



## Booking Form LGF

### OOSH Vacation Care January 2020

Childs name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ Class: \_\_\_\_\_

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Childs name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ Class: \_\_\_\_\_

Parents Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Parents Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please indicate what days you need below

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>13<sup>th</sup> January</b>  <b>VACATION CARE CLOSED</b>	<b>14<sup>th</sup> January</b> Dumaresq St Cinemas + Pembroke Park. \$10 Leave STM @ 8:45am Arrive back around 3:00pm. Please pack lunch. <b>Movie Watching:</b>	<b>15<sup>th</sup> January</b> Wollongong Science Centre \$15 Leave STM @ 9:30am Arrive back @ 3:00pm Please pack lunch <b>Please see poster for info.</b> <b>Limited Numbers</b>	<b>16<sup>th</sup> January</b> Macquarie Fields Leisure Centre Splash Park \$5 Leaving STM @ 8:30am Arrive back @ 2:00pm Please pack lunch, swimmers, towel, goggles. <b>Limited Numbers</b>	<b>17<sup>th</sup> January</b> Spring Farm Park  Leaving STM @ 9:30am Arrive back @ 3:00pm Please pack lunch and water bottles
<b>20<sup>th</sup> January</b> Maximum Skating @ Smeaton Grange. \$15 Leave STM @ 8:45am Arrive back @ 3:00pm Please pack lunch	<b>21<sup>st</sup> January</b> Leumeah City Bowling \$16 two games Leaving STM @ 10:00am Arrive back around Please pack lunch.	<b>22<sup>nd</sup> January</b> Eaglevale Central \$5 Leaving STM @ 10:00am Arrive back @ 2:30pm Please pack lunch, swimmers, goggles. <b>Limited Numbers</b>	<b>23<sup>rd</sup> January</b> Dumaresq St Cinemas + Pembroke Park \$10 Leave STM @ 8:45am Arrive back around 3:00pm Please pack lunch. <b>Movie Watching:</b>	<b>24<sup>th</sup> January</b> Symbio Zoo Wildlife Park \$22 Leaving STM @ 9:30 Arrive back @ 3:00pm Please pack lunch <b>Limited Numbers</b>
<b>27<sup>th</sup> January</b> <b>VACATION CARE CLOSED PUBLIC HOLIDAY</b>	<b>28<sup>th</sup> January</b> Sensory + Cooking Day at STM Please pack lunch. (If there are not enough numbers, this day will not go ahead.)	<b>29<sup>th</sup> January</b>  <b>STM Returns for first day.</b>		

From 2<sup>nd</sup> July the new Government Child Care Subsidy (CCS) will replace the childcare benefit and childcare rebate. Transition will not happen automatically; all families must log onto MY GOV to register for the new CCS otherwise your fee discount will cease. Go to <https://my.gov.au>

Vacation Care 7:30am-6:00pm	\$50.00 a day	Daily fee for care in the school holidays, *Subject to changes and extra charges for excursion events.
Late collection fee	\$10 every 5 minutes	For collection after 6pm
Direct debit rejection fee	\$3.00	Failure to pay via attempted direct debit will incur a rejection fee.

### **Vacation care policies and procedures**

**How do I book?** Please return this booking form along with payment of extracurricular activities. Direct debit is the payable preferred method, extracurricular charges will be withdrawn in your next scheduled direct debit. Booking forms can be emailed to [accounts@lgfpreschool.com.au](mailto:accounts@lgfpreschool.com.au) or [aimeelgf@outlook.com](mailto:aimeelgf@outlook.com)

If your child does not attend OOSH during school term, then you need to complete the full enrolment process- complete vacation care booking form/enrolment form/direct debit/immunisation/birth certificate/pay \$40.00 bond/ register for childcare care subsidy at Centrelink.

### **What to bring to vacation care in your back pack**

- Lunch and Recess, please pack snacks for your child to graze throughout the day. Please ensure with your child that this is enough for them, we do not supply food throughout the day.
- Sunhat and sunscreen - No hat means children may only be allowed to play in the shade. Parents - please apply sunscreen to your child every day before dropping them to Vacation Care.
- Please bring a change of clothes- we do offer messy play and water activities.
- Refillable water bottle.
- Children are to wear clothing appropriate to the daily activities. Please refer to see saw for information about the following day. **If you do not have see-saw please see Miss Aimee.**

**PLEASE NOTE NO VALUABLES.** Children will not be permitted to purchase food or souvenirs on excursions, please do not send money with your child to Vacation Care. **Please do not bring IPAD, Phones, laptops.**

**Arrivals:** All children must be dropped off at the school hall and signed in and out by a parent or guardian. If we are leaving for an excursion from St Thomas More, we will call you

before leaving. However, if there is no answer we will leave the venue. We must adhere to government law and regulation. All excursion must be authorised prior to departure. You will find consent forms for all upcoming excursions on the back of this booking form. Please sign the one your child will be attending. In depth information on these outing will be posted onto the LGF Skoolbag app and located on the notice board.

