



melbourne  
university  
**sport**

# School Holiday Program

## 2025 Parent Information Booklet

### Contact details

**Phone:**

0466 743 002 (during  
program)

**Email:**

holidayprogram-  
sport@unimelb.edu.au





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# Welcome

Welcome to Melbourne University Sport's School Holiday Program!

It is not long to go now until our next program kicks off, so if you are returning, it's fantastic to have you back and if this is your first program, then welcome on board!

Our philosophy at Melbourne University Sport is to provide your child a safe yet enjoyable environment to learn and to develop their sport skills. We use sport as an avenue to help program participants improve their social skills, team values, and self-esteem. Our friendly and welcoming staff are also trained to deliver the program in compliance with government legislations as a commitment towards your child's safety.

Respect for diversity and an inclusive environment is of the utmost importance to us which is why we welcome children of all abilities and backgrounds. This includes children with disabilities, individuals from Indigenous and/or culturally and linguistically diverse backgrounds.

We believe our sport camps are a great opportunity for community engagement. Our attendees having fun, exploring new avenues to enjoy sports and staying fit and healthy is central to our philosophy.

We look forward to seeing you soon!

**The Holiday Program Team**



# Child Safety

## Our stance

At our School Holiday program, the safety and well-being of your children are our top priority. We are committed to creating a secure and supportive environment where children are safe from any type of abuse.

Throughout the program children are made aware of clear and open communication channels for them to speak up if they ever feel uncomfortable or have concerns.

With secure facilities, close supervision and a culture of respect and care, we ensure that every child can enjoy their time with us in a safe & nurturing environment.

Staff may need to assist children with the application of sunscreen where necessary. Physical contact is child-led, during emergency situations or demonstration of sport techniques with consent from the child as part of their job description.

## Our staff

All of our staff members are qualified, experienced and undergo thorough background checks through the interviewing process & reference checks, before joining the team. They receive regular training in child protection, including recognising and preventing abuse and maintaining appropriate boundaries.

All of our staff have had previous experience working with children and currently uphold the following requirements:

- Up-to-date Working with Children Check
- First aid, asthma management & anaphylaxis management qualifications
- Child Safe Training by The University of Melbourne

## More info

For any queries, concerns or complaints, please reach out to us via email:  
[holidayprogram-sport@unimelb.edu.au](mailto:holidayprogram-sport@unimelb.edu.au)

More resources:

- <https://www.vic.gov.au/about-child-safe-standards>
- <https://www.health.vic.gov.au/childsafestandards>

# Daily Procedures



## Morning/commencement

- Children may be dropped off from **8:30am - 9:00am**
- Whoever drops them off will be required to sign them into the program
- Please hand over any medication and discuss any queries with staff



## Lunchtime

- Lunchtime occurs from **1:00pm - 2:00pm**
- Children may be signed out for this break. Please ensure they are **back by 2:00pm** so they can promptly start their next activity
- **We do not provide any food**
- **Please do not pack any products containing NUTS**



## Afternoon/conclusion

- Pick-up will commence from **3:30pm**
- Children must be signed out from the service by the parent/guardian on the registration form
  - Required to be over the age of 18
- for those enrolled in aftercare, children may be picked up at any time up until 5:30pm when the service closes

For those wishing for a child to be collected by another individual that was not originally authorized on the program registration form, notice must be provided in writing. Please email [holidayprogram-sport@unimelb.edu.au](mailto:holidayprogram-sport@unimelb.edu.au)



# Medical

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If your child is allergic, asthmatic, anaphylactic or has medical conditions that is worth noting, please ensure you provide all relevant documents & medication prior to the program. This is a requirement for attending our program and is provided for legal purposes.

If you did not attach a copy with your registration, please send a valid, up-to-date and colour version to [holidayprogram-sport@unimelb.edu.au](mailto:holidayprogram-sport@unimelb.edu.au)

Any medication needs to be handed to staff at sign-in. Please leave in a **clearly named ziplock bag**.

