

### Important information

- **Please complete an Enrolment Form for each child.** Return the Enrolment Form to Horsham Aquatic Centre or via email [childrenservices.horsham@ymca.org.au](mailto:childrenservices.horsham@ymca.org.au). Enrolment Forms are required to be completed annually and when there is a change in your child's enrolment information.
- Bookings for the Horsham YMCA School Holiday Programs open: Monday 17 June 2019
- Bookings are due June 30 2019 all bookings after this incur a \$20 administration fee.
- Booking Forms can be downloaded online at [www.horsham.ymca.org.au](http://www.horsham.ymca.org.au) or contact (03) 5382 2576.
- Please complete a Booking Form for each child enrolling at the School Holiday Program.
- Please book early to avoid disappointment. Due to regulations we are limited in the amount of places we can offer.
- The booking allocation process is as per the priority of access guidelines outlined in the YMCA OSHC Family Handbook.
- If your booking is handed into the centre, along with credit card details your child's days will be confirmed on the spot. If received through fax or email, you will receive a confirmation once booking is completed.
- Please refer to section 11.2 of our Family Handbook for full details on withdrawal and cancellations from the Vacation care program

### How to Book Step 1: Personal Information

Parent/Guardian Name  Contact Number

Email

Child's Full Name  Date of Birth

What school does your child attend?

Where did you hear about our program?  Website  Newspaper  Local school  Referred by a friend

Previously attended  Centre display  Other

### Step 2: Which days would your child attend? (Please select which days you would like your child booked in.)

**PLEASE NOTE:** Daily rate for the program is \$77.14 per day, subject to CCS. **Fees below are in addition to daily rate.**

#### Week 1 Monday 1 July – Friday 5 July 2019

<b>Monday 1 July</b> <input type="checkbox"/> <input type="text" value="Craft/Movie Afternoon Day"/> <b>Cost \$77.14</b>	<b>Tuesday 2 July</b> <input type="checkbox"/> <input type="text" value="Risky Kids/Swimming Day"/> <b>Cost \$77.14</b>	<b>Wednesday 3 July</b> <input type="checkbox"/> <input type="text" value="Cooking/Indoor Sports Day"/> <b>Cost \$77.14</b>	<b>Thursday 4 July</b> <input type="checkbox"/> <input type="text" value="Cinema/Risky kids Day"/> <b>Cost \$77.14</b>	<b>Friday 5 July</b> <input type="checkbox"/> <input type="text" value="Mystery Day Trip"/> <b>Cost \$77.14 + \$20</b>
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#### Week 2 Monday 8 July – Friday 12 July 2019

<b>Monday 8 July</b> <input type="checkbox"/> <input type="text" value="Survivor/Box Construction Day"/> <b>Cost \$77.14</b>	<b>Tuesday 9 July</b> <input type="checkbox"/> <input type="text" value="Cinema/Swimming Day"/> <b>Cost \$77.14</b>	<b>Wednesday 10 July</b> <input type="checkbox"/> <input type="text" value="Cooking/Science Afternoon"/> <b>Cost \$77.14</b>	<b>Thursday 11 July</b> <input type="checkbox"/> <input type="text" value="Mystery Day Trip"/> <b>Cost \$77.14 + \$20</b>	<b>Friday 12 July</b> <input type="checkbox"/> <input type="text" value="Creative Dance and Disco &amp; Inflatable World"/> <b>Cost \$77.14</b>
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**Total cost \$**

**Child Care Subsidy (CCS) is available for families registered with the Family Assistance Office phone 13 61 50. The Family Assistance Office provides a multi lingual helpline on phone 13 12 02.**

### Step 3: Payment

I wish to pay by  Cash  Credit Card  EFTPOS  Cheque **Amount to be paid \$**

**Credit card payments** Select  Visa  Mastercard

Card holder's name  Credit card number

Expiry date  /  CW No.  Card holder's signature

## Privacy

The YMCA acknowledges and respects the privacy of individuals. Personal information collected on your child's enrolment form and during that enrolment, including health and sensitive information, is collected, retained and used for the purpose of establishing and maintaining your child's enrolment, processing financial payments (via financial institutions) and benefits where applicable. By entering into this agreement, you agree that, to the extent reasonably necessary to enable provision of your child's enrolment and in conducting the service, the YMCA, its related entities, their staff and agents and their contracted service providers such as service specialists, financial institutions, emergency service providers, and Federal, State and Local Government Agencies covered by law, Centre Owners and Benefactors, may be recipients of such information. If you do not wish for your personal information to be used for these purposes, the YMCA will not be able to process your child's enrolment application. You have the right to access such information and alter personal information about you and your child retained by the YMCA in accordance with the Privacy Act 1988 (Cwth). The full YMCA Privacy Policy may be obtained at request at the School Holiday service or viewed online at [www.victoria.ymca.org.au](http://www.victoria.ymca.org.au). You will receive communications from the YMCA from time to time to update you on matters relating to your child's enrolment. The YMCA uses a variety of means of communication including mail, email, sms and telephone.

By providing contact details relating to any of these forms of communication, you consent to receiving communication by those means. The YMCA is Victorian YMCA Community Programming Pty Ltd ACN 092 818 445.

## Service Information

- School Holiday Program is open to children aged 5 – 12 years currently enrolled in primary school.
- School Holiday Program hours are from 8.00am – 6pm.
- All policies, procedures and information contained within the YMCA School Holiday Program Family Handbook are applicable.
- All children must be signed in and out of the service by a legal guardian or by a person as authorised on the child's Enrolment Form.
- If you have a child with special needs please contact the service to discuss the needs of your child.
- The YMCA and staff reserve the right to send unwell children home.
- Refer to the YMCA School Holiday Program Family Handbook for details on late collection and fees.

## What to bring

- Children should be in suitable clothing for all planned activities and weather conditions. This includes runners, comfortable clothing, hat, sunscreen, jackets.
- A nutritious lunch, including enough snacks for the day and a clearly named water bottle needs to be brought to the program every day.
- Parents who require medication to be administered to their child during the program will need to complete a Medication Form. Only medication with a pharmacist's dispensing label outlining the child's name, dosage, name of medication and current date will be administered.

## What not to bring

- All YMCA School Holiday Program programs are nut free zones. **NO** peanut butter, nuts or nut products are to be sent with your child. Please ensure you review all foods that you are providing for your child.
- Mobile phones are not needed by children during the program. If parents need to contact children they can ring the program coordinator. Children can also use this phone to contact their parents if required.
- Toys from home including electronic games are not allowed to be brought and used in the program.

## Step 4: Declarations

I \_\_\_\_\_ (print Parent/Guardian name)

**(A person with lawful authority of the child referred to in this Booking Form and Enrolment Form) declare that the information I have provided in this Booking Form is true and correct and understand that it is my responsibility to immediately inform the service of any changes or updates to this information. I have read and understood the YMCA School Holiday Program Family Handbook and understand all policies and procedures including all aspects of the fee policy and agree to adhere to these policies, procedures and payment terms. I understand that I can contact the service if I have any questions relating to any aspect of the YMCA School Holiday Care Program operations.**

Parent/Guardian 1 signature

Parent/Guardian 1 name

Date

/

/

Parent/Guardian 2 signature

Parent/Guardian 2 name

Date

/

/

## This section is for office use only

Entered on QikKids

Yes

No

Confirmed

Yes

No

Payment type

Amount paid \$

Date

Staff