**Welcome to YMCA Vacation Care**

**How to Book**

* Please return your form to the Centre Coordinator as soon as possible. Places are limited and some activities book out.
* All bookings must be submitted at least 2 (TWO) business days prior to your child attending vacation care.
* Booking forms must be completed in full, including Excursion Permission Forms for EACH excursion that your child/ren are attending. We cannot accept incomplete forms.

***For children currently attending a YMCA Childcare OSHC Service:***

* Complete a Vacation Care booking form. Print and Sign.
* Return the completed booking form to the Centre Coordinator or email to [oshc.excelsior@ymcansw.org.au](mailto:oshc.excelsior@ymcansw.org.au)

***For children who DO NOT attend a YMCA Childcare OSHC Service:***

* Download a copy of the Parent Handbook 5th Edition and a 2016 Enrolment Form from our website
* Complete the 2016 Enrolment Form and this Vacation Care booking form and return it in person to the Centre Coordinator.
* An annual Administration Fee of $40 per child or $60 per family is payable for all new enrolments. This will be included in your total vacation care fees.

**Payment of Fees and Refunds**

* FULL PAYMENT of fees is required prior to your child attending vacation care.
* Vacation care bookings will not be accepted if any fees are outstanding from a previous holiday period and/or Before and After School Care.
* A refund is only available if the YMCA cancels a program.
* Payment may be made in instalments in some circumstances. Please contact your Centre Coordinator for details.

**Important Information**

Please refer to the ***Parent Handbook 5th Edition*** on our website [www.ymcansw.org.au](http://www.ymcansw.org.au) for more details of our policies.

* For every day at vacation care, remember to bring a refillable water bottle, enough nutritious food for the day: morning tea, lunch and afternoon tea and sunscreen (if your child is allergic to the sunscreen supplied by the service)
* Children should wear T-Shirts with sleeves and enclosed shoes
* YMCA aims to be a nut-free zone. Please do not send your child with any foods that contain nut products.
* Children must be signed in and out of the Centre each day. Children will not be allowed to leave the service with any person other than those nominated on the Enrolment Form

**Excursions and Clinics**

* **Please complete and sign a permission form for EACH excursion that your child/ren will be attending and hand this to the Centre Coordinator, along with your booking form.**
* A risk assessment has been completed for each excursion and can be viewed onsite at your child’s service. Please see service staff if you would like a copy.
* **Clothing:** Children attending excursions need to wear a broad brimmed hat, enclosed shoes and a YMCA excursion T-Shirt. Children that do not have a YMCA T-Shirt will not be able to leave the premises.
* **Food and Other Items:** backpack, refillable water bottle, enough nutritious food for the day and sunscreen.
* **WATER ACTIVITIES ONLY:** swimwear, a towel and a rash shirt. YMCA Rash Shirts are highly recommended for water activities.
* Please check the departure times for all excursions. We ask that children arrive at least 20 minutes prior to departure for all excursions and clinics.
* Any cancellations or changes to the program will be communicated locally through the service.
* Please refer to our Excursion Policy for more information; available at www.ymcansw.org.au

|  |  |  |  |
| --- | --- | --- | --- |
| PARENT / CARER DETAILS | | | |
| First Name |  | Last Name |  |
| Mobile |  | Other Number |  |
| Date of Birth | /    / | CRN |  |
| Email Address |  | | |
| Postal Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| CHILD’S DETAILS: CHILD A | | | |
| First Name |  | Last Name |  |
| Gender | Male  Female | Date of Birth | /    / |
| CRN\* |  | \* CRN is required for calculation of government rebates | |
| I have completed a 2016 Enrolment Form for this child | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CHILD’S DETAILS: CHILD B | | | |
| First Name |  | Last Name |  |
| Gender | Male  Female | Date of Birth | /    / |
| CRN\* |  | \* CRN is required for calculation of government rebates | |
| I have completed a 2016 Enrolment Form for this child | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CHILD’S DETAILS: CHILD C | | | |
| First Name |  | Last Name |  |
| Gender | Male  Female | Date of Birth | /    / |
| CRN\* |  | \* CRN is required for calculation of government rebates | |
| I have completed a 2016 Enrolment Form for this child | | |  |

