

# Vacation Care Booking Form

Name of Children 1) \_\_\_\_\_ 2) \_\_\_\_\_  
 3) \_\_\_\_\_ 4) \_\_\_\_\_  
 5) \_\_\_\_\_

Approx. Arrival Time \_\_\_\_\_ Approx. Departure Time \_\_\_\_\_

	DETAIL	TICK	SIGNATURE
Monday 16th April 2018	<b>EXCURSION:</b> N/A <b>TIME:</b> 6:30am-6:00pm <b>WHAT TO BRING:</b> A back pack with recess, lunch, drink bottle and hat.		
Tuesday 17th April 2018	<b>EXCURSION:</b> Gawler Cinema Murray St Gawler <b>TIME:</b> To be confirmed at a closer date <b>WHAT TO BRING:</b> A back pack with recess, lunch, drink bottle and hat.		
Wednesday 18th April 2018	<b>EXCURSION:</b> N/A <b>TIME:</b> 6:30am-6:00pm <b>WHAT TO BRING:</b> A back pack with recess, lunch, drink bottle and hat.		
Thursday 19th April 2018	<b>EXCURSION:</b> Adelaide Aquatic Centre, Fitzroy Terrace & Jeffcott Road, Adelaide. <b>TIME:</b> Bus leaves OSHC 9:30am. Return to OSHC 2:30pm <b>WHAT TO BRING:</b> A back pack with recess, lunch, drink bottle and hat.		
Friday 20th April 2018	<b>EXCURSION:</b> N/A <b>TIME:</b> 6:30am-6:00pm <b>WHAT TO BRING:</b> A back pack with recess, drink bottle and hat. <b>LUNCH PROVIDED:</b> Baked potato		
Monday 23rd April 2018	<b>EXCURSION:</b> N/A <b>TIME:</b> 6:30am-6:00pm <b>WHAT TO BRING:</b> A back pack with recess, lunch, drink bottle and hat.		
Tuesday 24th April 2018	<b>EXCURSION:</b> N/A <b>TIME:</b> 6:30am-6:00pm <b>WHAT TO BRING:</b> A back pack with recess, lunch, drink bottle and hat. <b>LUNCH IS PROVIDED:</b> Vegie pasta		
Wednesday 25th April 2018	<b>CLOSED</b>		
Thursday 26th April 2018	<b>INCURSION:</b> Basketball with Dwayne Nelson <b>TIME:</b> 10:00am—12:00pm <b>WHAT TO BRING:</b> A back pack with recess, lunch, drink bottle and hat.		
Friday 27th April 2018	<b>EXCURSION:</b> Gorge Wildlife Park, 30 Redden Drive, Cudlee Creek <b>TIME:</b> Bus leaves OSHC 9:00am. Return to OSHC 3:00pm <b>WHAT TO BRING:</b> A back pack with recess, lunch, drink bottle and hat.		
Monday 30th April 2018	<b>EXCURSION:</b> N/A <b>TIME:</b> 6:30am-6:30pm <b>WHAT TO BRING:</b> A back pack with recess, lunch, drink bottle and hat. <b>LUNCH IS PROVIDED:</b> Vegie hamburgers		

# Terms and Conditions

**Bookings** All bookings will be handled in accordance with the Federal Government Guideline Priority of Access.

- 1) Children at risk.
- 2) Children of parents or a single parent who satisfies the Government work/training/study test.
- 3) Any other child.

All bookings must be in writing.

**Cancellations** Please choose your bookings carefully as fees still apply for days cancelled, unless a medical certificate is provided promptly or we are able to fill the place from our waiting list. Cancelled days can not be swapped for an alternative day.

**Fees** Accounts are payable weekly following each attendance week (cash, cheque or EFTpos). Accounts may also be paid in advance. Accounts that are outstanding will result in future access to the service being suspended until the account is paid or suitable arrangements made with the Director.

**Confirmation** Families will be given a written confirmation notice of all the days booked either through the mail or class basket. Families will also be informed of bookings that were unsuccessful and placed on the waiting list. Notice will be given if a place becomes available.

**Medication** Medication will not be administered without correct documentation signed by a Doctor as per the service policy, available at the OSHC office.

**PLEASE NOTE A CHILD WHO HAS BEEN DIAGNOSED AS AT RISK OF ANAPHYLAXIS, IS ENROLLED AT THIS SERVICE**

**Hats** All children are required to wear approved hats such as bucket or legionnaire hats for outside play and on excursion. If a child does not have a hat on Excursion days one will be provided and the cost will be added to your account. NO CAPS.

**Staff/Child Ratios** St Columba College staff/child ratios for excursions are as outlined in the Excursion Details table.

**Behaviour** Children will be expected to follow the behaviour guidelines set out in our Behaviour Management Policy. When children consistently disrespect these guidelines Parents/Guardians will be contacted and asked to collect the child from the service and all future bookings will be suspended.

**Risk Assessments** St Columba College OSHC plans a variety of excursions for the Vacation Care period. For all excursions Staff complete risk assessments. If you would like to see a copy of these risk assessments please ask a member of staff.

## ***Booking Agreement and Excursion/Bus /PG Movies Consent***

I have read the above information and understand the terms and conditions. I am making the following written bookings in accordance with the terms and conditions. I give my permission for my child/ren to attend excursions during the holidays. I am aware that my child/ren will be travelling to and from planned excursions by chartered bus. I am aware that the Movies being shown maybe rated PG.

Signed \_\_\_\_\_

Date \_\_\_\_\_