

## Vacation Care Program Information

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Please find attached:

1. Vacation Care Program
2. Vacation Care Booking Form
3. Vacation Care Terms & Conditions
4. Ezidebit Form

### General Information

*Lighthouse Vacation Care provides a range of fun activities for primary school aged children in a safe, warm and friendly environment. Spaces are limited please book early to avoid disappointment.*

**Opening Hours: 7:30am to 6:30pm** with most planned activities starting at approximately 9.30am (unless otherwise specified on the program).

### Costs per day

**\$70 per day if booked before Friday 27 March 2015 5pm (\$80 per day thereafter.)**

The cost of All Activities and Transportation is included in the daily fee.

Lighthouse Childcare is registered for the CCB rebate and where applicable your rebate will be deducted from this daily fee. For those that are not eligible for the CCB rebate you are still required to provide your family Centrelink Reference Number and individual children's Centrelink Reference Numbers to ensure you receive the 50% Childcare Tax Rebate. For further information regarding this please go to:

[http://www.centrelink.gov.au/internet/internet.nsf/payments/childcare\\_rebate.htm](http://www.centrelink.gov.au/internet/internet.nsf/payments/childcare_rebate.htm)

**Ezidebit:** Lighthouse childcare is a cashless centre and uses Ezidebit direct debit payment system.

All operational guidelines as set out in the Lighthouse Parent Handbook will apply during the Vacation Care Program. Please ask staff for a copy if you do not have one.

### How To Book

1. Ensure that your enrolment is current for 2015. If your family is not already enrolled for 2015 a separate enrolment form will need to be completed and is available via email or onsite.
2. **Complete a Booking Form and sign the Term & Conditions Form.** Bookings can be made in person or via email.
3. **Completed Ezidebit form.**
4. **Recent photo of your child/ren**

*For those who are eligible for CCB reduction and are unsure of the payment amount for bookings please lodge your booking forms and a statement will be issued with full details and CCB deductions taken off where applicable.*

Please note: Confirmed bookings are non-refundable. If your child is absent on any confirmed booking day, the fees from that day are non-refundable. All excursions/incursions and travel are paid in advance and staff are rostered according to bookings.

### What To Bring

It is compulsory that your child has:

- **Lunch, morning tea, afternoon tea, a piece of fruit and a bottle of water**  
(we encourage healthy eating so we prefer you pack your child healthy lunchbox alternatives)  
Please remember that our Centre is a **NUT FREE ZONE**.
- **Hat** clearly labelled with your child's name. (No Hat - No Play)
- **Change of clothing** (if needed)

### What To Wear

**Compulsory Excursion T-Shirt** is required for EXCURSION DAYS ONLY. (In-house days children can wear what they want - mufti). T-shirts can be purchased for \$10 and are your child's to keep.

It is also a requirement that children are in **closed shoes**.

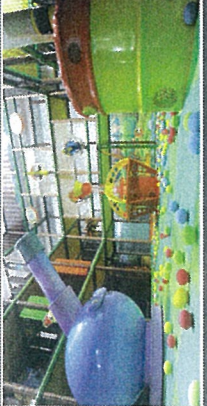



### Arrival Time

**All children must be on the premises 30 Minutes prior to excursion departure time, failure to do so will result in your child not attending the excursion.**







# APR 2015 VACATION CARE PROGRAM

## W E E K 1

MON 06	TUE 07		WED 08		THU 09		FRI 10	
	THE PLAY CAVE - PLAY CENTRE		LUNA PARK (CONEY ISLAND)		ISLAND OF LEMURS: MADAGASCAR @ IMAX		Sydney Olympic Park Aquatic Centre	
<b>Easter Monday</b> <b>Centre Closed</b>								
	<b>Excursion - Miranda</b>  An indoor adventure playground! Climbing structures, slides and tunnels, ball pit, soccer/basketball court and go-kart track. <u>Lunch is included in our package</u>		<b>Excursion- Milsons Point</b>  The beautifully restored Coney Island, an old-school funhouse that children love to visit! Enjoy unlimited activities all day long		<b>Excursion - Darling Harbor</b>  This adorable film takes students of all ages on a spectacular journey to the remote and wondrous world of Madagascar, where lemurs arrived millions of years ago as castaways. They've since evolved into hundreds of diverse species, but are now highly endangered.		<b>Excursion - Homebush</b>  Sydney Olympic Park Aquatic Centre and Splasher's Water Playground. A day of swimming and enjoying the large indoor water playground.	
	Depart: 09:00am Return: 3:30pm Travel: Private Bus Afternoon: Free Activities & Games		Depart: 09:00am Return: 3:30pm Travel: Private Bus Afternoon: Free Activities & Games		Depart: 09:00am Return: 3:30pm Travel: Train Afternoon: Free Activities & Games		Depart: 09:30am Return: 3:30pm Travel: Private Bus Afternoon: Free Activities & Games	

