

Lords Recreation Centre

School Holiday Program

Parent Handbook

Welcome

Lords Recreation Centre has your school holidays covered, keeping kids and teens active, engaged and entertained all break long. Our School Holiday Program (SHP) focuses on building confidence, coordination and teamwork, while encouraging kids to stay active and most importantly, have fun.

The program is run by experienced, qualified and passionate activity leaders who are committed to creating a safe, inclusive and exciting environment where every child can have the best time possible.

Age

The Lords School Holiday Program welcomes children from 6 years to 15 years of age.

- Children will be grouped according to age, friendships and ability to ensure safety, fairness and positive social interaction.
- Five year olds may be considered in the following circumstances: they have an older sibling attending; they are turning 6 during the program; or they are turning 6 shortly after the program. Children who have just turned 5 are unfortunately unable to attend.

Program Hours

Program Day	8:30am – 3:00pm
Late Stay (optional)	3:00pm – 5:00pm

Please note: The program does not operate on public holidays.

Pricing

Item	Price
Full day (8:30am – 3:00pm)	\$85.00
Late stay add-on (3:00pm – 5:00pm)	\$30.00

Bookings can be made online via the Lords website. Please refer to the individual holiday program event page for registration links.

What to Bring

Please ensure your child arrives each day with the following:

- Water bottle
- Morning tea and lunch from home (please note: Lords is a nut-free zone)
- Enclosed shoes suitable for court games
- Goggles, bathers and a towel for swimming – we swim every day

Drop Off & Pick Up

Children must be dropped off at the start of the program and picked up at the scheduled finish time from the squash walkway or crèche area. Please follow the signs or ask our reception staff for guidance.

- Drop off: 8:30am
- Pick up: 3:00pm (or 5:00pm for late stay bookings)
- If you need to collect your child early, please inform staff at drop off.
- Parents are not required to remain within the centre during the program.

All children must be signed in and out by an authorised adult each day.

Arrival & Departure Procedure

To ensure the safety of all children, the following procedures apply:

- Any person collecting a child must be authorised on the enrolment form.
- If someone other than the usual guardian will be collecting your child, please notify program staff in advance.
- In an emergency where the parent or guardian cannot be contacted, emergency contacts listed on the enrolment form may be used.
- If there is a court order or police order restricting a particular individual from having access to the child, a copy of the order must be provided to the Team Leader prior to the first day.

Settling In

Starting a new program can feel daunting for some children. Our team will do everything possible to make the transition as smooth and positive as possible.

We encourage parents and guardians to speak with program staff about any specific needs, routines or considerations for their child at drop off. All information shared with staff will be kept confidential.

Swimming

Swimming is one of the highlights of the Lords School Holiday Program, with swimming sessions held daily. Participation is optional, and children who choose not to swim will instead take part in supervised court-based games and activities. Children are supervised by qualified staff, both in the pool and on the pool deck.

Swim Level Assessment

Please notify staff of your child's swim level on the sign-in sheet each day. The swim level framework is as follows:

Level	Key Swim Skills
1	No minimum requirements.
2	Glide forward and glide backward and recover to a stand.
3	Swim 5m freestyle. Glide backward, kick and recover to a stand.
4	Swim 10m freestyle, face in water. Swim 5m breaststroke kick.
5	Swim 15m freestyle, 10m backstroke and 10m survival backstroke.
6	Swim 25m freestyle plus 15m breaststroke or 15m survival backstroke.
7	Swim 50m freestyle, or freestyle and one other stroke, continuously.
8	Capacity to swim effectively using a range of strokes over 150m.
9	Capacity to swim effectively using a range of strokes over 200m.
10	Effective swimming skills with a sound knowledge and understanding of water safety.
11	Effective swimming skills with a developing knowledge and understanding of personal safety and survival skills.
12	Effective swimming skills including the ability to complete a clothed swim and a sound understanding of personal safety and survival skills.
13	Sound swimming and personal survival skills, knowledge and understanding.
14	Sound swimming and personal survival skills, and knowledge plus an understanding of non-contact rescues.
15	Sound knowledge and practice of water safety and non-contact rescue skills. Effective swimming skills in a range of strokes.
16	Capacity to use initiative and conduct a contact rescue.

Changing Assistance

If a child requires assistance with changing, we ask that they arrive wearing their bathers underneath their clothes.

Nut-Free Policy

The Lords School Holiday Program operates as a nut-free zone. Please do not send your child with any food or snacks containing nuts, including peanut butter, Nutella, nut-based bars, or any product listing nuts as an ingredient.

If your child has a known nut allergy, please inform program staff at the time of enrolment and again at each drop off. The severity of the allergy, associated symptoms, and relevant emergency procedures will be discussed with staff.

Medical Information & Illness

Parents and guardians must disclose any medical conditions, allergies or additional needs on the enrolment form. Staff must be informed of any changes to this information prior to each day. Children who are unwell on the day of the program should not attend. If a child becomes unwell during the program, the parent or guardian will be contacted and asked to collect their child as soon as possible.

- Please ensure all relevant medications (e.g. EpiPens, asthma puffers) are provided to staff at drop off each day, along with clear instructions for their use.
- Staff will administer EpiPens and asthma sprays in an emergency only.

Behaviour & Code of Conduct

Lords Recreation Centre is committed to providing a safe, inclusive and respectful environment for all participants. All children are expected to treat staff and fellow participants with respect.

Behaviour that is unsafe or disruptive may result in a child being removed from an activity or, in serious cases, from the program. Parents will be contacted and informed in all such situations.

By enrolling your child in the program, you acknowledge and agree to the Lords School Holiday Program Terms and Conditions, available at lords.com.au.

Responsibility of Parents & Guardians

To help us deliver a safe and enjoyable program, we ask all parents and guardians to:

- Complete the enrolment form in full, including all medical and emergency contact information
- Notify staff of any allergies, medical conditions or additional needs at drop off each day
- Ensure your child arrives on time and is collected promptly at the end of the session
- Inform staff at drop off if your child needs to be collected early
- Provide any required medications clearly labelled and with written instructions
- Keep contact details up to date so staff can reach you during the day if needed
- Notify staff if your child is unwell and will not be attending

Feedback & Enquiries

We love hearing from families! If you have any questions, feedback or concerns, please don't hesitate to get in touch with our School Holiday Program team.

- Email: shp@subiaco.wa.gov.au
- Phone: (08) 6229 6600
- In person: 5 Wembley Court, Subiaco WA 6008
- For full terms and conditions, please visit www.lords.com.au