Heathcote East OSHC Vacation Care
30th of June- 12th July
Hours of Operation: 7:00am – 6:00pm

BOOKING FORM – Child’s Name: ________________________________ (Complete for each child).

Please tick the days you would like to book your child in:

<table>
<thead>
<tr>
<th>Monday 30th June</th>
<th>Tuesday 1st July</th>
<th>Wednesday 2nd July</th>
<th>Thursday 3rd July</th>
<th>Friday 4th July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bike and scooter day</td>
<td>Cold rock and wood work day +$4-incursion +$3-$5-Wood work*</td>
<td>Amazing race</td>
<td>Games and trivia</td>
<td>Pyjama and movie day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday 7th July</th>
<th>Tuesday 8th July</th>
<th>Wednesday 9th July</th>
<th>Thursday 10th July</th>
<th>Friday 11th July</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHC has talent</td>
<td>Mini Olympics</td>
<td>World Cup and Sports Day</td>
<td>Art and craft</td>
<td>Master Chef +$4</td>
</tr>
</tbody>
</table>

Total Number of days: _________

x $42=_________ (Booked before 27th of June)

x $45=_________ (Booked after 27th of June)

+ Incursion / Excursion fees $__________

Total = $ _________

Hours:

Full Day 7.00am to 6.00pm
BOOKING PROCEDURE:

Fees
- Booked before Wednesday 27th of June = $42 per child, per day.
- Booked after Wednesday 27th of June = $45 per child, per day.
*(Can not be refunded, however MAY be swapped within this Vacation Care period subject to availability)*

Fees:
- Must be paid for at the time of booking. Payment can be made via Cheque or Direct Deposit (copy of transfer receipt must be emailed to confirm booking).
- Once payment has been made you will be sent an email confirming your booking. Please ensure your email address is up to date with the centre.
- **If you are unable to pay your child will not be able to attend the Centre. This includes any overdue fees from previous Vacation and/or Before and After School Care periods.**

Thank you for your understanding.

New Families:
An enrolment form, additional to this form, will need to be completed. Enrolment forms are available from the centre, school website, Facebook page and can be emailed to you on request.
If you have not used the Centre in previous years there is a $50.00 enrolment fee charged which is due and payable prior to your child first attending.
If you have used the Centre previously the enrolment fee charged is $30.00 and is payable before your child attends the first time in 2013.

Vacation Care Absences:
Please ring the centre on **(02) 9520 9066** if your child is going to be absent.

Please provide the following each day:
- Morning tea, lunch, afternoon tea and a water bottle.
  As the day can be quite long and busy, we recommend packing additional food. Please note we have a nut free policy.
- Hat, jumper and closed in shoes.
- Wet weather gear if required.
- Change of clothes – incase of ‘unscheduled’ water play.
- **Please note:** It is preferred that no technology (iPad, iPods, DS, etc) is brought to the Centre, however if it is, children will need to switched off the devices by 9am every morning, and will be put away by staff. Children will be given their items back, on request, after 5.00pm (or when they are collected) Heathcote East Vacation Care takes no responsibility for any forms of technology brought to the centre.

Additional Fees:
Some excursions and incursions have an additional fee to cover costs of equipment hire, tickets, extra staffing and materials. Please check the program and booking form for these fees, which are to be paid at the time of booking.
Payment Options:

- **Direct Deposit:**
  
  BSB: **062164**  
  ACC #: **10361637**  
  
  ACC NAME: *Heathcote East P&C association Outside School Hours Care*  
  
  Direct Deposit is our preferred payment option, as it is the quickest and most secure.

- **Cheques:** to be made out to *Heathcote East P&C association Outside School Hours Care*

  All Cash and/or Cheques are to be placed in an envelope, sealed, with the child’s name and dates paid for written on the front. They are then placed in the red Fee’s Box near the Sign In/Sign Out sheets.

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**Incursion/Excursion Permissions** (please complete as required). *Additional information about excursions, including departure and arrival times, venue addresses, contact phone numbers, etc. will be displayed in the centre during the holidays. Please see staff if you have any queries regarding excursions.*

I give permission for my child to ride a bike or scooter around Heathcote **East OSHC Centre grounds**, with a helmet on. *(Bike and Scooter Day)*

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I have read the booking form and understand that this form confirms days booked (subject to availability), and agree to pay all fees at the time of booking.

Name: __________________________ Signature: __________________________ Date: __________

Email Address: __________________________
PERMISSION FORM – Child’s Name: ________________________ (Complete for each child).

I give permission for my child to be photographed  

YES / NO

I give permission for my child to be videoed  

YES / NO

I give permission for photos and videos to be used for newspaper articles, displays, newsletters, Advertising and other publications including the OSHC website  

YES / NO

I give permission for my child to watch movies at the centre or on excursions  

YES / NO

With a rating of: (All PG rated movies will be suitable for children)  

G / PG

I give permission for my child to use sunscreen supplied by OSHC  

YES / NO

I give permission for my child to use insect repellent and Stingose as required  

YES / NO

I give permission for my child’s face to be painted, including use of sorbolene cream  

YES / NO

I give permission for my child’s hair to be sprayed with coloured hair spray  

YES / NO

I give permission for my child to have cordial  

YES / NO

I give permission for my child to have juice  

YES / NO

I give permission for my child to have iceblocks  

YES / NO

I give permission for my child to have small amounts of lollies for special occasions  

YES / NO

I give permission for my child to have small amounts of party food for special occasions  

YES / NO

(Including fairy bread, cupcakes, popcorn, sausage rolls, etc)

Paracetamol

I give permission for HEPS OSHC staff to administer children’s panadol if required  

YES / NO

(Staff will call you to confirm this before giving panadol)

Name: ____________________________ Signature: ____________________________ Date: ___________

Email Address

Please confirm your current email address for us to send correspondence to you. This is the easiest way to communicate with all of our families at once.

If you would like statements or amounts owing emailed to you, please contact the centre.

Email address: ____________________________________________