Dear Parents and Carers

We are now taking bookings for our Spring September-October 2017 Vacation Care program for school aged children up to 12 years.

Dates for the Vacation Care program are from Monday 25th September to Friday 6th October.

The Splash Vacation care program is a great opportunity to keep children active over the school holiday period and to give you a break!

Splash centre offers supervised care by qualified, caring educators and flexible holiday care times from 7am to 6pm.

Splash also serves nutritious meals for breakfast, lunch on special occasions and afternoon tea daily. (Please check daily program re lunch provision.)

Our service prides itself on offering a variety of age appropriate incursions and excursions to challenge your child’s emotional, social and intellectual well being.

Please ensure you read and complete the care schedule for your child/children, the Terms and Conditions, and sign the Parent/Guardian permission forms.

To book please complete the attached registration form and return it to myself no later than Friday 8th September 2017.

Kind Regards,

Marcelle Carbon
**Splash Centre**  
**Spring Vacation Care Booking Form**  
**25th September 2017 – 6th October 2017**

**Location:** Ashbury Public School Community Hall  
34-76 Trevenar St Ashbury, 2193

**Centre Opens 7am**  
**Centre Closes 6pm**

**Phone:** 9797 8854  
**Mobile:** 0457 176 763  
**Email:** care@splashcentre.org.au

Bookings close **Friday 8th September 6 pm.**  
Any fees owing to before/after school care must be paid in full in order to book for vacation care.

All fees will be payable by our regular SPLASH direct debit. *(Same method as your usual fee structure.)*

**Families who pay fees as Term in advance must pay in full via direct deposit BEFORE THE COMMENCEMENT OF VACATION CARE. (25th September 2017)*

**All other direct debits will be processed on 28th September 2017**

First time enrolments at Splash Centre must complete an Enrolment form and all appropriate vacation care forms.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth:</th>
<th>Allergies/Asthma/Dietary/Anaphylaxis/Diabetes/other:</th>
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<tbody>
<tr>
<td>Please enrol my child/children (name &amp; age):</td>
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<tr>
<td>Parent/Guardian Name:</td>
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<td>Email Address:</td>
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<td>Home Address:</td>
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<td>Home Phone:</td>
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<td>Mobile:</td>
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<td>Relationship to Child:</td>
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<td>Parent/Guardian Signature:</td>
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<td>Date:</td>
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</tbody>
</table>
## Splash Centre
### Spring Vacation Care Booking Form
#### 25th September 2017 – 6th October 2017

### WEEK 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Program/ Incursion &amp; Excursion</th>
<th>Number of children attending</th>
<th>Program cost</th>
</tr>
</thead>
</table>
| Monday 25th Sept   | **Incursion**: Stop the breaks-Wheels Day  
                       **AFTERNOON TEA ONLY PROVIDED**  
                       **Activity Commences 10am** |                              | $50          |
| Tuesday 26th Sept  | **Excursion**: Movies, Moore Park  
                       Movie *The Emoji Movie*  
                       **POPCORN & AFTERNOON TEA ONLY PROVIDED**  
                       **Estimated Departure from Splash 8.30**  
                       **Estimated arrival to Splash 3 pm** |                              | $66          |
| Wednesday 27th Sept| **Excursion**: Monkey Baa Theatre-Darling Harbour  
                       **AFTERNOON TEA ONLY PROVIDED**  
                       **Estimated Departure from Splash 8.30**  
                       **Estimated arrival to Splash 3 pm** |                              | $50          |
| Thursday 28th Sept | **Incursion**: Fun Sports  
                       **AFTERNOON TEA PROVIDED**  
                       **Activity Commences 10am** |                              | $66          |
| Friday 29th Sept   | **Excursion**: Kite Flying and Picnic Day Clifton Gardens Mosman  
                       **AFTERNOON TEA PROVIDED**  
                       **Estimated Departure from Splash 8.30**  
                       **Estimated arrival to Splash 3 pm** |                              | $66          |

