



Year 3 – Year 6 Vacation Care Booking Form

Monday 17th December 2018 – Friday 01st February 2019

- ⚡ Please complete a **separate form for each child**.
- ⚡ **Early Bird special** – to lock in your daily rate at \$52.50 per day, have your forms back by Friday 07th December 2018
- ⚡ Forms returned after this date will be charged at a daily rate of \$70 a day. Final day to have forms back is Friday 14th December 2018.
- ⚡ Forms returned after Friday 14th December 2018 will be charged the current late processing fee, of \$100, for vacation care.
- ⚡ Please write clearly or type in appropriate spaces.
- ⚡ Do NOT scan and email - We MUST have original forms returned with signatures.

CHILD DETAILS			OFFICE USE ONLY
Child First Name:		Child Surname:	Age:
School:	Grade: (Tick) <input type="checkbox"/> Year 3 2018 <input type="checkbox"/> Year 4 2018 <input type="checkbox"/> Year 5 2018 <input type="checkbox"/> Year 6 2018	Dietary Requirements: (Vegetarian etc.)	
Please list any allergies, medical conditions (e.g., asthma, diabetes, grommets etc.), behavioural issues, or relevant info:			Returned: __/__/__ Time: _____ Initial: _____ <input type="checkbox"/> XL <input type="checkbox"/> QK <input type="checkbox"/> BF <input type="checkbox"/> CCMS <input type="checkbox"/> SS __/__/__ Via: _____ Initial: _____
Estimated Time of Arrival:		Estimated Time of Departure:	Gender:
Medication:	Will your child require Medication while in our care: <input type="checkbox"/> Yes – You will be required to fill in a medication form <input type="checkbox"/> No		What medication:
Social Media	<input type="checkbox"/> I give permission <input type="checkbox"/> I do not give permission For my child's photo to appear on the services Facebook page of website during the holiday period. Print Name: _____ Signature: _____ Date: __/__/__		
Face Paint	<input type="checkbox"/> I give permission <input type="checkbox"/> I do not give permission For my child to have face paint during the holiday period, as part of programmed and spontaneous play opportunities. Print Name: _____ Signature: _____ Date: __/__/__		
CONTACT INFORMATION			
Primary contact 1	Name:	Email:	Daytime Phone No:
Contact 2	Name:	Email:	Daytime Phone No:
Regular Outing Permission			
Throughout the holiday period, as part of our regular program, my child may leave the school grounds and walk to Keene Park/CV Kelly Park and play on the equipment, or in the park, Toongabbie shops to watch stage shows, and Greystanes Creek to play and engage with the local environment as part of our programmed and free play activities. The outings will take place randomly throughout the holidays, children will walk to and from the service with staff – a ratio of 1:8 will be maintained when we leave the service, with a maximum of 24 children and 3 staff at any given time. These regular outings will allow my child to be connected with the community and the local environment. I understand a risk assessment has been carried out and I can access this from the organisation website or at the service. I have read the family information handout.			
<input type="checkbox"/> I give permission for my child to participate in these regular outings. <input type="checkbox"/> I do not give permission for my child to participate in these regular outings.			
Print Name: _____ Signature: _____ Date: __/__/__			

Vacation Care Booking Form and Permission Note

Monday 17th December 2018 – Friday 21st December 2018

Please read family information handout carefully.