# Legal

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For those children that have any Court Orders pertaining to them, we require a copy of this order.

Please send a copy to [holidayprogram-sport@unimelb.edu.au](mailto:holidayprogram-sport@unimelb.edu.au)

# Food

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We do not provide any food as part of the Holiday Program.

Pack sufficient food & water for your child. We recommend packing a larger than normal lunch, as due to all the physical activity we do, the children tend to be a little bit hungrier than usual!

**DO NOT pack food containing nuts**- it will be thrown out.

We have many children attending with anaphylaxis

# Sun Smart

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Please ensure that your child has put on sunscreen in the morning.,  
Whilst we make every effort to provide sunscreen, it is always a good idea to pack a personal supply with your child.

Clothing:

- T-shirts- cover their shoulders and have a collar
- Wide brimmed hat
- No singlet tops or dressed with straps (unless they also have a t-shirt that covers their shoulders, neck & has a collar)
- Pack a spare change of clothes
- Shoes with studs or spikes are not acceptable

# Personal Belongings

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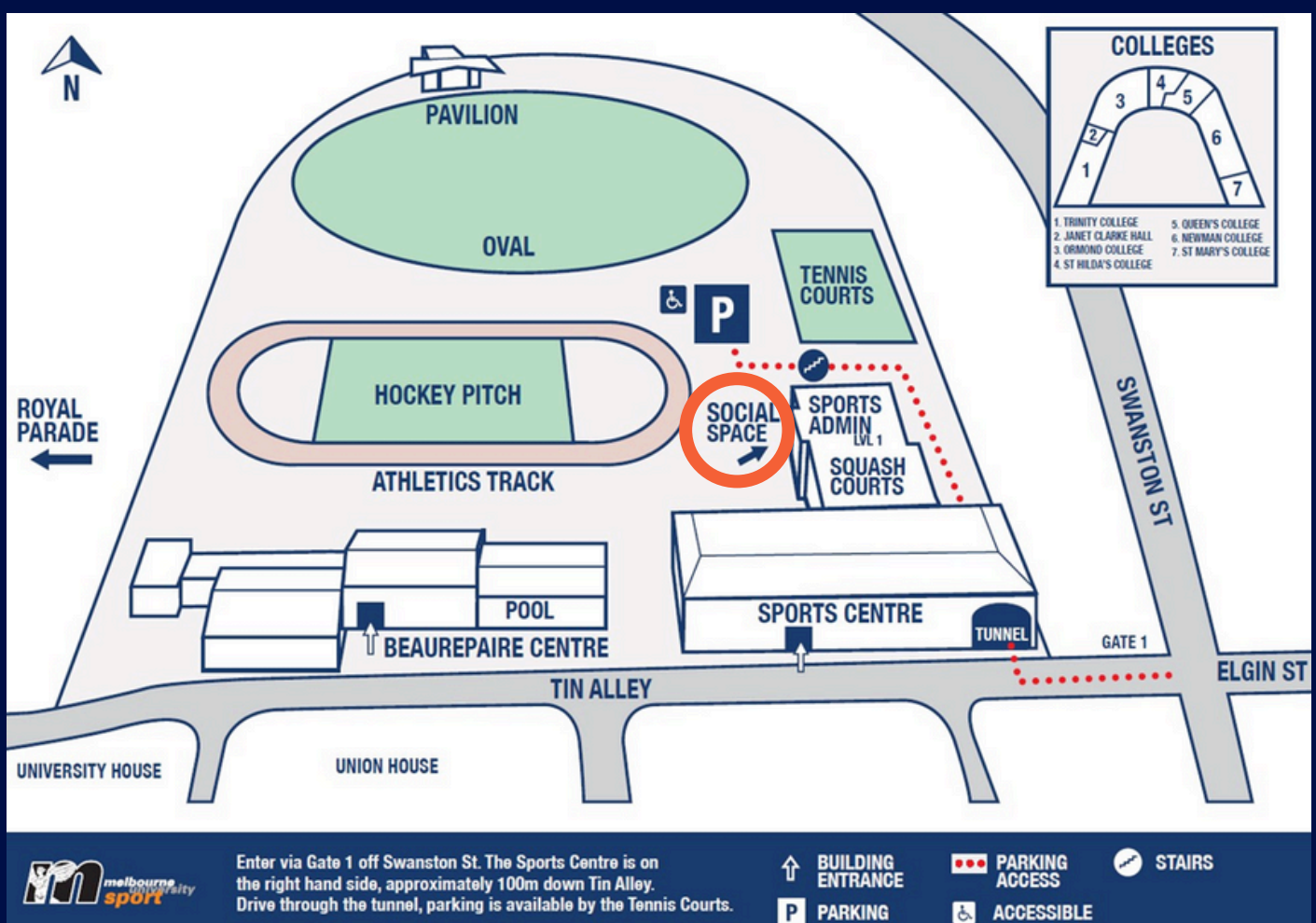
Please ensure children do not bring personal belongings of value, including technology/media, swap cards, dolls etc.

