



## REGISTRATION

All children must be enrolled in Hubworks! (HubHello) to book into Northern Beaches Council Vacation Care services. This enrolment process only needs to occur the first time the child uses a particular service. Once you enrol your child in HubHello you will receive an email with your logon ID and password for HubHello.

[Click here to access HubHello.](#)

## BOOKINGS

Bookings for our Vacation Care program will open three weeks prior to the start of the school holiday period. All bookings are made using BookMe in the HubHello program. Full instructions on BookMe can be found on the Vacation Care page of Council's website.

Northern Beaches Council's Vacation Care services follow the Federal Government's 'enrolment priority of access' guidelines. Priority of access will be given in the following order:

1. A child at risk of serious abuse or neglect
2. A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under section 14 of the Family Assistance Act.
3. Any other child

All enrolments indicating that they are eligible for priority of access will be assessed in accordance with the Federal Government Priority of Access guidelines.

- Bookings can be made up to 24 hours prior to the commencement of the daily program (Monday-Friday) and are subject to resourcing and availability.
- Children must have completed their first term at primary school to attend Vacation Care unless they are attending our pre-school Vacation Care program during the January school holidays.
- Council reserves the right to review bookings received through BookMe and to withdraw bookings where families have monies owing from previous holidays or where we are unable to meet the needs of all children booked in on a particular day within the resources available.

## FEES & PAYMENTS

The Vacation Care daily fee is \$76.00 per child.

Child Care Subsidy (CCS) will be applied to this fee for families who have completed their Activity Test via the myGov website, and then Confirmed their enrolment via myGov. Centrelink withhold 5% of all subsidy payments, which is reconciled with families at the end of the financial year.

**Families must Confirm the new Enrolment Notice for each holiday period in order for Centrelink to process their CCS.** No CCS will be payable where children are absent on the first or last day of care, they are booked in for each holiday period.



## **CANCELLATIONS**

There are no cancellations, refunds, credits or transfers once your booking has been processed, unless a medical certificate or copy of a negative COVID test result is supplied for the day/s missed within one week of the missed day/s.

Should your family be instructed to self-isolate due to COVID testing or potential exposure risk, please do not send your child to Vacation Care but contact our office so that we can adjust your booking accordingly.

## **LATE PICK UP FEE**

Children who are collected after 6:00pm from the Vacation Care centres will be charged a Late Pick-up Fee of \$10.80 per 5 minutes late, or part thereof.

## **PAYMENTS**

A 10% deposit is required at time of booking. The balance owing will be debited to the account or debit/credit card that you have registered with HubHello iPay. These payments are usually processed on the Thursday of week 2 each term. Please ensure that the account details you have nominated in iPay are correct and that there are sufficient funds to cover your Vacation Care fees at this time to avoid the \$2.80 failed transaction attempt fee, which will be charged to accounts for every failed transaction attempt in HubHello iPay.

## **HOW CAN YOU HELP US WITH INFECTION CONTROL?**

As recommended by NSW Health we will advise families and staff not to attend the service if they are sick with influenza/cold-like symptoms, even if they are mild. If a staff member or child becomes ill while they are at the service, they will be asked to go home immediately.

## **MEDICAL TREATMENT CONSENT**

By booking my child into Northern Beaches Council's Vacation Care program I give consent for the service to seek (i) medical treatment for my child from a registered medical practitioner, hospital or ambulance service (ii) transportation of the child by an ambulance service. I understand that I am responsible for any costs incurred.

In the event of an emergency, Northern Beaches Council will make all reasonable attempts to contact the enrolling parent, and any other emergency contact nominated. Should attempts to reach emergency contacts fail, parents are advised that under Clause 174 of the Children's and Young Persons (Care and Protection) Act 1998, a medical practitioner or dentist is empowered to carry out treatment on my child in order to save his or her life or to prevent serious damage to his or her health.

This authority granted by legislation does not relieve a medical practitioner or registered dentist from liability in respect of the carrying out of medical or dental treatment on a child or young person, being a liability to which the medical practitioner or dentist would have been subject had the treatment been carried out without my consent.



## GENERAL CONSENT

- By booking my child/ren into Northern Beaches Council's Vacation Care program I hereby give consent for the child/ren booked into the Vacation Care program to attend the prescribed activities on the days they have been booked in.
- I give permission for my child/ren to attend the excursions programmed on the days I have selected.
- I have read the Risk Assessments on Council's website and the excursion/incursion information contained in the School Holiday Activities brochure.
- I give permission for my child/ren to participate in fire, evacuation and lockdown exercises.
- I acknowledge that during my child/ren's participation in the prescribed activities my child/ren will be exposed to the obvious risks associated with such activities.
- I indemnify Northern Beaches Council, its officers and agents and keep them indemnified against all claims, demands, actions and liabilities of any kind (other than due to wilful negligence) arising from my child's participation in the activity.
- I give permission for Northern Beaches Council Vacation Care staff to apply or direct my child to apply the centre's sunscreen unless I provide my own sunscreen.
- I acknowledge that G and PG rated movies may be shown at the centre.
- I declare that the information I have provided in my Hubworks! enrolment is correct to the best of my knowledge.