**Purchase of Additional Items**

* Children attending excursions must wear a YMCA Excursion T-Shirt.
* A YMCA Rash Shirt is highly recommended for water excursions.
* Children must wear a broad brimmed hat at all times when outside. Any broad brimmed hat is acceptable, however YMCA hats are available for purchase.
* **SIZES Available for T-Shirts and Rash Shirts : 6, 8, 10, 12, 14, SML, MED**

|  |  |
| --- | --- |
| ADDITIONAL ITEMS\* |  |
| I wish to purchase the following additional items: | **TOTAL** |
| (number)       Excursion T-Shirts @ $12.00 each  Child A SIZE:  Child B SIZE: Child C SIZE: | **$0.00** |
| (number)       Rash Shirts @ $20.00 each  Child A SIZE: Child B SIZE: Child C SIZE: | **$0.00** |
| (number)       Broad Brimmed Hats @ $8.00 each | **$0.00** |
|  | **$0.00** |

\* Please note that government rebates are not available on these items.

**Payment Details**

* **By completing and submitting this form you agree to pay all fees and costs associated with the selected activities and any additional items requested.**
* If your child has not attended a YMCA Childcare service in 2016, an annual Administration Fee of $40 per child or $60 per family is also payable. This will be included in your total vacation care fees.
* The administration team will calculate the total fees payable, taking into account any applicable government rebate.
* **You will receive a statement via EMAIL confirming your booking and the total fees payable, prior to payment being processed.**

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| --- | --- | --- | --- |
| CREDIT OR DEBIT CARD PAYMENT | | | |
| I authorise YMCA NSW to deduct the total amount payable for my child/ren’s Vacation Care: | | | |
| Card Type | Credit Card | Debit Card |  |
| Name on Card |  | Expiry Date | / |
| Card Number | /      /      / | | |
| Signature |  | Date | /      / |

