



**PLANET SPORT  
FAMILY INFORMATION HANDBOOK**

(A holiday program for sport focused children aged 5 – 12years)



**A Galaxy of  
Fun & Games Every  
School Holidays**

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## 1. INTRODUCTION

Welcome to Planet Sport at the Melbourne Sports and Aquatic Centre

The Melbourne Sports and Aquatic Centre opened in July 1997, MSAC hosts events at state, national and international level, including the 2006 Commonwealth Games and it is of contemporary design and world-class standards. The Centre is managed by the State Sport Centres Trust, which is also the controlling body of the State Netball and Hockey Centre in Royal Park and the MSAC Institute of Training.

This booklet is designed to provide parents/guardians with important information about how Planet Sport operates and expectations of parents and guardians who use the service. We recommend that this information be read in its entirety, and hope this will assist in providing a positive school holiday experience for you and your child.

Planet Sport offers supervised, secure and enjoyable activities, designed to meet and care for the recreational needs of children aged between 5 and 12 years old.

## 2. WHAT IS PLANET SPORT?

MSAC PLANET SPORT is a *galaxy* of fun and games this school holidays! It's more than just a holiday program - it's a way of life for little earthlings at MSAC in the school holidays.

At MSAC Planet Sport, children between the ages of 5 and 12 are given the opportunity to try a huge range of sports, including Basketball, Soccer, Cricket, Inflatable Soccer, AFL and Swimming. Other activities such as art and craft, food fun, theatre sports, colouring competitions and movies are also included in the fun and energetic program.

We organise top quality external coaches to run clinics that allow children to participate and gain skills and techniques in new sports and activities, as well as having the expert MSAC children's program leaders.

Activities are carried out at the Melbourne Sports and Aquatic Centre unless otherwise stated on the enrolment form. (This includes visiting the Adventure Playground on the Pitt Straight of Aughtie Drive.) Facilities that will be utilised include indoor stadiums and function rooms and the aquatic area.

MSAC Planet Sport prides itself on being different to the 'average' school holiday program. None of it would exist without the MSAC programs leaders, who ensure your children are involved, active, smiling and learning during their time in our program.

MSAC Planet Sport is the place to be during the school holidays!

### 3. AIMS OF PLANET SPORT

In the delivery of Planet Sport, MSAC aims:

- To offer families a positive alternative to caring for children in the home or leaving them in informal care arrangements.
- To ensure children involved in the program have the opportunity to participate in the vast range of activities with total enjoyment, in a safe, secure and supervised environment.
- To give children between the ages of 5 and 12 challenging and fun opportunities to master skills and express themselves creatively, as well as learn new activities.

### 4. ENROLMENT PROCESS

Brochures and application forms can be obtained from the Melbourne Sports and Aquatic Centre customer service desk, the website or can be sent out to you upon request.

#### 4.1 Enrolling

Payment options: Credit Card

- Complete the correct enrolment form which can be downloaded from our website [www.msac.com.au](http://www.msac.com.au) or can be collected from the customer service desks at each MSAC entrance.
- Send to the Planet Sport Team via fax, email, post or hand in to customer service.
- A receipt and confirmation letter will be posted to you.

#### 4.2 Child Care Benefit

You may be entitled to a Child Care Benefit through the Family Assistance Office. This benefit is based on family income. Your child must be registered with the Family Assistance Office in order for you to gain this benefit. Please indicate on the appropriate section of the enrolment form if you require the Child Care Benefit receipt.

***Advance bookings are essential as enrolments on the day of the program will not be accepted.***

***No Phone bookings are accepted.***

### 5. SIGN IN/OUT PROCEDURE

All children must be signed in and out of Planet Sport each day by a parent/guardian who is over the age of 18 and nominated on the enrolment form. This is a requirement of the SSCT Child Protection Policy and the Department of Education and Early Childhood Development. It ensures your child is only released to authorised persons.

The Planet Sport Attendance book is found at Home Base, MSAC'S VIP Rooms, between the hours of 8am to 9am, and in the afternoon from 4:30pm to 5:45pm. Children must be dropped off and picked up within the hours specified, or additional charges will apply. Penalties for late collection are \$5 for 5 minutes or part thereof.

