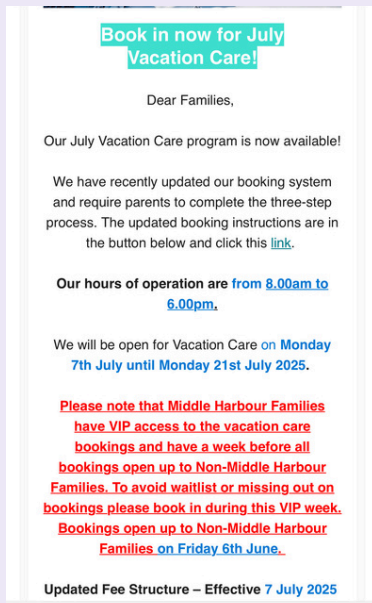




HOW TO BOOK VACATION CARE 2025

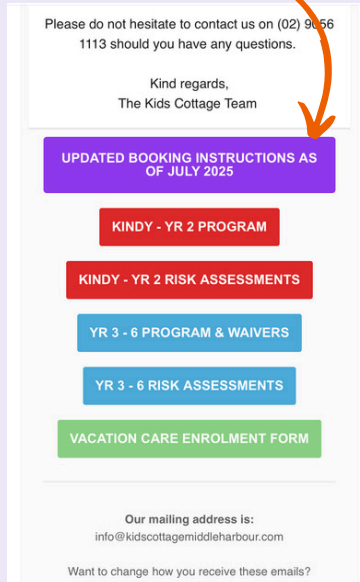
STEP 1.

Read through our vacation care program email



STEP 2.

At the bottom of the email you will find all information link buttons



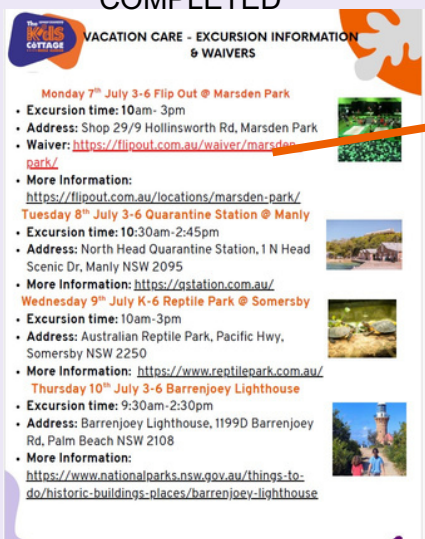
STEP 3.

Buttons link to our YEARS K-2 or 3-6 vacation care program information



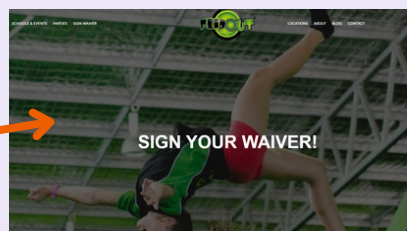
STEP 4.

SCROLL DOWN to the bottom of our programs to find the WAIVER links these MUST BE COMPLETED



STEP 5.

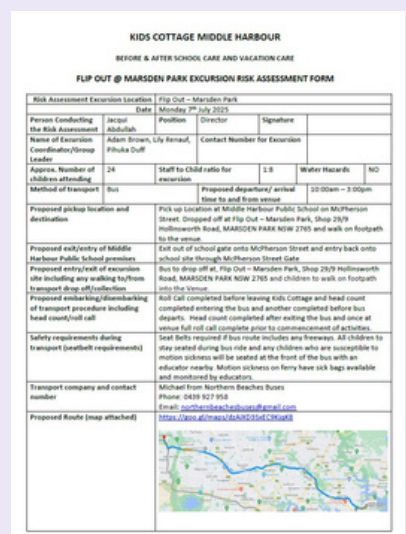
Follow the website links to complete the relevant activity ONLINE WAIVER for your child.



NOTE BEFORE BOOKING YOUR CHILD IN TO VACATION CARE YOU MUST COMPLETE ALL RELEVANT ACTIVITY WAIVER FORMS WITHOUT THESE YOUR CHILD'S BOOKING WILL NOT BE CONFIRMED

STEP 6.