We would like to avoid any loss, damage and sharing incidents with other children.

# Site Map

## Sports Precinct

- Drop-off, lunch and pick-up are held in the Social Space (circles in red)
- Parking is accessible via Tin Alley from **Swanston Street** end only, for **15 minute drop-off** parking (red dotted line)
- Please turn right and drive through the tunnel and around the tennis courts





# FAQs

## Are there any limits on age?

The child must be between the ages of 5-12

## How much do the days in the program cost?

Our prices vary from \$78 - \$112 per child per day

## How will the program run with different age groups?

To ensure our program is engaging as possible, we have tailored and modified programs for our participants

## What are the timings of the program?

The sporting activities will run from 9:30am until 3:30pm. Please ensure your child is here by 9:00am, for a 9:30am start

## Is there any charge for before care?

There is no charge from 8:30am drop-off

## What are the aftercare details?

Aftercare is available at \$35.50 per child and runs from 3:30pm-5:30pm. After care sessions are bookable on the registration website.

- Before & after care does not include sporting activities.
- Please provide healthy snakes for your child during these times, if required.

## What should my child bring?

Please note we do not provide food. A healthy morning tea, lunch and afternoon snack should suffice for the day along with a change of clothes in case of wet weather

## What not to bring

Do not pack anything of a personal nature or of value including, but not limited to: ipads, phones, nintendo switches & swap cards.

It is difficult for our staff to manage expectations of swapping and the possible loss/damage to an expensive personal item inflicted on their own or from others. No sports shoes with studs or spikes, as our hockey pitch is synthetic.

## Where is the program held?

The program is held at the Parkville campus of the Melbourne University, at our Sports Precinct (refer to page 6). This precinct includes various sporting facilities including stadiums, indoor and outdoor courts, tennis courts, track & synthetic hockey pitch.

## What are your heat and wet weather policies?

We ensure that we have shaded and air-conditioned areas available at all times in the case of extreme heat or heavy rain. Severe weather which imposes heightened risk of injury, the activities will be moved to our indoor venues.

There may be modifications for the activities or complete changes made to accommodate.



## What is the Cancellation Policy?

If your child can't attend, notice is required in accordance with the following conditions by email only to [HolidayProgram-Sport@unimelb.edu.au](mailto:HolidayProgram-Sport@unimelb.edu.au) -No other form of cancellation will be accepted.

- Cancellations received more than 10 business days prior to the commencement of the camp, a credit to the value of the camp will be given minus a \$25.00 administration fee.
- Credit can be used on any camp at anytime within 12 months of cancellation.
- For cancellations received less than 10 business days prior to the commencement of the camp, the cost of the camp is non refundable.
- If you decide that your child is unwell and unable to attend a medical certificate is required for a credit to be issued. This is at the discretion of Melbourne University Sport and will be managed on a case by case basis.
- Credit will not be given for part-attendance of camps.
- Make up sessions will not be provided.
- A request to change camps will be taken and dependent upon availability. Any change of camp will acquire a \$25.00 administrative fee.

