



KIDS AT PLAY ACTIVITY PROGRAM 2010 BOOKING INFORMATION

About the Program

Physical activity is vital for a child's development and lays the foundation for a healthy and active life. The Kids at Play Activity Program was developed by Sport and Recreation Services to increase the opportunities available for children to engage in non-structured active play. Since the commencement of the program more than 89,000 children from across the ACT have participated in Kids at Play active play sessions.

The program caters for children aged 2-5 years of age and involves two colourful and eye-catching vans stocked with fun, safe and age appropriate play equipment visiting targeted early childhood settings across the ACT. The vans are staffed by trained play facilitators who guide children and carers in a variety of non-structured play activities.

The Kids at Play Activity Program is open to community and government organisations conducting activities and/or events for children aged 2-5 years of age that expect a minimum participation number of 20 children per session.

What the Program Provides

To create opportunities for children to engage in non-structured active play, the Kids at Play Activity Program will provide:

- Access to fun, safe and age appropriate play equipment
- Trained staff to guide children and carers in a variety of non-structured play activities
- Access to activity plans and other resources to promote active play in your organisation
- Information for distribution to parents and carers so play opportunities can continue at home

Cost of Program

○ **Free Service**

The Kids at Play Activity Program is available to targeted community organisations as a free service (conditions apply). To be eligible for the free service organisations must meet booking conditions and must operate within one of the following early childhood settings:

- Centre-based care (long day care providers)
- Family day care events
- Playgroups
- Paint and Play community events

Note: Other community based events may be considered on a case by case basis.

Bookings made under the free service category are restricted to one free booking per month and are subject to availability. Organisations wishing to utilise the activity program for additional sessions within a month may do so under a fee for service arrangement.

Activity sessions provided under the free service must run for a minimum of one hour and maximum of two hours. Long day care sites are encouraged to request the full two hours and rotate their toddlers and pre-schoolers throughout the one session.

○ **Fee For Service**

The Kids at Play Activity program is available to other community and government organisations delivering activities and/or events for children aged 2-5 years under a fee for service arrangement. Organisations that fall under this category include:

- Pre-schools
- Early childhood schools
- Primary schools (school hours activities, fetes and after school services)
- Parents and citizens associations
- Government agencies (ACT and Commonwealth)



Fee for Service Charges

Bookings made under the fee for service category must run for a minimum of two hours. Organisations will be invoiced for payment by Sport and Recreation Services following the event. Charges apply as follows:

Monday to Friday	\$200.00 per hour
Saturday	\$240.00 per hour
Sunday	\$275.00 per hour
Public Holidays	\$310.00 per hour

Booking Conditions

Organisations wishing to access the Kids at Play Activity Program must:

- have appropriate Public Liability Insurance coverage for all activities and/or events (\$10 million coverage desirable)
- deliver programs within the ACT
- ensure suitable staff are present at the activity session to meet duty of care provisions and other legislative / policy requirements
- provide access to a suitable play space (outdoor space preferable)
- support and assist Kids at Play staff at the activity session as required

Booking Information

The Kids at Play Activity Program receives a large number of bookings per month and it is not possible to approve all requests, therefore bookings should not be deemed automatic or anticipated. To increase the chances of the program visiting your site organisations are strongly encouraged to provide up to three potential delivery dates within the month of request.

Booking requests are accepted on a month by month basis with opening and closing dates for 2010 outlined below. Please note: Booking requests received after the closing date will not be considered.

Month of activity / event	Bookings requests open	Bookings requests close
March 2010	5 February 2010	17 February 2010
April 2010	18 February 2010	5 March 2010
May 2010	6 March 2010	9 April 2010
June 2010	10 April 2010	7 May 2010
July 2010	8 May 2010	4 June 2010
August 2010	5 June 2010	9 July 2010
September 2010	10 July 2010	6 August 2010
October 2010	7 August 2010	3 September 2010
November 2010	4 September 2010	8 October 2010
December 2010	9 October 2010	5 November 2010

To submit a booking request complete the relevant booking form (free service or fee for service) and return it together with a copy of your public liability insurance to:

Kids at Play Activity Program

Fax: 6207 2071
Email: grant.voysey@act.gov.au
Post: PO Box 147, Civic Square ACT 2608

Organisations will receive advice on the success of their booking request via email within two weeks of the closing date.



Cancellation of a Scheduled Session

○ **Inclement Weather**

In the event of inclement weather and an indoor facility is not available on-site, it may be necessary to cancel a scheduled booking. Organisations will be notified of cancellations at least one hour prior to the scheduled session time. A rescheduled session can be negotiated based on availability of the program

○ **Staff Availability**

In the event that a Kids at Play staff member is unable to conduct a scheduled session (i.e. illness, injury) every effort will be made to find a replacement. If a replacement can not be found the session will be cancelled. Organisations will be notified of cancellations at least one hour prior to the scheduled session time. A rescheduled session may be negotiated based on availability of the program.

○ **Cancellation by Client**

In the event an organisation needs to cancel a scheduled session they must advise Sport and Recreation Services via phone as soon as possible. A minimum of two hours notice prior to the scheduled session is requested. Failure to inform Sport and Recreation Services of a cancelled session may impact on future booking requests.

Program Feedback

To ensure the Kids at Play Activity Program continues to meet the needs of the early childhood sector, organisations will be provided with a Feedback Form. Organisations are encouraged to complete and return the form following their activity session.

To ensure the activity program continues to deliver a high standard of service to its clients, Kids at Play staff evaluations are regularly conducted throughout the program. If a staff evaluation is scheduled to occur at your session, Sport and Recreation Services will contact you directly to seek your permission to access the site.

For More Information

For more information on the Kids at Play Activity Program please contact Sport and Recreation Services:

Kids at Play Activity Program

Phone: 6207 2073
Mobile: 0438 982 886
Email: grant.voysey@act.gov.au
Website: www.kidsatplay.act.gov.au

Kids at Play has expanded

Following the success of the Kids at Play Activity Program, Sport and Recreation Services has partnered with ACT Health and Heart Foundation ACT to develop the ***Kids at Play Active Play and Eating Well Project***. The project aims to promote healthy eating and physical activity to families of children aged birth to five years through five key messages:

- Active play everyday
- Switch to play everyday
- Breastfeeding – good for baby, good for mum
- Munch into veg and fruit everyday
- Tap into water everyday

To find out more about the project and the resources available to parents and carers visit www.kidsatplay.act.gov.au.