If additional persons are required to drop off or collect your child, you as parent/guardian must submit their details in writing and ensure they will follow the correct sign in/out procedure as noted above on arrival.

## **6. RESPONSIBILITY OF PARENTS/GUARDIANS**

To enable MSAC to provide the best possible services to your child, we require you to adhere to the following.

- All children must be signed in and out of Planet Sport by a parent or guardian who is listed on the enrolment form.
- Children must be dropped off and picked up within the hours specified, or additional charges will apply. Penalties for late collection are \$5 for 5 minutes or part thereof.
- Complete the enrolment form giving all relevant information and pay in full before the due date, as indicated on the form.
- Ensure that your child has appropriate articles of clothing, footwear, sunhat, swimwear, towel and enough food and drink to keep energy levels up throughout the day. If your child has ordered lunch, they are still required to bring a morning and afternoon snack.
- Notify MSAC staff should your child have any special needs that we should be aware of including but not limited to dietary requirements, allergies or medical conditions.

## **7. PROGRAM GUIDELINES**

### **7.1 Buddy system**

At the commencement of each activity, leaders buddy up the children in pairs. This is used for safety, effective head counts and moving around the facility.

### **7.2 Children must be aware of the following rules:**

- Children are to stay with the group at all times;
- Children are not to go to the toilet without telling a leader, and without a buddy;
- Children must move in an orderly fashion throughout the facility using the buddy system – double line;
- Nametags must be worn at all times;
- Children are to treat each other and MSAC staff with respect and behave appropriately.
- Should any child have concerns with any of the scheduled activities, they are to express these concerns to the program leader so that alternate arrangements can be made if possible.
- Children will be in groups with children of similar abilities and age.
- MSAC takes no responsibility if participants' personal items are lost or stolen and therefore money and items of value should not be brought to the program.

## **8. CANCELLATIONS, REFUNDS AND ABSENCES**

If your child is going to be absent, please advise us to alleviate any concerns for the safety of your child.

### **8.1 Cancellation before the program commences**

A refund will only be given for cancellation before the program commences if:

- Payment has been made
- Cancellation is provided in writing; and

- Cancellation is received at least 5 working days before the program commences.

## **8.2 Cancellation after the program commences**

Once the program has commenced refunds will not be issued under any circumstance.

If your child becomes ill we can offer a credit for future attendance to the Planet Sport program upon presentation of a medical certificate.

## **9. INJURY, ILLNESS AND INFECTIOUS DISEASES**

Should your child have a minor first aid accident during the day, you will be notified when you collect them. Should your child be involved in a major first aid incident and require treatment beyond the realms of MSAC staff further medical treatment will be sourced and you will be contacted immediately via the details nominated on the sign in book.

MSAC Planet sport staff reserve the right to refuse access to the program if they deem the child to be unwell, this is because a child with an infectious illness/condition places the health of other children and staff at risk.

In the event of this occurring, the parent/guardian nominated on the enrolment form will be contacted and asked to make arrangements for the child to be collected.

## **10. BEHAVIOUR MANAGEMENT**

Disruptive behaviour will not be tolerated at any time. Disruptive behaviour is deemed to involve:

- Inappropriate physical actions towards other participants, leaders, coaches and contractors, including pushing and fighting.
- Offensive language.
- Teasing of other children.

Any behaviour deemed disruptive to the program each day by our leaders will be dealt with by the following discipline procedures:

First incident – verbal warning  
Second incident – isolation from activity  
Third incident – parent/guardian will be contacted

The leaders in charge will record all incidents.

Continued disruptive behaviour over the holiday period may result in the parent/guardian being asked to withdraw their child from the program immediately. The child may also be restricted from participating in future MSAC Planet Sport programs.

## **11. SUNSMART POLICY**

All children and staff are required to wear sunhats, appropriate clothing, closed in footwear and sunscreen during all outdoor activities at Planet Sport.