## Who can collect my child?

The parent/guardian completing the registration form can authorise others to collect their child on this form. If for some reason your plans change after registration and you need to notify us of another individual to collect your child, please send this authorisation via email: [holidayprogram-sport@unimelb.edu.au](mailto:holidayprogram-sport@unimelb.edu.au)

- Note: This person must be over 18 years of age
- Your child can only leave the service after they are signed out by the authorised person. They are unable to leave the service alone.



## Terms and Conditions

By registering my child to participate and undertake the Melbourne University Sport School Holiday Program, I acknowledge the following terms and conditions:

### General

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By agreeing to the terms and conditions I certify that all the information provided above is true and correct to the best of my knowledge. I agree that Melbourne University (MU Sport) and its staff will in no way be liable for the loss of property or any damage or injury that may be incurred by any of my children in attendance of the Sports Camp to the full extent permitted by law.

Please note that all activities and sports that are scheduled to run outdoors will be undertaken outdoors, unless heavy rain or extreme heat prevents said activity or sport to be undertaken. In which case, said sport or activity may or may not be adapted to be played indoors.

I agree that recreational, fitness and sporting activities carried out by MU Sport as part of the School Holiday Camp Program are rigorous undertakings and in undertaking such activities do so at my minor child/ren's risk. I agree that such activities require physical exertion and use of sporting equipment which may be strenuous and may cause physical injury (either sporting or non-sporting related) and I am fully aware of the risks and hazards involved.

I understand that sport specific camps are for children of 7 years of age and upwards. MUS reserves the right to deny registration by email or in person of any children under the above mentioned age to sport specific camps. Sport specific camps include but are not limited to AFL, Basketball and Soccer

MUS reserves the right to cancel any program due to lack of enrollments, unsafe facilities, extreme weather and/or any other reason deemed fit by MU Sport staff.

### Registration & Payment

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All bookings are only confirmed when payment is made in full. I have read and understood the camp fees.

- If outstanding accounts are referred to a recovery agent, all associated costs with this process will be paid for by me.
- I am responsible for any and all banking fees
- By registering your child/ren in MU Sport Sport Camps, your child may be photographed and/or videotaped in activities during the course of the camp. These photos and/or videotape footage will be used for promotional and advertising purposes only. To exclude your child from being photographed or videotaped, please inform MU Sport of your request in writing as part of your booking prior to camp commencing.

### Cancellations & Refunds

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I understand if my child can't attend, notice is required in accordance with the following conditions by email only to [holidayprogram-sport@unimelb.edu.au](mailto:holidayprogram-sport@unimelb.edu.au). No other form of cancellation will be accepted.

- For cancellations received more than 10 business days prior to the commencement of the camp, a credit to the value of the camp will be given minus a \$25.00 administration fee.
- Credit can be used on any camp at anytime within 12 months of cancellation.
- For cancellations received less than 10 business days prior to the commencement of the camp, the cost of the camp is non refundable.
- Upon an emailed copy of a medical certificate, a credit note may be issued. This will be at the discretion of Melbourne University Sport Staff.
- A credit note will not be given for part-attendance of camps, nor will make up sessions be provided.
- A request to change camps will be taken and dependent upon availability. Any change of camp without 48 hours prior notice will acquire a \$25.00 administrative fee.