**Activities Information**

**YMCA Excelsior OSHC**

**Excelsior Public School**

Rondelay Drive Castle Hill NSW 2154

**Phone:** 0427 476 866 **Email:** [oshc.excelsior@ymcansw.org.au](mailto:oshc.excelsior@ymcansw.org.au)

**Opening Hours**: 7:00am – 6:00pm

**Child A Name:** **Child B Name:** **Child C Name:**

| Day | Type | Details | Cost | Select |
| --- | --- | --- | --- | --- |
| Mon 4 Jul 2016 | Day Camp | **Electronics Day**  Bring your own electronic devices and challenge your friends on the centre.  Staff to Child Ratio: 1 to 15 Approx # of children: 30 | **$50** | **Child A**  **Child B**  **Child C** |
| Tue 5 Jul 2016 | Excursion | **Australian Museum at Darlinghurst**  Learn about the history of dinosaurs, wild planet and surviving Australia. Children also enjoy searching, discover, touch and visualize.  Staff to Child Ratio: 1 to 8 Approx # of children: 20  Away from Centre between 9:00am and 3:00pm  Transport: Private Hire Bus | **$65** | **Child A**  **Child B**  **Child C** |
| Clinic / Incursion | **Aboriginal Workshop**  Children will learn and experience Aboriginal culture, listen to the stories and participate in Aboriginal art.  Staff to Child Ratio: 1 to 15 Approx # of children: 25 | **$60** | **Child A**  **Child B**  **Child C** |
| Wed 6 Jul 2016 | Clinic / Incursion | **Kindy Farm**  Hand feed sheep and goats, bottle feed the calf and lambs, feed piglet, hold rabbits, chicks and ducks. Enjoy sheep shearing show and whip cracking.  Staff to Child Ratio: 1 to 15 Approx # of children: 30 | **$65** | **Child A**  **Child B**  **Child C** |
| Thu 7 Jul 2016 | Excursion | **Go Bananas at St Marys**  Enjoy a fun filled day of slides, climbing frames and bouncy castles  Staff to Child Ratio: 1 to 8 Approx # of children: 20  Away from Centre between 9:00am and 3:00pm  Transport: Private Hire Bus | **$80** | **Child A**  **Child B**  **Child C** |
| Clinic / Incursion | **Fit Kidz**  Children will enjoy participating in boxing and circuit for techniques and cardio as well as soccer to enhance their skills  Staff to Child Ratio: 1 to 15 Approx # of children: 30 | **$65** | **Child A**  **Child B**  **Child C** |
| Fri 8 Jul 2016 | Day Camp | **Pyjama and Movie Day**  Children can come dressed in their pyjamas and bring a sleeping bag. We will have a fun day of watching movies, eating popcorn and playing games.  Staff to Child Ratio: 1 to 15 Approx # of children: 30 | **$50** | **Child A**  **Child B**  **Child C** |
| Mon 11 Jul 2016 | Day Camp | **Dress up & Party Games**  Come dressed in fancy dress it could be your favourite character from a movie or a favourite colour  Staff to Child Ratio: 1 to 15 Approx # of children: 30 | **$50** | **Child A**  **Child B**  **Child C** |
| Tue 12 Jul 2016 | Excursion | **District 3 at Hornsby Shopping Centre for 7 years +**  Enjoy 2 hours of fun with Laser and dodgem cars. Only children 7 years and older can attend this excursion.  Staff to Child Ratio: 1 to 15 Approx # of children: 20  Away from Centre between 9:00am and 3:00pm  Transport: Private Hire Bus | **$80** | **Child A**  **Child B**  **Child C** |
| Clinic / Incursion | **Science Day**  Enjoy fun science experiments that feature awesome activities that help bring the exciting world of science to life.  Staff to Child Ratio: 1 to 15 Approx # of children: 30 | **$65** | **Child A**  **Child B**  **Child C** |
| Wed 13 Jul 2016 | Clinic / Incursion | **Party Brigade**  Dance and sing along to the latest kids music in the coolest party bus ever, engine number 9! Also challenge you friends in a game of tug a war using the engines hose  Staff to Child Ratio: 1 to 15 Approx # of children: 30 | **$65** | **Child A**  **Child B**  **Child C** |
| Thu 14 Jul 2016 | Excursion | **Disney on Ice at Homebush**  Enjoy watching the famous characters from Frozen, a story full of action, adventure and magic brought to the ice. Other performances include Sebastian, Ariel and Rapunzel.  Staff to Child Ratio: 1 to 15 Approx # of children: 20  Away from Centre between 9:00am and 3:00pm  Transport: Private Hire Bus | **$80** | **Child A**  **Child B**  **Child C** |
| Clinic / Incursion | **Magic Show**  Children will be entertained with balloon sculptures and magic tricks. And also get to perform and learn some of the secrets of the magician.  Staff to Child Ratio: 1 to 15 Approx # of children: 30 | **$65** | **Child A**  **Child B**  **Child C** |
| Fri 15 Jul 2016 | Day Camp | **Gardening Day**  The children will enjoy and learn about planting seeds and learning how to take care of them and how they grow.  Staff to Child Ratio: 1 to 15 Approx # of children: 30 | **$50** | **Child A**  **Child B**  **Child C** |
| Mon 18 Jul 2016 | Day Camp | **Messy Monday**  The children will enjoy getting their hands dirty and messy while being creative with art, using paints, shaving cream, making goop and playdough  Staff to Child Ratio: 1 to 15 Approx # of children: 30 | **$50** | **Child A**  **Child B**  **Child C** |

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**Excursion Permission Form**

* **Please complete and sign the Excursion Permission Form for EACH excursion that your child/ren will be attending**
* **Submit the Excursion Permission Forms to the Centre Coordinator along with your Booking Form**

**Excursion Details**

|  |  |  |  |
| --- | --- | --- | --- |
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A risk assessment has been prepared for this activity. Please see staff if you would like a copy.

|  |  |  |
| --- | --- | --- |
| I, |  | (Parent/Guardian name) |
| Give permission for my child/ren, | |  |
|  |  | (Child A name) |
|  |  | (Child B name) |
|  |  | (Child C name) |
| to attend the excursion outlined above. | |  |

|  |  |  |
| --- | --- | --- |
|  |  | (Signature) |
| Best Contact Number: |  |  |

**Please remember to bring:**

* **Clothing:** Children attending excursions need to wear a broad brimmed hat, enclosed shoes and a YMCA excursion T-Shirt. Children that do not have a YMCA T-Shirt will not be able to leave the premises.
* **Food and Other Items:** backpack, refillable water bottle, enough nutritious food for the day and sunscreen.
* **WATER ACTIVITIES ONLY:** swimwear, a towel and a rash shirt

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|  |  | (Child B name) |
|  |  | (Child C name) |
| to attend the excursion outlined above. | |  |

|  |  |  |
| --- | --- | --- |
|  |  | (Signature) |
| Best Contact Number: |  |  |

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