannot compel a child/young person to stay on the premises if they choose to leave. Council commits to contacting a Parent/Guardian if a child/young person leaves the premises.

If you or any of your family feel unwell or are sick, please do not attend this service.

Transport to the School Holiday Program

Winton Shire Council requires that a Parent/Guardian (adult) drop off and sign in and sign out and pick up their child/ren for each service. Council does not provide transport for this service.

Parental permission to self-sign in and sign out

In order to accommodate parents whose children self-transport to the School Holiday Program, a parent can authorise their child/ren to sign in and sign out on their own behalf.

Alcohol policy

Winton Shire Council does not support any form of consumption of alcohol or the possession of alcohol at the School Holiday Program location or during activities.

Drugs policy

Winton Shire Council does not support any form of consumption or possession of illicit drugs at the School Holiday Program location or during activities.

Smoking policy

Winton Shire Council does not support children/young people smoking or possessing cigarettes or smoking devices at any time at the School Holiday Program location or during activities.

Evacuation policy

If there is an emergency evacuation from the School Holiday Program location, everyone is required to vacate the building and assemble at the designated emergency assembly area. Everyone is to remain as a group until they have all been accounted for.

Behaviour policy

All children are to behave in an acceptable manner whilst at the School Holiday Program location and during activities.

All children are requested to respect their peers, and the School Holiday Program Officers/ Supervisors.

Swearing, bullying and any form of violence will not be tolerated.



Personal belongings policy

All children are responsible for their own belongings. Care should be taken with money and valuables; for example, phones, wallets etc. If you don't need it, don't bring it.

Use of computers and Wi-Fi

Internet access may be provided by the School Holiday Program for certain activities (for example, Winton Library). Guidelines for internet access include:

- Never give out your personal information online, for example, phone number, address.
- Never send your photo to anyone online.
- Advise the School Holiday Program Officer/Supervisor if when using the internet, it makes you feel uncomfortable, scared, or upset.
- Advise the School Holiday Program Officer/Supervisor of any inappropriate messages you may receive.
- Do NOT use any Chat Rooms.
- Be polite to other users.
- Never use any Adult 18+ sites.
- Do not download any music or movies illegally.

Directions from the School Holiday Program Officer/Supervisor

All children are to take directions from the School Holiday Program Officer/Supervisor whilst at a School Holiday Program location and during associated activities.

Any breaches of any policy may result in the removal of the child/ren from the Winton Shire Council School Holiday Program

School Holiday Program Agreement

I hereby give permission for my child to attend the School Holiday Program.

I understand that my child will be in the care of Winton Shire Council's Youth, Sport & Recreation Officer, and other registered Supervisors.

I agree to delegate authority to them in the best interest of my child. I agree for them to take whatever action is deemed necessary to ensure the safety, wellbeing, and appropriate conduct of my child, including any immediate first aid or medical emergencies, which may be deemed necessary.

I understand that this program is partly funded by the Queensland Government's Youth Support Program, and I give consent for my child to be used in any reporting statistics that may be required for this Program.

I agree that my child can be walked to locations, safely and responsibly by the supervisors at the Youth Program, when activities are not held at the youth centre, for example; library and park.

I acknowledge that photographs and electronic images of my child participating in the various Program Locations and activities will not be used unless I agree by signing the "Media Release" section of this form.

I acknowledge that the School Holiday Program has firm policies that must be adhered to.

I hereby acknowledge that I have read and understood the Terms and Conditions associated with the School Holiday Program Agreement and agree to abide by them.



Parent / guardian

Name

Signature Date

Mobile Home Phone

Address

Email

Delegated adult for sign in / sign out

Name

Signature Date

Details of children

Child name

Date of birth Age

Child name

Date of birth Age

Child name

Date of birth Age

Child name

Date of birth Age

Child name

Date of birth Age



Media release

Photographs may be taken for publicity purposes and grant acquittal in this program. I hereby give permission for photographs of my child to be used for program promotion for Winton Shire Council's School Holiday Program.

Do not sign this section if you do not consent to photography of your child/ren while in the program.

Solo images Yes No Group activity shots Yes No

Parent / guardian

Name

Signature

Date

Child medical details

If my child requires non-emergency medication while attending the School Holiday Program, Council staff will only administer medication where prior arrangements have been approved and written parental/guardian authorisation has been provided. Children are not permitted to self-administer medication unless approved by the Service.

Child's name

Any known allergies or medical needs? Yes No *if Yes, please provide details*

Medical details

Child's name

Any known allergies or medical needs? Yes No *if Yes, please provide details*

Medical details

Child's name

Any known allergies or medical needs? Yes No *if Yes, please provide details*

Medical details