**Food: Parents are responsible for supplying packed recess and lunch for your child every day. Please provide healthy snacks and lunches. Along with a refillable water bottle.**

Help us be allergy friendly! Many children have allergies to various foods. Nut allergies are especially common. Due to increased numbers of children with life threatening allergies to peanuts, we will not allow any peanut butter or nuts to vacation care.

Please ensure your child has plenty to drink and a drink bottle to fill with water.

**Opening Hours 7:30 am to 6.00pm.** Children are to be signed in and out by a parent/guardian between these times. Emergency contacts are also authorised collectors; however, they will need to provide staff with photo identification before allowing them to leave with your child.

Collection after 6.00 pm incurs a fee of \$10 for the first 5 minutes late then a further \$10.00 every 5 minute after that.

We wish to tell you that if you are booked in for the day and do not attend you will still be charged for these days and activities, as we have pre booked and paid for all excursions.

We regret that we are unable to care for sick children. Prescription medication can only be administered by staff with written permission from parents/guardians. Non-prescription medication is not permitted at Vacation Care.

**Behaviour:** Disruptive and aggressive behaviour will be dealt with by the staff following the centre's behaviour management strategies. A report card will be submitted to Head office following disruptive behaviour. Three (3) Report Cards throughout the duration of a full year of vacation care will result in a meeting with the family and Approved Provider to discuss the suitability of this centre for your child and their attendance.

Children must adhere to the school out of bounds area both during school time and when they attend OOSH and vacation care.

**Medication:** If your child requires any medication (epi pen, asthma puffer or any other) please make sure that this is handed directly to staff along with medication authority form at the beginning of the holidays or alternatively each day your child attends. This is the parent's responsibility and we are unable to accept your child without it.

**Incursion and excursion Information**

Children are updated on the rules of travel and behavioural code expected on excursions prior to leaving the centre.

We do walk the children the short distance to & from some excursions and this is supervised by our staff, who wear LGF uniform. Children are briefed on road rules & safety rules and appropriate behaviour whilst in high traffic environments.

**Written consent on each excursion is at the back of this form.** Forms need to be returned before the day of excursion. Parents are liable for extra cost associated with these activities.

We usually leave the centre between 8.30am and 9.00am. Please ensure your child is at the centre by 8.45am for a briefing session. Should your child not be present by 8.45am they may miss out on the excursion for the day (a sign will be posted on the door advising the bus has left). We usually return between 3.30pm and 4:00pm. Should you wish your child returned prior to 3.30pm please let the staff know the time you wish your child to return and we will attempt to satisfy this request.

**Transporting students:** To keep costs down the children travel to and from each excursion in both the Little Green Frogs bus, this is a 11-seater with seatbelts and booster chairs. Staff vehicles fitted with seatbelts and booster chairs are used to transport students. Excursion details and risk assessment with more details about each excursion can be viewed at the centre prior to excursion days.

**Payment:** All families must log onto MYGOV to register for the new childcare subsidy which comes into effect July 2<sup>nd</sup>, this payment will replace childcare benefit and childcare rebate. You need to act as this will not automatically transition over. **YOU MUST APPLY NOW**

Fee payment is made by providing banking details, you will find the authority form with your enrolment pack. All extracurricular activities can be paid for in cash by using the envelope provided in the hall, ensure to write your child/rens names, tick activity and write how much money is in the envelope. Hand your envelope to a staff member. Alternatively, you can tick the direct debit box and the additional cost of extracurricular activities will be direct debited along with your normal fees. **All extra-curricular activities will need to be paid in advance.**

No refunds will be given for suspension or inability to attend (i.e. miss excursion bus). If you have any questions about your eligibility for Child Care Benefit or Child Care Rebate, please call the Family Assistance Office on 13 61 50.

**Standards of Care:** LGF OOSH Vacation Care operates in accordance with the requirements set forth by the Australian Children's Education & Care Quality Authority (ACECQA) including the National Quality Framework (NQF) and the framework for school age care in Australia, My Time Our Place (MTOP).

