VACATION CARE – SEPT HOLIDAY INFORMATION

General Information

Vacation Care will be operating from Monday 28th Sept to Friday 9th Oct 2020.
Address: 11 University Avenue, Macquarie University
Phone: 9850 4680
Email: vacationcare@mq.edu.au or cexp.waratah@mq.edu.au

Waratah Cottage – includes three programs:
• Vacation Care (previously U@MQ Ltd Vacation Care)
• Casual care for 0-5-year-old children
• Long day care for 0-5-year-old children

We are awaiting Child Care Subsidy approval for the new Waratah Cottage. We will advise families once this has been received as you will then need to accept your enrolment notice in your Centrelink account before we process any fees.

Morning tea, lunch, and afternoon tea. Incursions/excursions are additional and are noted on the program and on the online booking system.

Entry to the centre will be via a pin pad at the front gate. We will advise you of the pin code closer to Vacation Care commencing.

Parking
Free 30-minute parking is available for drop off/pick up.
To register:

1. Go to vPermit
2. Click Register
3. Select ‘Other’ from the Role dropdown box
4. Complete the registration, following all instructions
5. A confirmation email will be sent to you - confirm account by clicking on the link.

To apply for a permit:

1. Login to vPermit
2. Click on ‘My Permits’
3. Press Apply for a permit
4. Select ‘Other Permit - Childcare Centre - 30 Minute Drop Off Zone’ from the list
5. Confirm the permit activation
**Enrolment Process**

For families to access the Child Care Subsidy we were required to set up a new Hubworks account for Waratah Cottage. This means that new and existing Vacation Care families will need to do a new enrolment in the Waratah Cottage Hubworks account.

**To enrol:**
- Go to [Waratah Cottage Hubworks](#) (we suggest you bookmark this)
- Select ‘Enrol’
- Have the following documents ready:
  - Your child’s Birth Certificate
  - Your child’s Immunisation History Statement
  - Any Medical Management Plans (eg for Anaphylaxis)
  - Contact details of at least 1 Emergency Contact
  - Court Orders (if applicable)
  - Bank account/credit card details
- Complete the Registration Form and click ‘Submit’

Centre staff will accept your enrolment request within 2 business days and you will be provided with your new Hubworks login details.

**Do you have a Hubworks account for other services?**
You can merge your accounts so you do not need to sign in to multiple accounts. Refer to the Merging Parent Accounts instruction sheet.

**Booking Process**

Unfortunately, the online booking system is not currently available so we have an interim manual system in place. Once your enrolment has been accepted you will be provided with the booking form to complete and return to the Centre.