

Vacation Care Enrolment Form 15th to 29th APRIL 2019

HURSTVILLE OOSH

Dear Parent/Guardian

Please complete this Vacation Care form with a black or blue pen.

As there are limited places, please ensure your form is submitted to the Centre

Co-ordinator / Assistant no later than **Friday 29th March 2019** as places will be allocated on a **“First come first served basis”** Fees will then be calculated and advised.

- The fee for **Vacation Care** is **\$50** for an in centre day and, **an extra fee will be charged** for in/excursions. Fees are payable prior to the commencement of Vacation Care.
- Remember to mark the days required and please choose the days carefully as days cannot be altered once they have been booked.
- **Any booked day cancelled once the payment has been made is NON refundable.**
- **NO ELECTRONIC GAMES ARE TO BE BROUGHT TO THE CENTRE UNLESS STATED IN THE PROGRAM.**
- Parents eligible to receive CCS must provide their Family and Child Reference Number to the Co-ordinator as well as the parents and child’s full name and date of birth as stated with the FAO. Parents can contact Centrelink on 136150 to receive their Reference numbers.
- Parents Must Sign their child/ren in and out of the Centre each day and provide them with comfortable shoes, appropriate clothing, a hat, a snack, a bottle of water and a healthy lunch unless lunch is provided if stated in the program.
- Parents must inform staff of any prior injuries that their children have. Also if a child is asthmatic an asthma plan must be supplied, this ensures the health and safety of your child/ren.
- Any medication requested for administering must be accompanied with a detailed doctor note; a medication form must be completed and signed prior to medication being administered.
- The email of the parent paying the fees for vacation care must be attached to the form. The fees will be sent prior to vacation care starting they must also be finalized.
- Any Dietary requirements must be informed prior to vacation care starting these include: Allergies, Intolerance and Religious restrictions. Examples include; Anaphylaxis response to tree nuts, Halal, Gluten intolerance. These need to be written at the bottom of the enrolment form or attached to the enrolment form.
- **Page 1 and 2 is to be kept by the parent or guardian page 3 and 4 is to be returned to the centre.**

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Vacation Care Policy Summary;

The following items are important to keep in mind as they are to do with your child's attendance in our vacation care program.

1. Fees need to be paid two weeks before vacation care starts otherwise your child will not be accepted. Any account queries call Julie on 91507823 Monday to Thursday 9am-3pm.
 2. **Water bottles** are to be brought **every day**; alternatively, you can purchase one from the centre at \$1.50.
 3. **Hats** and **Protective Shoes** are to be worn, otherwise your child will not be able to **attend excursions** or take part in the **outdoor activities**.
 4. Morning Tea and Lunch needs to be brought **every day**. Alternatively, if you would like us to prepare lunch the following items are; Sandwich and Fruit \$2.00, Sandwich and Cheese and Crackers with fruit \$5.00. We need to be informed the day before your child attends.
 5. **Excursion Days**, children must **not** arrive after **9am**. Otherwise they will not be accepted to go on the excursion as they may miss or delay the bus.
 6. Children must follow the instructions set by the educators. A maximum of **three warnings** will be given. If behavior persists parents will be notified and the child will be sent home, **without** a refund given.
 7. **All families** must supply a **contact** which may be contactable during the day in case of situations where the parent/guardian may not be able to answer the phone. Situations include where the child is ill and parents are **unable** to pick them up from the centre.
 8. **No Electronics** or other personal belongings are to be brought in to the centre. Any electronics found will be **confiscated** and **locked away**, and **returned** to the **parent**.
 9. **Under no circumstance** is any educator responsible for personal belongings of a child. We encourage children to use the items supplied by the centre not items from home unless stated in the program. Items which are being specified include: Toys, Collectible cards, Handballs, Dolls.
 10. We encourage all children to pack away their activity prior to leaving the centre; we understand that some activities involve children who are still using the equipment. Although would appreciate the children packing up the specified items.
 11. The centre closes at **6pm**, after 6pm there is a late fee of **\$30.00** for **every 15 minutes** or part of. This needs to be paid on the day to the two staff members who are present. Please notify us if you are sending someone else to pick up your child and/or if you're running late.
- Hurstville Vacation Care: 0418481358 Kingsgrove Vacation Care: 040765976**