**January 2020 Vacation care additional activity costs**

Date	Activity	Cost per person	Quantity	Amount
Tuesday 14 <sup>th</sup> January	Movies and Pembroke Park	\$10.00		
Wednesday 15 <sup>th</sup> January	Wollongong Science Centre	\$15.00		
Thursday 16 <sup>th</sup> January	Macquarie Fields Leisure Centre	\$5.00		
Monday 20 <sup>th</sup> January	Maximum Skating	\$15.00		
Tuesday 21 <sup>st</sup> January	City Bowling Leumeah	\$16.00		
Wednesday 22 <sup>nd</sup> January	Eaglevale Central Leisure Centre	\$5.00		
Thursday 23 <sup>rd</sup> January	Movies and Pembroke Park	\$10.00		
Friday 24 <sup>th</sup> January	Symbio Zoo Wildlife Park	\$22.00		
			Subtotal	

Please complete table above. All extracurricular activities to be paid before prior to our closing date. Please place cash or tick direct debit option on envelope provided.

## **Declaration and Indemnity**

I have read the below terms and conditions and I agree to abide by them.

I give permission for my child to leave the centre and attend any excursions/incursions programmed on the days they are enrolled. By signing below, I agree to my child attending the planned excursions and accept extra charges relating to excursions.

I give permission for my child to leave the centre and attend Dumaresq St Cinema on Tuesday 14<sup>th</sup> and Thursday 23<sup>rd</sup> January 2020. I understand transport will be by LGF bus and educator's vehicle.

Sign \_\_\_\_\_ Date \_\_\_\_\_

I give permission for my child to leave the centre and attend Wollongong Science Centre on Wednesday 15<sup>th</sup> January 2020. I understand transport will be by LGF bus and educator's vehicle.

Sign \_\_\_\_\_ Date \_\_\_\_\_

I give permission for my child to leave the centre and attend Macquarie Fields Leisure Centre on Thursday 16<sup>th</sup> January 2020. I understand transport will be by LGF bus and educator's vehicle.

Sign \_\_\_\_\_ Date \_\_\_\_\_

I give permission for my child to leave the centre and attend Spring Farm Park on Friday 17<sup>th</sup> January 2020. I understand transport will be by LGF bus and educator's vehicle.

Sign \_\_\_\_\_ Date \_\_\_\_\_

I give permission for my child to leave the centre and attend Maximum Skating Smeaton Grange on Monday 20<sup>th</sup> January 2020. I understand this will be by LGF bus and educators vehicle.

Sign \_\_\_\_\_ Date \_\_\_\_\_

I give permission for my child to leave the centre and attend Leumeah City Bowling on Tuesday 21<sup>st</sup> January 2020. I understand transport will be by LGF bus and educators vehicle.

Sign \_\_\_\_\_ Date \_\_\_\_\_

I give permission for my child to leave the centre and attend Eaglevale Leisure Centre on Wednesday 22<sup>nd</sup> January 2020. I understand transport will be by LGF bus and educators vehicle.

Sign \_\_\_\_\_ Date \_\_\_\_\_

I give permission for my child to leave the centre and attend Symbio Zoo Wildlife Park on Friday 24<sup>th</sup> January 2020. I understand transport will be by LGF bus and educators vehicle.

Sign \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge that G & PG rated movies may be shown at the centre or cinema. I acknowledge that my child will be exposed to all normal risks associated with participation in the program.

I hereby indemnify LGF OOSH, the Centre's Approved Provider Kylie Faiai, officers, staff and agents, against all claims, demands, actions and liabilities and any responsibility for any accident, loss or injury suffered by my child of any kind arising (other than wilful negligence) during my child's attendance. Should at any time LGF OOSH, its officers, servants or agents consider that my child requires ambulance, medical, dental or hospital assistance, I consent to your obtaining same at my expense.

I agree that I will pay all fees and charges and abide by the Policy Document of the Centre & its terms and conditions as varied from time to time and available on request. I have notified all people named on my child's enrolment form as required by the Privacy Act 1998, which came into force in April 2001.

I give permission for my child to have their photograph taken & displayed at OOSH, in the LGF OOSH newsletter or on the Skoolbag and See Saw.

**By signing below and submitting this booking form I agree the following terms are understood and accepted:**

**Parent /guardian Sign**

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**Date** \_\_\_\_\_

**Parent /guardian Sign**

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**Date** \_\_\_\_\_

We look forward to enjoying a fun holiday with you all, last vacation care was a real success with children booking in more and more days. Please give us a call on 024625 9940 if you have any questions or email Rachel at [accounts@lgfpreschool.com.au](mailto:accounts@lgfpreschool.com.au) for more information and forms.

Kind regards

Kylie, Rachel, Melanie, and Natalie

Approved Provider

OOSH Coordinator Aimee

Little Green Frogs OOSH



Office Use only	
Formal Enrolment:	Vacation schedule:
Enrolment fee paid:	Bond paid:
Immunisation sighted:	CRN provided:
Extra-Curricular preference: Cash   Direct Debit	Confirmation sent:
Direct Debit Authority:	Direct debit frequency: