



## Vacation Care Planning Procedure

*This procedure should be read in conjunction with the 'Educational Program and Practice Policy'*

### Vacation Care Planning

1. The Educational Leader will plan the program by collaborating with children, families, educators and the community to gather ideas, suggestions, and feedback into the next holiday program.
2. The Educational Leader will work with the Centre Manager to confirm the details of the program, including excursions and incursions, prior to the program being finalised and bookings being made.
3. The Educational Leader will draft risk assessments and planning templates and forwarded to the Centre Manager.
4. The Centre Manager will review the planning templates and risk assessments and complete the costing spreadsheet before sending them all to the Compliance Manager.
5. The Compliance Manager will review the planning templates and risk assessments to ensure they are all completed.

### Flyer and Booking Forms

1. The Compliance Manager is responsible for liaising with the designer to finalise the Vacation Care Flyers.
2. The PDF and electronic booking forms are created.
3. The mail chimp campaigns are edited and updated with correct links to current programs.
4. Bookings open 4 weeks prior to the upcoming holiday period.

#### PROCEDURE VERSION AND REVISION INFORMATION

**Authorised by** GENERAL MANAGER

**Current version** 1

**Last review** March 2023