Click the button to PLEASE READ THROUGH vacation care program RISK ASSESSMENTS



BEFORE REQUESTING A VACATION CARE BOOKING YOU MUST COMPLETE OUR NEW VACATION CARE ENROLMENT FORM STEP 7.



STEP 7.

Click the button link to our **NEW VACATION CARE ENROLMENT FORM** this **MUST** be completed before requesting a booking for your child

Please do not hesitate to contact us on (02) 9056 1113 should you have any questions.

Kind regards,
The Kids Cottage Team

UPDATED BOOKING INSTRUCTIONS AS OF JULY 2025

KINDY - YR 2 PROGRAM

KINDY - YR 2 RISK ASSESSMENTS

YR 3 - 6 PROGRAM & WAIVERS

YR 3 - 6 RISK ASSESSMENTS

VACATION CARE ENROLMENT FORM

Our mailing address is:
info@kidscottagemiddleharbour.com

Want to change how you receive these emails?

KIDS COTTAGE VACATION CARE ENROLMENT FORM

1. Please complete & sign this ENROLMENT form for each child **INDIVIDUALLY**
2. Use the XPLOR APP TO BOOK your child / children in to the requested days / excursions & incentre activities
3. **WAIVER FORMS** MUST BE COMPLETED IF REQUIRED FOR EXCURSION BOOKINGS in order to confirm your child's excursion booking please tick the relevant box below once you have completed the waiver/s via our July vacation care [WAIVER FORMS](#) link

- NOTE WE REQUIRE **14 DAYS NOTICE VIA EMAIL** FOR CANCELLATION OF ANY VACATION CARE BOOKINGS
- WAITLIST - please email us to add your child to our waitlist if the day you request via XPLOR is fully booked.

info@kidscottagemiddleharbour.com

* Indicates required question

Email *

Your email

NOTE Our vacation care enrolment form must be completed individually for each child

STEP 8.

Please select the days and activities you would like your child to attend.

Please tick the permission box for the relevant incentre or excursion activities there by giving permission for your child to attend and confirming that you have **SIGNED THE WAIVER FORMS** in STEP 4

Section 2 of 3

[WAIVER FORMS](#) MUST BE COMPLETED IF REQUIRED FOR EXCURSION BOOKINGS

Please find all information and [WAIVER FORMS](#) [HERE](#)

MONDAY 7TH JULY *

☒ KINDY - YEAR 2 EXCURSION - Ultimate Family Centre @ Northmead

☒ YEAR 3-6 EXCURSION - FLIP OUT @ MARSDEN PARK

☒ I GIVE PERMISSION FOR MY CHILD TO ATTEND & I SIGNED WAIVER FORM - REQUIRED

☐ KINDY - YEAR 6 INCENTRE - Sensory Day

STEP 9.

Tick to confirm you have read through our **TERMS & CONDITIONS** and agree to these by signing with your digital signature

KIDS COTTAGE VACATION CARE ENROLMENT FORM

info@kidscottagemiddleharbour.com [Sign Up Account](#)

* Indicates required question

Terms and Conditions - Consent for Participation in Activities and Excursions

By submitting a booking for my child/children into the Kids Cottage Vacation Care Program through the Xplor Home App, I hereby acknowledge and agree to the following:

- Consent to Participate**
I give my informed consent for the children listed on the booking to participate in all scheduled activities and excursions as outlined in the Vacation Care program on the specific days they are booked to attend.
- Acknowledgment of Program Details**
I understand that full details of the activities and excursions, including their nature, location, timing, and real risk assessments, are made available to Kids Cottage prior to the commencement of the Vacation Care period.
- Responsibility to Review Information**
It is my responsibility to review all information provided regarding planned activities and excursions before confirming the booking.
- Amendments and Cancellations**
I acknowledge that Kids Cottage reserves the right to make changes to the activity or excursion schedule, including cancellations or substitutions, due to unforeseen circumstances such as weather or safety concerns.
- Medical and Emergency Consent**
I confirm that I have provided up-to-date medical and emergency information for my children and consent to the staff taking appropriate action in the case of illness or emergency during any activity or excursion.

By proceeding with the booking via the Xplor Home App, I accept these Terms and Conditions in full.

☒ I have read the terms and conditions.*

☒ I agree

SIGNATURE *

Your digital signature

A copy of your responses will be emailed to the address you provided.