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Date	Activity/ Excursion	Price	Extra	Tick days
Monday 15/4/2019	In Centre Day- Easter craft and cooking	\$50		
Tuesday 16/4/2019	Excursion- Gymea Pizza making and Easter games	\$50	\$20	
Wednesday 17/4/2019	Excursion Movies at Hurstville Cinema	\$50	\$15	
Thursday 18/4/2019	Excursion to Woodville Park for mini Easter carnival	\$50	\$5	
Friday 19/4/2019	Centre Closed – Good Friday			
Monday 22/4/2019	Centre closed Easter Monday Public Holiday			
Tuesday 23/4/2019	Excursion to Glow Crazy- Indoor play Centre Carlton	\$50	\$20	
Wednesday 24/4/2019	Excursion – Oz Fun land - play centre	\$50	\$25	
Thursday 25/4/2019	Centre Closed – ANZAC day Public Holiday			
Friday 26/4/2019	Incursion at KCAC-“ All hands on Drums” +lunch	\$50	\$15	
Monday 29/4/2019	In centre day – Cubby house and games day	\$50		

Please make sure the following section is completed as incomplete forms will not be accepted. Remember to mark the days required and please choose the days carefully as days cannot be altered once they have been booked

Does your child have Food Allergies Y/N if Y; _____

Does your child have Food Intolerances Y/N if Y; _____

Does Your Child have Religious restrictions Y/N if Y; _____

Child/ren's Name: :

Parents Name..... Phone:

The child/ren named above has/have permission to attend Hurstville Vacation Care and participate in the organized excursions and activities. I have signed and agreed for my child to attend the chosen excursions as stated on the following page.

Parent's Signature: Date:

Vacation Care Fees Paid Receipt number: _____

PAYEE EMAIL: _____

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Hurstville Vacation Care Excursion Permission Form

PERMISSION FOR EXCURSIONS

I hereby give permission for my child /children _____ to attend the following excursions or outings

- 1. Excursion to Pizza Party in Gymea by Lifestyle Catering** **Tuesday 16 April 2019**
Location: Caruso's Italian restaurant , 756 Kingsway, Gymea, Sydney NSW 2227
Travelling by : Private bus **Food:** Pizza lunch provided (can make dairy and gluten free)
Educator to Child Ratio 1: 8 **Depart: 9.00am** **Return to Centre by 3.00pm**

Signed: _____ Date: _____
- 2. Excursion to Events Cinema - Westfield Shopping Centre, Hurstville** **Wednesday 17 April 2019**
Location: Roof top of Westfield Shopping Centre, Cnr Cross St & Park Road, Hurstville
Travelling by: foot (short walk to Westfield through Woodville Park) **Food:** please bring packed lunch, snacks will be provided
Educator to Child Ratio 1: 8 **Depart: 9.00am** **Return to Centre by 3.00 pm**

Signed: _____ Date: _____
- 3. Excursion to Woodville Park for a Mini Easter Carnival** **Thursday 18 April 2019**
Location: Hudson Street , Hurstville
Travelling by: Foot **Food:** snacks provided
Educator to Child Ratio 1: 8 **Depart: 10.00am** **Return to Centre by 3.00 pm**

Signed: _____ Date: _____
- 4. Excursion to Glow Crazy Party Centre** **Tuesday 23 April 2019**
Location: 305 Princes Highway, Carlton NSW 2196
Travelling by: Private bus **Food:** Please bring your own lunch
Educator to Child Ratio 1: 8 **Depart: 9.00am** **Return to Centre by 3.00 pm**

Signed: _____ Date: _____
- 5. Excursion to Oz Funland Amusement Centre** **Wednesday 24 April 2019**
Location: 2/11 Hollylea Rd, Leumeah, Sydney NSW 2560
Travelling by: Private Bus **Food:** Please bring your own lunch
Educator to Child Ratio 1: 8 **Depart: 9.00am** **Return to Centre by 3.00 pm**

Signed: _____ Date: _____
- 6. Incursion- "All hands on drums " 1hr Drumming session with the famous Tom Hardy** **Friday 26 April 2019**
Location: 30 Morgan Street, Kingsgrove 2208
Travelling by : Private Bus **Food:** Lunch will be provided
Educator to Child Ratio 1: 8 **Depart: 9.00am** **Return to Centre by 3.00pm**

Signed: _____ Date: _____



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