



Getting ready for Saints Academy Port Stephens Vacation Program



Does your child have Asthma, Anaphylaxis, an allergy or any other medical condition?

Our team will have contacted you to request that you complete a Saints Academy Special Diet/Medical Conditions form. Please make sure you have provided the completed form to our team. You can do this via email to saintsacademy.ps@spcc.nsw.edu.au.

Please provide any required medications to the service co-ordinator on the first day of attendance. Medications should be in their original packaging, clearly labelled with your child's name and a use by date.

Children will be unable to attend Saints Academy without their medication and action plans.



Children's food

Lunch and morning tea is to be provided by the parents. Afternoon tea is provided to all children as per our normal after-school program. Children are required to bring a refillable water bottle. When packing your child's food please consider that some children in attendance have food allergies or the risk of anaphylaxis. While we will be providing nut free afternoon tea, we cannot guarantee that our service is nut free.



What to wear

Children are able to wear appropriate out of uniform clothes (no singlets or singlet dresses), keeping in mind that their clothes may get dirty. Children's clothes and belongings should be clearly labelled with their name.

If your child is dressed inappropriately for the day's activity or is not dressed appropriately to meet our sun smart policy you may be requested to collect your child from the Centre or to provide appropriate clothing. There will be sunscreen at the sign in/out desk for parents to put on their children on arrival.

Please ensure your children wear a HAT and ENCLOSED SHOES each day. Children are not permitted to wear THONGS or SANDALS.



Casual Bookings

Where vacancies are still available, bookings for the Vacation Program can be made up to 2pm the day prior using the My Family Lounge portal. Bookings are made using the Casual Booking Calendar. Days that are marked **RED** do not have any vacancies. You can find further instructions on how to make casual bookings using My Family Lounge [here](#)



I'm running late - who do I contact?

Contact details for our services can be found on our [website](#). Please email saintsacademy.ps@spcc.nsw.edu.au or call 02 49195429 or 0408 995 429.



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Signing your child in/out

Saints Academy Port Stephens uses an iPad application called Qikkids Kiosk to sign the children in and out of the service. Saints Academy Port Stephens rooms are located near the Activate Centre - easily identified by the white Saints Academy tear-drop banners.

When dropping your child at the service, you must sign them in using the iPad at the entry. When picking your child up you must then sign them out of using this same iPad. Please be reminded that any person signing your child in or out of Saints Academy must be listed as an authorised nominee on your account.

The Log-in details for your child are your mobile phone number. For the first time, log-in using the password 0000. You will then be prompted to choose a new 4-digit pin.

The same process is required for any authorised nominee.



Fees & CCS

Fees will be payable in advance and will be due weekly less any eligible Child Care Subsidy (CCS). Additional charges may apply where shown on the Vacation Program for excursions and incursions. Please view our [Vacation Program](#) for further details. You will be contacted by our Service to provide permission for these charges to be added to your Saints Academy account.

CCS does not apply to these additional excursion or incursion costs.

Payment can be made via direct debit or direct credit. Cash payment will not be available. Statements will be provided each week via email and all direct credit banking details for payment of your account is provided on the statement.

If you wish to set up a direct debit payment please email saintsacademy.ps@spcc.nsw.edu.au for more information.

You can find out more information about CCS [here](#).



Excursions

If your child is enrolled to attend Saints Academy on an excursion day you will be required to sign a permission slip when you drop your child off. The Saints Academy staff will be available to answer your questions at sign in. Please note that if your child is being signed in on these days by an authorised nominee that is not a parent or primary guardian, this nominee must have permission from you to sign excursion permission slips. If you need to update these authorisations, please log into My Family Lounge and update the permissions you have allocated to your authorised contacts.

Please note that on all excursions have busses fitted with seatbelts that children will be required to wear at all times.