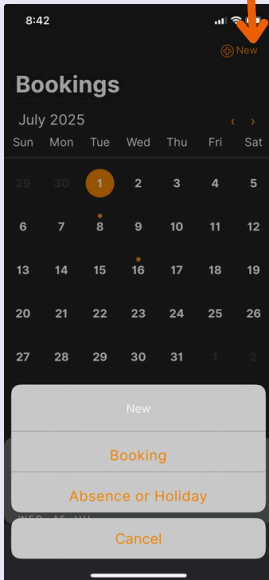
[Back](#) [Submit](#) [Clear Form](#)

REQUEST BOOKINGS VIA YOUR XPLOR APP

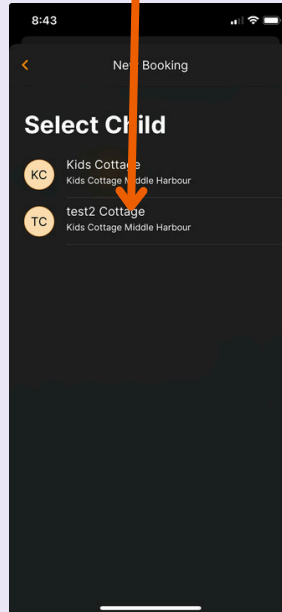
NOTE: PLEASE ENSURE YOU HAVE ENABLED XPLOR HOME NOTIFICATIONS ON YOUR PHONE FOR BOOKING CONFIRMATIONS

STEP 10.

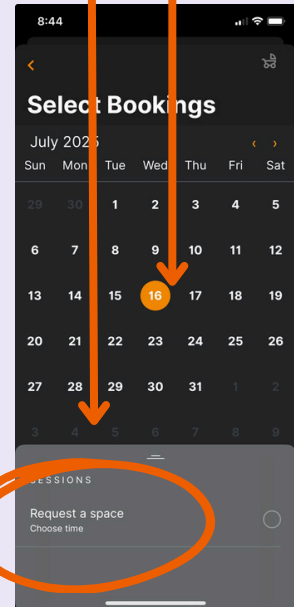
Go to BOOKINGS
select **NEW**



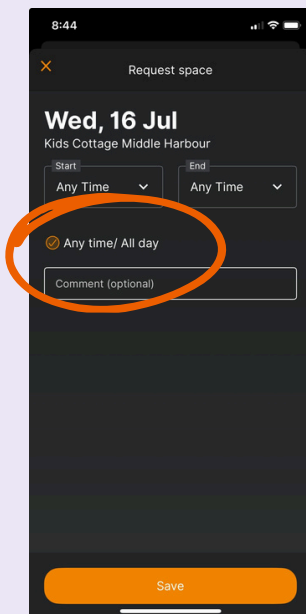
Select your child



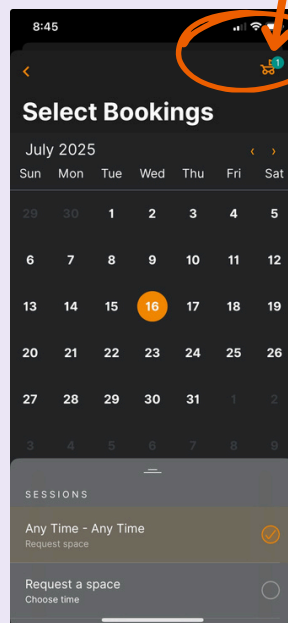
Select the date
Request a space



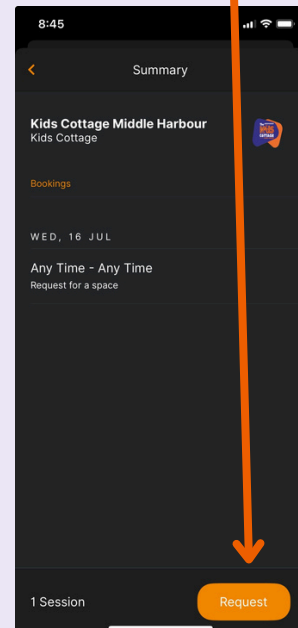
Select **Any time / All day**
(do not select a time)
SAVE