### WEEK 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Program/ Incursion &amp; Excursion</th>
<th>Number of children attending</th>
<th>Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 2nd Oct</td>
<td><strong>PUBLIC HOLIDAY CENTRE CLOSED</strong></td>
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</tbody>
</table>
| Tuesday 3rd Oct    | **Excursion**: Butterfly Gardens, Royal Botanical Gardens.  
                       **AFTERNOON TEA ONLY PROVIDED**  
                       **Estimated Departure from Splash 8.30**  
                       **Estimated arrival to Splash 3 pm** |                              | $66          |
| Wednesday 4th Oct  | **Excursion**: Baden Powell Scout Centre, Pennant Hills  
                       **AFTERNOON TEA PROVIDED**  
                       **Estimated Departure from Splash 8.30**  
                       **Estimated arrival to Splash 3 pm** |                              | $66          |
| Thursday 5th Oct   | **Excursion**: Ice Zoo Ice Skating Alexandria  
                       **AFTERNOON TEA PROVIDED**  
                       **Estimated Departure from Splash 8.30**  
                       **Estimated arrival to Splash 3 pm** |                              | $66          |
| Friday 6th Oct     | **Incursion**: Tie Dye Workshop  
                       **AFTERNOON TEA ONLY PROVIDED**  
                       **Activity Commences 10 am** |                              | $50          |
Term and Conditions

**New enrolments** – Families who do not have current permanent bookings at Splash Centre must complete an enrolment for each child to use the Centre. Families must also provide Medical Management plans and medication if enrolled child/children suffer Anaphylaxis, Asthma, Diabetes, Allergies, have Special Needs or any other medical condition.

**Payments:** *Once your booking has been confirmed all booked sessions must be paid for.*

*Days cannot be swapped.*

All absences must be paid for.

Where children are absent due to illness for more than 2 consecutive days and a Doctor’s certificate is supplied, fees will not be charged.

**Cancellations to programmed activities:** when inclement weather conditions prevail, an alternative indoor activity will be sourced to replace the original planned activity. Notice in writing will be available on the services notice board. Where required booking charges will be adjusted.

**Child Care Benefit** – Fee reductions are now calculated through the electronic Child Care Management System and are received two weeks in arrears. Parents wishing to claim Child Care Benefit must ensure all details provided to services exactly match those provided to Centrelink. Where information is varied in any way the system will not recognise claimants and no CCB will be paid.

**Late Fees** – will be charged per child for children still at the Centre after 6.00 pm. The late fee is a flat $25 per child plus $1 per minute per child.

**No Hat No Outside Play** – this includes excursions, due to requirements under the Occupational WHS all children and staff must be wearing hats while outside no matter what the weather conditions.

**Sunscreen** – is available and must be applied by parents upon arrival. Educators will supervise reapplication during the day. If your child has an allergy to sunscreen please supply one that is suitable.

**Signing in and out:** Any child that is not signed into the service will not be allowed to leave the premises to attend an excursion. Care must be signed over to the service on a daily basis. Although it is not policy but we would prefer persons authorised to collect the child/ren be over 18 years of age.

**Allergy awareness - Splash Centre** is an allergy aware service. Please do not send any nut products with your children. Children will also **not** be allowed to share food. All food provided by Splash Centre will meet individual children’s dietary requirements.
Splash Centre
Spring Vacation Care Booking Form
25th September 2017 – 6th October 2017

Parent/Guardian Permission

I give permission for my child/ren to watch PG rated movies during vacation care.

Parent / Guardian Signature: __________________________ Date: _________________

I give permission for my child/ren to participate and travel on Telfords Coach’s with Splash Centre Educators to and from the activities outlined in the program.

Parent / Guardian Signature: __________________________ Date: _________________

I give permission for my child/ren to be photographed or filmed while at Splash Centre and on excursions. I understand that these images may be used for our daily diary.

Parent / Guardian Signature: __________________________ Date: _________________

I give permission for Splash Centre Educators to seek medical attention for my child/ren at their discretion. I understand that I will full accept responsibility for the payment involved in the treatment of my child.

Parent / Guardian Signature: __________________________ Date: _________________

I have read and understood the “Terms and Conditions” and agree to adhere to these terms and conditions.

Parent / Guardian Signature: __________________________ Date: _________________

Excursions will be capped at 60 children unless otherwise notified.

Excursions near or in water will have an Educator to Child Ratio of 1:5

Excursions (general) will have an Educator to Child Ratio of 1:8

Incursions will have an Educator to Child Ratio of 1:15

A Risk assessment for all Programmed activities is available at the sign in desk.

Office Use Only:

Booking Form Received By: __________________________ Date: _________________

Before/After School Fees paid: Yes OR No Date: _________________

If “No”, Remaining amount owing till end of Term: $ __________________________

Entered in QikKids by: __________________________ Date: _________________
Dear Families

Can you please ensure you complete the attached wavier if your child/children are attending the Baden Powell Scout Activity.

1: **Baden Powell Scout Centre**: please complete one **Wavier Form per child.**