Day Sign this column to book care for required days	What's Happening!! Excursions, Incursions and Daily activities	Permission form! Permission to attend excursion's incursions and additional activities! Additional fees may apply
<p style="text-align: center;"><u>Monday</u> <u>17/12/2018</u></p>	<p style="text-align: center;"><u>Before and After School Care</u></p>	<p>N/A</p>
<p style="text-align: center;"><u>Tuesday</u> <u>18/12/2018</u></p>	<p style="text-align: center;"><u>Before and After School Care</u></p>	<p>N/A</p>
<p style="text-align: center;"><u>Wednesday</u> <u>19/12/2018</u></p>	<p style="text-align: center;"><u>Before and After School Care</u></p>	<p>N/A</p>
<p style="text-align: center;"><u>Thursday</u> <u>20/12/2018</u> (Compulsory Incursion today - Please read and sign Incursion permission note)</p> <p>..... Signature</p>	<p style="text-align: center;"><u>Arts and Crafts Day</u> Today is all about being creative and getting into the holiday spirit! Please see parent information handout for details.</p> <p style="text-align: center;"><u>COMPULSORY INCURSION:</u> <u>"Christmas Creations" with Donna</u> Please see Family Information Handout for details. Children split in 2 groups for 2 sessions: 1st: 10am-12pm 2nd: 1:30pm-3:30pm</p> <p style="text-align: center;">Additional Cost: \$15.00.</p>	<ul style="list-style-type: none"> ▶ I understand if my child is booked into the service on this day my child will be attending the compulsory incursion and my account will be debited \$15.00 to cover the cost of the Incursion. ▶ I understand that this incursion is a pre-paid activity and that if my child is absent on the day, for any reason, I will not be able to get a refund. ▶ I have read, understood, and signed the conditions of booking form. I have read the Family Information Handout and am aware of the details of this incursion. <p>..... / /</p> <p style="text-align: center;">Signature Date</p>
<p style="text-align: center;"><u>Friday</u> <u>21/12/2018</u> (Compulsory Incursion today - Please read and sign Incursion permission note)</p> <p>I understand my child will be participating in water play today.</p> <p>..... Signature</p>	<p style="text-align: center;"><u>Water Play + End of Year Party Day!</u> Party Games, Water Play Face paint and lots more fun! Please see parent information handout for details.</p> <p style="text-align: center;"><u>COMPULSORY INCURSION:</u> <u>Show: Benny O's Christmas Dilemma</u> Please see Family Information Handout for details.</p> <p>This activity will start at 10:00am; will run for 2 hours.</p> <p style="text-align: center;">Additional Cost: \$15.00.</p>	<p>Please inform us if your child has Grommets or any other issues regarding water play (if your child has grommets please pack ear plugs).</p> <p>_____</p> <p>_____</p> <p>_____</p> <ul style="list-style-type: none"> ▶ I understand if my child is booked into the service on this day my child will be attending the compulsory incursion and my account will be debited \$15.00 to cover the cost of the Incursion. ▶ I understand that this incursion is a pre-paid activity and that if my child is absent on the day, for any reason, I will not be able to get a refund. ▶ I have read, understood, and signed the conditions of booking form. I have read the Family Information Handout and am aware of the details of this incursion. <p>..... / /</p> <p style="text-align: center;">Signature Date</p>

The Service is shut down over the Christmas – New Year Period From
6:30pm Friday 21st December 2018!

We Re-open for care 6:30am Monday 07th January 2019.

Vacation Care Booking Form and Permission Note

Monday 14th January 2019 – Friday 18th January 2019

Please read family information handout carefully.

Child Name:	Age:	
Day Sign this column to book care for required days	What's Happening!! Excursions, Incursions and Daily activities	Permission form! Permission to attend excursion's incursions and additional activities! Additional fees may apply
<p><u>Monday</u> <u>14/01/2019</u> I understand my child will be participating in water play today.</p> <p>..... Signature</p>	<p><u>Messy Day + Water Play Day</u> Please see parent information handout for details. <u>All Children Must have today:</u> - a change of clothing, a towel, sun shirt or t-shirt covering their shoulders while engaging in water play, shoes that can get wet (no thongs), costume, hat and sunscreen. A water play risk assessment can be viewed at the service or on our web site</p>	<p>Please inform us if your child has Grommets or any other issues regarding water play (if your child has grommets please pack ear plugs).</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><u>Tuesday</u> <u>15/01/2019</u> (Compulsory Incursion today - Please read and sign Incursion permission note)</p> <p>..... Signature</p>	<p><u>COMPULSORY INCURSION:</u> <u>Pedal Go Carts</u> Please see parent information handout for details. This activity will run all day! Starts at 9:00am Ends: 3:00pm Additional Cost: \$15.00.</p>	<ul style="list-style-type: none"> ▶ I understand if my child is booked into the service on this day my child will be attending the compulsory incursion and my account will be debited \$15.00 on enrolment to cover the cost of the Incursion. ▶ I understand that this incursion is a pre-paid activity and that if my child is absent on the day, for any reason, I will not be able to get a refund. ▶ I have read, understood, and signed the conditions of booking form. I have read the family handout and am aware of the details of this incursion. <p>..... / /</p> <p>Signature Date</p>
<p><u>Wednesday</u> <u>16/01/2019</u> (Compulsory Incursion today - Please read and sign Incursion permission note)</p> <p>..... Signature</p>	<p><u>COMPULSORY INCURSION:</u> <u>Gamerz – Mobile Gaming Theatre</u> Please see parent information handout for details. This activity will run all day! Starts at 10:00am Additional Cost: \$15.00.</p>	<ul style="list-style-type: none"> ▶ I understand if my child is booked into the service on this day my child will be attending the compulsory incursion and my account will be debited \$15.00 on enrolment to cover the cost of the Incursion. ▶ I understand that this incursion is a pre-paid activity and that if my child is absent on the day, for any reason, I will not be able to get a refund. ▶ I have read, understood, and signed the conditions of booking form. I have read the family handout and am aware of the details of this incursion. <p>..... / /</p> <p>Signature Date</p>
<p><u>Thursday</u> <u>17/01/2019</u> I understand my child will be participating in water play today.</p> <p>..... Signature</p>	<p><u>In Service Day</u> <u>3-6 Great Games Day!</u> Please see Family Information Handout for details. <u>All Children Must have today:</u> - a change of clothing, a towel, sun shirt or t-shirt covering their shoulders while engaging in water play, shoes that can get wet (no thongs), costume, hat and sunscreen.</p>	<p>Please inform us if your child has Grommets or any other issues regarding water play (if your child has grommets please pack ear plugs).</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><u>Friday</u> <u>18/01/2019</u> (Compulsory Excursion today - Please read and sign Excursion permission note)</p> <p>..... Signature</p>	<p><u>3-6 COMPULSORY EXCURSION</u> <u>Manly surf 'n' slide</u> <u>Please see parent information handout for details.</u> A risk assessment for this excursion can be viewed at the service or on our web site The educator to child ratio on this excursion will be 1:6 With a minimum of 3 educators and 16 children and a maximum of 10 educators and 57 children. <u>Bus Leaves</u> = 9:00am <u>Bus Returns</u> = 4:00pm (Traffic Permitting) Please ensure you are at the service by 8:15am to ensure your child does not miss out. Additional Cost: \$40.00.</p>	<ul style="list-style-type: none"> ▶ I give permission for my child to attend the excursion to Manly Surf n Slide. ▶ I have read and understood the 'Family Information Handout' and am aware of all the details regarding this excursion, activities my child will be participating in and am aware of all the details regarding this excursion, activities my child will be participating in. ▶ I understand in wet weather, we will go to Sydney Aquarium and Wildlife World Darling Harbor and I give permission for my child to attend. ▶ I have read, understood, and signed the conditions of booking form. ▶ I understand a risk assessment has been carried out for this excursion and can be viewed on the website or by asking at the service. <p>..... / /</p> <p>Signature Date</p> <p>Please inform us if your child has grommets or any other issues regarding water play (if your child has grommets please pack ear plugs).</p> <p>_____</p> <p>_____</p> <p>_____</p>