Click on the orange cart at
top right



Click request



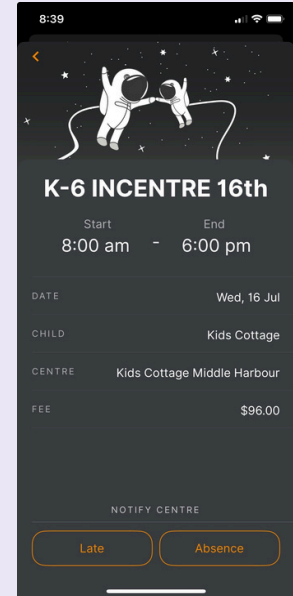
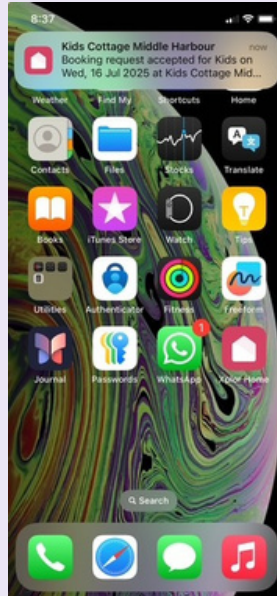
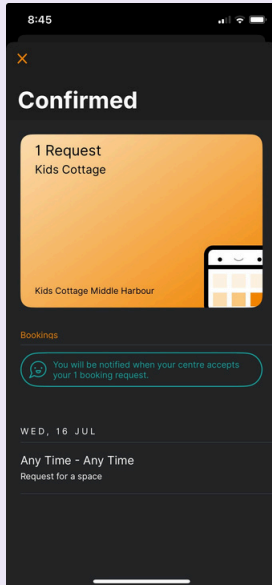
NOTE: PLEASE ENSURE YOU HAVE ENABLED XPLOR HOME NOTIFICATIONS ON YOUR PHONE FOR BOOKING CONFIRMATIONS

A request for your booking will be sent to Kid's Cottage

You will receive a booking notification from Kid's Cottage via Xplor as CONFIRMATION

NOTE you will need to repeat these steps on your Xplor app for every booking request & for each child

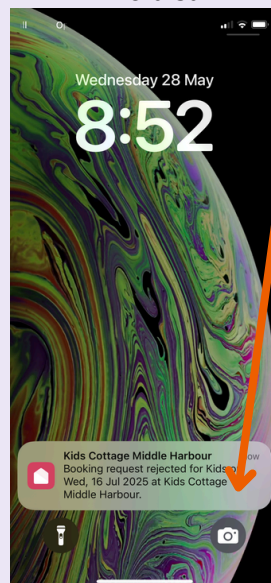
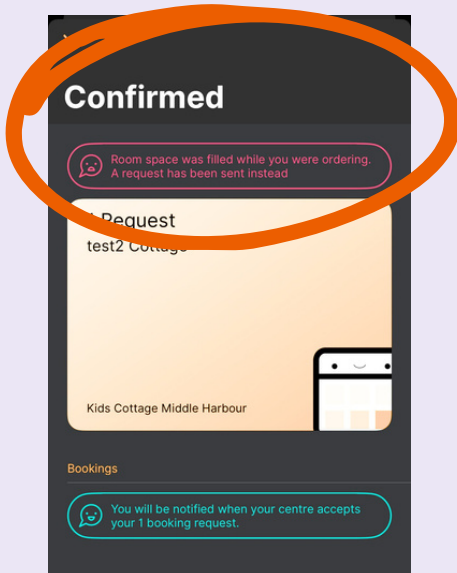
To review your booking go to the app calendar, select the date and at the bottom of the screen, select your child, to view your confirmed booking activity, times & fee



WAITLIST

If the activity you have requested is full you will see a red notice on the confirmation page confirming a waitlist request will be sent to us

You will also receive an Xplor notification saying we have rejected your request. We will then automatically add you to our waitlist.



NOTE:

When you request a booking for a FULL activity your child will AUTOMATICALLY be added to our WAITLIST

We will notify you via email should a place become available. You will need to confirm the booking within 48 hours to secure your child's space.

if you no longer require a space please email us

CANCELLATIONS, CHANGES & ABSENCES

ALL CANCELLATIONS OR CHANGES MUST BE EMAILED TO US
14 DAYS IN ADVANCE

NOTIFY US OF ANY ABSENCES VIA YOUR XPLOR APP OR EMAIL