### Child Sign In/Out

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- I must sign my child in and out with my signature.
- It is the responsibility of parents/guardians when completing their child/ren's enrollment form to ensure that the appropriate people who may collect their child/ren are listed.
- If, on the day of the Sports Camp, parents/guardians are not the designated transporter of the child to and from the camp and the details of the authorised person/s were not listed on the enrolment form, this information should be emailed to MU Sport Camps prior to the child's collection at sport-camps@unimelb.edu.au.
- MUS reserve the right to not release my child/ren into any unauthorised care.
- Children may also be released into the care of a person because of an emergency or when the child requires medical, hospital or ambulance care. I must also list the time of sign in and sign out.
- Children may not be admitted prior to the designated before care time
- It is the responsibility of parents/guardians to ensure that the service is made aware of any court orders that are in place in regards to contact with the child. These court orders will be provided to the service to ensure that we are able to ensure the wellbeing and protection of the child. When court orders exist, the service will not be able to honour the booking, unless court orders are received prior to the child's attendance.
- I understand that any child/ren picked up after operational hours will be charged at a rate of \$1 per minute per child
- Late pick-up payment is required before a booking can be accepted for the next program.

### Health & Medical

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I understand staff may need to assist children with the application of sunscreen where necessary, in accordance with our sun smart policy. I will inform the supervisor of any physical limitations, medical conditions or allergies upon each day and provide any relevant management plans and medication.

I authorise the supervisor in charge, if unable to communicate with me, permission to provide my son/daughter with such medical or surgical treatment (including the administering of a general anaesthetic) as may be deemed necessary by any medical practitioner, and I authorise my child to be transported by an ambulance service and pay all medical, hospital and ambulance expenses incurred by Melbourne University Sport on behalf of my son/daughter.

MU Sport reserves the right to decline or terminate enrolment for a School Holiday Sport camp where the authorised parent/guardian does not provide an individual health management plan (allergy, asthma, anaphylaxis or other) for a declared medical condition for their child.

If my child/ren are able to self administer any medication they must do so in the presence of a staff member. I understand that I must inform my child to seek a staff member when self-administering any medication.

If I decide that my child is unwell and unable to attend and do not provide a medical note, I will not be offered a refund/credit.

### Equality

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I acknowledge that the camp staff will do their utmost to promote the cultural safety of indigenous children, children from culturally and/or linguistically diverse backgrounds and children with a disability. Camp staff will also ensure all children have equal access to equipment, resources and play spaces within the service. Staff will create an environment that is inclusive of all children regardless of their background, religion, social status, race and abilities.

### Behavioural Guidelines

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All camp participants have the right to be involved in a positive environment, maintaining positive relationships throughout in a culturally safe and understanding environment, regardless of background, race, social status and religion and abilities. Bullying, inappropriate comments or touching of any kind will not be tolerated.

Should any participant feel their rights are not being upheld throughout the camp, they should approach a staff member who will investigate the matter immediately.

Children are not to undertake any of the following behaviours:

- Hit, punch, kick or be physically aggressive towards anyone.
- Verbally abuse or use inappropriate language at any point
- Damage any equipment, piece of furniture or any other fixture
- Isolate or exclude any child or group of children for illogical reasons such as race, religion, appearance, background etc
- Not following important instructions such as no food sharing.

Failure of a participant to follow the behaviour guidelines may result in the following:

- Camp staff will remind the child about what is deemed appropriate behaviour depending of the severity of the offence
- If inappropriate behaviour continues: Supervision will be increased or the child will change groups The participant may be removed from the group for a short time to give them time to reflect on their actions.
- Depending on the severity and persistence of the misbehaviour, parents may be contacted.
- If a child's behaviour continues to disrupt and fails to improve after following the above measures, camp staff will inform the child's parents that they have been removed from the camp.

MUS reserves the right to terminate enrollment of a School Holiday Sport Camp participant if there is a breach of the Behaviour Guidelines.

Any costs associated with the termination of the participant, including damaged property, medical costs and any other associated cost will be charged to the parent/guardian.

No refund will be provided for participants who have been removed for behavioural reasons. Please note that the cost of the camp is as stipulated.

I agree to pay said fee, per child, in accordance with Melbourne University Sport School Holiday Programs.

I understand that there are different pricings for the Multi-Sport Camp Program and the Sport Specific Program/s.