

Brookvale OOSHC "BOOSHC" Vacation Care Information and Booking Form

APRIL VACATION CARE 2010

Page 1: INFORMATION FOR PARENTS—please read and keep this page for your reference

General information about the vacation care program

| | | | |
|--------------------------------------|--|---|---|
| Vacation care dates this term | Week Days Only: TUESDAY 6/4/10 – FRIDAY 16/4/10 DAILY CASH PAYMENT FOR EXCURSIONS IS REQUIRED | Booking deadline THURSDAY 1/4/10 | |
| Fees | Day Rate 7:00am-6:30pm = (base rate + transport + excursion / theme) | \$43.00 base rate per day includes \$8.00 transport + excursion/theme cost (in cash on the day) = total | |
| Enquiries | 9905 9564 NB: If you have not previously enrolled at BOOSHC, we will require additional information – see attached. | Vacation mobiles & email | 0450 710 045 / 0414 905 724 booshc@brookvaleELC.com.au |

Conditions of care—please read carefully

Fees for late pick-up

Children not picked up by 6:30pm will be charged a late fee of \$20 for the first 15 minutes and \$1.00 per minute thereafter, payable to the staff on duty at the time. Parents MUST telephone Brookvale ELC if they anticipate a late pickup due to unforeseen circumstances.

Excursions

Children must be at the centre by 9:00am (8.30am for Royal Easter Show Friday 9/4/10). Any child running late will need to be taken to the venue as directed. A notice will be placed on the centre's door outlining details.

Cancellation/transfers

No transfer of days allowed. No refund will be paid nor days in lieu considered upon cancellation.

Behaviour

BOOSHC reserves the right to request a child be withdrawn from the centre following consultation with parents, staff and Director in accordance with the policies of the centre. The *Brookvale Early Learning Centre Policy and Procedures* document is readily available upon request and is on display at the centre.

Dropping off/picking up

Adults must accompany children to and from the centre. Adults must SIGN ON and SIGN OFF the roll when arriving and departing with the child.

Illness / accident / medication

If a child is unwell or involved in an accident and unable to join in activities, parents will be contacted to collect the child. In the event of a serious accident, children will be taken to the nearest medical assistance. Parents will be notified as soon as possible. We do not administer medication under any circumstances without a medication permission form filled out and signed by the parent.

What to bring / wear

- BOOSHC has introduced their own cap as a compulsory part of Vacation Care. The caps are used as a safety & security measure on excursions and must be purchased as part of the enrolment fee on commencing Vacation Care. They are \$15.
- BOOSHC provide a light breakfast till 8am, morning tea, lunch with a drink & afternoon tea snack. All children must bring a refillable drink bottle & additional food if required. They must also bring their own back pack.
- All children must wear sunscreen & fully enclosed flat shoes at all times (sneakers / school shoes preferable).
- Please be aware that your child will not be able to go on an excursion without covered flat shoes & a BOOSHC cap.

Vacation care activities this holidays

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--|--|---|
| | 6/4/10 | 7/4/10 | 8/4/10 | 9/4/10 |
| PUBLIC HOLIDAY | Clontarf Picnic \$43 (+ cash\$0) | Wheels Day \$43 (+ cash \$13.50) | Bush Bling \$43 (+ cash \$7) | Royal Easter Show \$43 (+ cash \$13.50) |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 12/4/10 | 13/4/10 | 14/4/10 | 15/4/10 | 16/4/10 |
| Nanny McPhee & the Big Bang - Movies \$43 (+ cash \$9) | Sydney Airport Tarmac Tour \$43 (+ cash \$12.50) | Master Chef & Aquatic Centre \$43 (+ cash \$3.80) | Sydney Wildlife World & Aquarium Combo \$43 (+ cash \$16) | Kite Magic & Disco Party \$43 (+ cash \$6) |

This program may be modified to accommodate adverse weather conditions, minimum numbers for excursions or unforeseen circumstances.

BOOSHC Vacation Program is a safe, supervised environment for children, offering a balance of structured & unstructured activities & excursions. Children are encouraged to socialise, learn new skills & relax with free & imaginative play. Qualified & experienced staff care for the children.