If parents do not provide the necessary sun protection items, your child may not be able to participate in the outdoor activities.

## 12. WHAT TO BRING

You should ensure that your child has the following upon arrival at MSAC Planet Sport.

- Comfortable clothing suitable for sporting activities
- Runners or sport shoes with non-marking soles
- A sunhat
- A drink bottle- water is available at MSAC throughout the day
- Enough food to keep energy levels up throughout the day
- Swimwear everyday.

(Please make sure that all clothing and equipment, such as bags, clothes and lunch boxes are clearly labelled with your child's name.)

You may order lunch for your child through the venue caterer; this must be done at the time of completing your enrolment form and is at an additional charge. The Lunch Pack consists of a sandwich, freddo frog, biscuit, piece of fruit and a fruit drink. If your child is not receiving lunch from MSAC Planet Sport please ensure that you provide your child with adequate food for the day.

## 13. MEDICATION PROCEDURES

Parents/guardians must complete the medication section of the enrolment form if the child requires or may require medication throughout the Planet Sport day.

Medication will only be issued from the original container with the child's name stated on the label, the required medication levels provided and only if it is within the expiry date. Children may not administer their own medication, unless written consent is given by a parent/guardian.

All medication must be given to staff to look after at sign in and will be administered by an appropriate staff member and checked by a second staff member. Staff will also sign and record details: the date, time and dosage of the medication.

MSAC has a comprehensive anaphylaxis management policy. Copies are available at home base or upon request.

## 14. STAFFING

### Staffing ratios:

Dry court Activities	1:15
Aquatic Activities	1:10
Excursions or off site activities	1:6

Staff are trained in delivering MSAC programs and qualified with First Aid and a Working with Children Check if over the age of 18. They run and assist with the activities the children participate in while ensuring the SSCT Child Protection Policy is adhered to. All leaders are sports-oriented. They are enthusiastic and involved in all activities to ensure that your child is having the most enjoyable time of their school holidays.

## 15. FEEDBACK AND ENQUIRIES

Written feedback is encouraged and appreciated, as it is the best way for us to continually monitor and improve the service that we provide.

Please direct all feedback to [planetsport@ssct.com.au](mailto:planetsport@ssct.com.au). You will be responded to within two working days.

## 16. TYPICAL DAILY SCHEDULE

8.00 – 9.00	<ul style="list-style-type: none"><li>• <b>Sign In</b> – board games, colouring, etc.</li></ul>
9.00 – 9.30	<ul style="list-style-type: none"><li>• <b>Welcome</b> - introduction and explanation of activities, rules and get ready for first activity</li></ul>
9.30 – 11.00	<ul style="list-style-type: none"><li>• <b>Swimming</b></li></ul>
11.00 – 11.30	<ul style="list-style-type: none"><li>• <b>Break</b> - drink and toilet stop, prepare for next activity</li></ul>
11.30 – 1.00	<ul style="list-style-type: none"><li>• <b>MSAC Sports Clinic</b></li></ul>
1.00 – 2.00	<ul style="list-style-type: none"><li>• <b>Lunch</b> - break, toilet stop, drink &amp; prepare for next activity</li></ul>
2.00 – 4:30	<ul style="list-style-type: none"><li>• <b>Fun Activities</b></li></ul>
4:30 – 5.45	<ul style="list-style-type: none"><li>• <b>Break</b> - Toilet stop &amp; Drink</li><li>• <b>Sign Out</b> – board games, colouring, movie, free time etc.</li></ul>

Please refer to the detailed daily schedule that is available for viewing at home base each day or on our website prior to each holiday period.

We trust that your child/ren will enjoy participating in MSAC's Planet Sport and we will ensure that each child has the time of their life.

For all enquires please contact the Planet Sport Team.

## 17. CONTACT DETAILS AND INFORMATION

Ph: 9926 1541

Fax: 9926 1617

Email: [planetsport@ssct.com.au](mailto:planetsport@ssct.com.au)

Postal Address: Box 1 Aughtie Drive, Albert Park, 3206

[www.msac.com.au](http://www.msac.com.au) then proceed to Programs – for kids.