Vacation Care Booking Form and Permission Note

Monday 28th January 2019 – Friday 01st February 2019

Please read family information handout carefully.

Child Name:		Age:
Day <small>Sign this column to book care for required days</small>	What's Happening!! <small>Excursions, Incursions and Daily activities</small>	Permission form! <small>Permission to attend excursion's incursions and additional activities! Additional fees may apply</small>
<p style="text-align: center;"><u>Monday</u> <u>28/01/2019</u></p> <p>..... Signature</p>	<p><u>PUBLIC HOLIDAY</u> <u>Australia Day Observance</u></p>	N/A
<p style="text-align: center;"><u>Tuesday</u> <u>29/01/2019</u></p> <p>..... Signature</p>	<p><u>PUPIL FREE DAY!</u> <u>Back to School Party Day</u> Please see parent information handout for details.</p>	N/A
<p style="text-align: center;"><u>Wednesday</u> <u>30/01/2019</u></p> <p>..... Signature</p>	<p><u>In Service Day:</u> <u>Pupil Free Day: OLQP, St Anthony's & Kindy 2019</u></p> <p><i>Back to school (Before and After Care) BRAC & TWAC Years 1-6</i></p>	N/A
<p style="text-align: center;"><u>Thursday</u> <u>31/01/2019</u></p> <p>..... Signature</p>	<p><u>In Service Day:</u> <u>Kindy 2019 ONLY</u></p> <p><i>Back to school (Before and After Care) OLQP & St Anthony's Years 1-6</i></p>	N/A
<p style="text-align: center;"><u>Friday</u> <u>01/02/2019</u></p>	<p><u>In Service Day:</u> <u>Kindy 2019 ONLY</u></p>	N/A

VACATION CARE CONDITIONS OF BOOKING

Bookings and Fees

- ⇒ I will complete a separate booking form for each child.
- ⇒ I will incur a \$20.00 booking fee per family.
- ⇒ I should only book for the days needed, booked days must be paid for even if my child is absent.
- ⇒ To Lock in the Early Bird special rate I need to return my forms by Friday 07th December 2018
- ⇒ Forms returned after this date will be charged at a daily rate of \$70 a day. Final day to have forms back is Friday 14th December 2018.
- ⇒ Once I have handed in my child's booking form for this vacation care period, cancellations will only be considered if I inform the service in writing before the cut-off date of Friday 14th December 2018. Cancellations to booked days, received before this cut-off date, will incur a cancellation fee of \$5.00 per day.
- ⇒ Cancellations will not be considered after the cut-off date of Friday 14th December 2018 due to planning and staffing reasons. Children not in attendance on a booked day will be marked as absent and normal daily fees will apply, no refunds will be provided.
- ⇒ The booking fee will still apply if cancellations are made.
- ⇒ I understand that any booking forms received after the cut-off date of Friday 14th December 2018 will be charged the current late processing fee, for vacation care. No cancellations will be considered for late forms.