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Page 2: **BOOKING FORM**—please print, complete and submit to BOOSHC with payment

| | | | |
|----------------|-------|--------|------------|
| Child 1 | Name: | Class: | DOB: |
| Child 2 | Name: | Class: | DOB: |
| Address | | | Post Code: |

Please tick the box for requested days for each child

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|--------------------------------------|-------------------------------------|----------------------------------|--|
| | 6/4/10 | 7/4/10 | 8/4/10 | 9/4/10 |
| PUBLIC HOLIDAY | Clontarf Picnic \$43 (+ cash \$0) | Wheels Day \$43 (+ cash \$13.50) | Bush Bling \$43 (+ cash \$7) | Royal Easter Show \$43 (+ cash \$13.50) |
| | Child 1 <input type="checkbox"/> | Child 1 <input type="checkbox"/> | Child 1 <input type="checkbox"/> | Child 1 <input type="checkbox"/> |
| | Child 2 <input type="checkbox"/> | Child 2 <input type="checkbox"/> | Child 2 <input type="checkbox"/> | Child 2 <input type="checkbox"/> |

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--|--|---|
| 12/4/10 | 13/4/10 | 14/4/10 | 15/4/10 | 16/4/10 |
| Nanny McPhee & the Big Bang - Movies \$43 (+ cash \$9) | Sydney Airport Tarmac Tour \$43 (+ cash \$12.50) | Master Chef & Aquatic Centre \$43 (+ cash \$3.80) | Sydney Wildlife World & Aquarium Combo \$43 (+ cash \$16) | Kite Magic & Disco Party \$43 (+ cash \$6) |
| Child 1 <input type="checkbox"/> | Child 1 <input type="checkbox"/> | Child 1 <input type="checkbox"/> | Child 1 <input type="checkbox"/> | Child 1 <input type="checkbox"/> |
| Child 2 <input type="checkbox"/> | Child 2 <input type="checkbox"/> | Child 2 <input type="checkbox"/> | Child 2 <input type="checkbox"/> | Child 2 <input type="checkbox"/> |

Provide information requested below, OR tick if your details have not changed

Parents / guardians

| | | |
|---------------|-----------|--------------|
| Mother | Name: | Home number: |
| | Employer: | Work number: |
| Father | Name: | Home number: |
| | Employer: | Work number: |
| Emails | | |

Authority to collect / emergency contacts

| | | |
|---|-------|--------|
| 1 | Name: | Phone: |
| 2 | Name: | Phone: |

Medical information

| | | |
|---|--|------------------------|
| Immunization complete | <input type="checkbox"/> yes <input type="checkbox"/> no | Medicare number |
| Medical / special needs / disabilities | | |

Applicant's declaration and indemnity

I have read the conditions of enrolment & agree to abide by them in every respect. I acknowledge that my child/ren will be exposed to all normal risks that may be associated with this program. In the event of any accident or illness, I authorise BOOSHC staff to obtain such ambulance, medical & hospital assistance as required & agree to meet any and all expenses thereby incurred. I give permission for my child/ren to be taken on public or hired transport for excursions, which may include Nicole Mackinnon (BOOSHC COORDINATOR), licensed & driving a minibus. I give permission for my child/ren to be taken on local excursions to nearby parks & playgrounds. I give permission for my child/ren to be photographed by carers, at excursions or in-centre events and displayed on the BOOSHC photo wall.

Signature of parent: _____ Date signed: _____

MY CHILD/REN IS A COMPETENT SWIMMER & HAS PERMISSION TO SWIM WITH SUPERVISION AT AQUATIC CENTRES & WITHIN LOCAL NETTED SWIMMING AREAS. CHILD 1 CHILD 2 (Must be ticked & signed otherwise NO swimming allowed)

Signature of parent: _____ Date signed: _____

Payment information: (bookings not processed until payment received. Pre-payment for day rate \$43 including transport only). Correct cash for excursion must be paid on the day.

| | | | | | |
|--|---|----------------|---|--------------|----------------------------|
| Amount paid | \$ + \$15 x <input type="checkbox"/> for caps = TOTAL \$ | | | | |
| Form of payment (tick appropriate box) | <input type="checkbox"/> Direct deposit —Bank: Westpac; Account name: Brookvale Early Learning Centre; BSB: 032 717; Account number: 252 711. Please reference child's name. | | | | |
| | <input type="checkbox"/> Internet payments via our website www.brookvaleELC.com.au Follow the payment link on the website | | | | |
| | <input type="checkbox"/> In person credit card & eftpos payments at the centre. (All credit card transactions incur a 1% surcharge) | | | | |
| Mailing address | BELC PO Box 26 Brookvale 2100 | By hand | Brookvale Early Learning Centre 2-8 Old Pittwater Rd Brookvale | Fax | 02 8569 0644 |
| | | | | Email | booshc@brookvaleELC.com.au |