I have read, Understood and agree to follow this section. Parent Initial

Arrival, Departure, and Absences

- ⇒ I must come into the service each morning and sign my child into care. The service cannot be held liable for any child not signed into care.
- ⇒ I must come into the service each afternoon before 6:30pm and sign my child out of care. A late fee of \$5.00 per minute applies after 6:30pm.
- ⇒ If my child is absent on a booked day, I must contact the service before 8:30am and inform educators of my child's absence. Failure to do so will incur a \$10.00 non-notification fee.
- ⇒ I will be charged for any absent days.

I have read, Understood and agree to follow this section. Parent Initial

Excursions and Incursions

- ⇒ All incursions are compulsory, unless otherwise stated in the 'Family information handout'.
- ⇒ It is my responsibility to read the details of the incursions, located in the family information handout, and ensure my child is at the service on time so they don't miss out on the incursion.
- ⇒ All excursion times are outlined in the Family information handout.
- ⇒ All excursions are compulsory, unless otherwise stated in the 'Family information handout'. If my child is booked in on an excursion day they must attend the excursion.
- ⇒ The permission slip must be signed for my child for all compulsory excursions – failure to do so means my child will not have care on this day.
- ⇒ It is my responsibility to read the details of the incursions and excursions and ensure that my child is at the service on time and with all the items needed for the day.
- ⇒ My child will travel to and from each excursion venue in a chartered bus; the bus will be driven and insured by the hire company.
- ⇒ Excursions are limited to the number of children that will fit on the chartered bus. My child may be placed on a waiting list if the maximum number of children has been reached.
- ⇒ I will pack enough healthy food for the day for my child. It will be packed in a cooler bag with an ice brick to keep it fresh.
- ⇒ I will pack a refillable drink bottle. If my child does not have one, we will supply one at a cost of \$2.50 which will be added to my account.
- ⇒ Children are not allowed spending money; enough food and drinks must be sent from home. Children will not be permitted to buy anything from any gift shops or canteens when on any excursions with the service. I understand this is due to safety and supervision reasons.
- ⇒ There is a 1 educator to 8 children ratio on all excursions (unless otherwise stated in the What's Happening section of the Family information handout, this will be based on the risk assessment done for the excursion).
- ⇒ It is my responsibility to ensure that my child arrives at the service on time for the excursion. The bus cannot wait for late children. All arrival and departure times are outlined in the Family information handout.
- ⇒ Refunds will not be provided for absent children for excursions requiring prepayment, once we have made final payment. Excursions and Incursions requiring prepayment will be indicated on the booking form and Family information handout.

I have read, Understood and agree to follow this section. Parent Initial

Food

- ⇒ For the protection of children at the service who have allergies, I understand that I should not pack foods for my child containing nuts – this includes Nutella, peanut oil and satay.
- ⇒ Children must have enough healthy food for the day, packed in a cooler bag with ice brick to keep it fresh. I will avoid sending Junk food.
- ⇒ Children who do not have lunch will be given a sandwich; \$2.50 will be charged to my account.

I have read, Understood and agree to follow this section. Parent Initial

General

- ⇒ While at the service my child may be photographed and appear in photo books, organisation videos, social media or our website. If I do not wish for this to occur then I need to inform the service in writing.
- ⇒ Children must be dressed appropriately for the weather conditions.
- ⇒ Children must have a hat, children without a hat will be given one at a cost of \$5.00 per hat, which will be charged to my account.
- ⇒ I have discussed the rules and conditions of electronic devices with my child (PSP, DS, Ipad/Pods etc.) as outlined in the family information handout.
- ⇒ I have read and understood the booking form and family information handout for these holidays.
- ⇒ It is my responsibility to provide all medications for my child and complete the appropriate forms. As per regulation 95, medication must be supplied in the original container. Medication cannot be administered if there is not a completed medication form or it is not in its original container.
- ⇒ I must inform the service of any behavioural, medical or social issues my child may have to ensure the service is adequately staffed to cater for all the children in the services care.
- ⇒ All children are expected to follow the service rules and staff instructions. I understand if my child fails to do so, a parent/guardian or (if they are unavailable) an authorised contact will be called to collect my child. We will need to work out a behaviour management plan prior to the child returning to the service.
- ⇒ I agree to abide by all Activity Centres INC, policies and procedures. These can be viewed on request at the service or from our website; www.activitycentres.com.au

I have read, Understood and agree to follow this section. Parent Initial

I have read, understood and agree to abide by the Vacation care conditions of booking at all times.

Print Name..... Signature..... Date...../...../.....