## W E E K 2

MON 13	TUE 14		WED 15		THU 16		FRI 17	
	CHIPMUNKS PLAY LAND		COMMUNITY KITCHEN		JUMPING CASTLE & ART EXTRAVAGANZA		PUTNEY PARK	
<b>Home @ Auburn Reading Cinema</b>								
	<b>Excursion - Macquarie Park</b>  "The perfect place to party and play all day" An exciting atmosphere that children can enjoy driving and unlimited rides.		<b>Excursion- Bondi</b>  Our Big Kitchen, Bondi, is a community kitchen designed to help those in need. Children will not only learn about cooking and healthy eating habits, they will be able to experience the joy in helping someone not as fortunate as themselves. <u>Lunch is included in our package</u>		<b>**Incursion - In House</b>  A perfect way to end the School Holidays! With some holiday favourite Jumping Castle fun, painting activities for the adventurous artists, moulding and painting some figurines to keep.		<b>Excursion - BBQ</b>  Marvelous place! A water play playground, fine for a very sunny winter's day. We will travel to beautiful Putney Park on the Parramatta River. The park boasts a playground and a water slide - so bring your swimmers! Enjoy a mouth watering Sausage Sizzle Lunch and drinks.	
	Depart: 09:00am Return: 3:30pm Travel: Private Bus Afternoon: Free Activities & Games		Depart: 09:00am Return: 3:30pm Travel: Private Bus Afternoon: Free Activities & Games		Depart: 9:00am Return: 3:30pm Travel: In House Afternoon: Free Activities & Games		Depart: 9:00am Return: 3:30pm Travel: Private Bus Afternoon: Free Activities & Games	

### WHAT TO BRING:

- All Meals: Lunch, Snacks, Fruit (NO NUT PRODUCTS)
- Water Bottle (Labelled) - Hat (Labelled) - Closed Toe Shoes and don't forget to bring your socks.
- Lighthouse T-shirt Everyday(\$10 Charge for a new T-shirt)

**CENTRE HOURS: 7:30AM - 6:30PM**  
**AFTERNOON ACTIVITIES: 3:30PM - 6:00PM**  
 \*\* Macdonald College (conditions permitting)



## VACATION CARE BOOKING FORM APRIL 2015

	Name	Age	DOB	Allergies / Medication	School
Child 1					
Child 2					
Child 3					

**Please tick:**

- ☐ My child/ren are Currently enrolled at Lighthouse for 2015 and I have completed an enrolment form;  
OR  
☐ My child/ren are NOT yet enrolled at Lighthouse, please find my enrolment form attached  
☐ I will NOT be claiming CCB weekly fee reduction;  
OR  
☐ I will BE claiming the CCB weekly deduction (if unsure please contact FAO on 136150).

*Please submit booking form and a statement will be issued outlining the CCB fee reduction & balance owing.*

I would like to book my Child/ren in for the following care:

Date	Activity	Time	Child 1	Child 2	Child 3	Total
<i>Example</i>			✓	✓		\$140
<b>Mon 06</b>	<b>Easter Monday - Centre Closed</b>					
<b>Tue 07</b>	The Play Cave					
<b>Wed 08</b>	Luna Park (Coney Island)					
<b>Thurs 09</b>	Island of Lemurs- IMAX					
<b>Fri 10</b>	Sydney Olympic Park					
<b>Mon 13</b>	Home Movie (Auburn)					
<b>Tue 14</b>	Chipmunks Play Land					
<b>Wed 15</b>	Community Kitchen					
<b>Thu 16</b>	Jumping Castle & Art					
<b>Fri 17</b>	Putney Park					
Enrolment Fee \$30 /child or \$50 a family if not already enrolled.						
<b>Compulsory Excursion T-Shirt orders</b>						
Cost \$10 each. Please circle the size/s you require: Short Sleeve / Long Sleeve Size Children - 6 8 10 12 14 or Adults SML / MED Total ____ @ \$10 = ____ T-shirts are available for collection on the first day of Vacation Care.						
<b>TOTAL OWING</b> before CCB Fee Reduction						\$

Emergency Contact Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

I understand that by booking my child/ren into any of the excursions above that there will be travel involved and I give permission for my child/ren to leave the centre and participate in these excursions.

Parents Name: \_\_\_\_\_ Mobile: \_\_\_\_\_ Signed: \_\_\_\_\_

Office Use only

Booking form received \_\_\_\_\_ Processed \_\_\_\_\_ Ezidebit Form \_\_\_\_\_

Payment Date \_\_\_\_\_ Enrolment form required \_\_\_\_\_

Notes:

## ENROLMENT TERMS & CONDITIONS APRIL 2015

### I Understand that:

- Current Vacation Care Fees are set at \$70.00 per day.
- Any care booked after 5pm Friday 27 March 2015 will be charged at \$80.00 per day due to additional staffing requirements.
- A yearly enrolment fee of \$30 per child or \$50 per family is payable per calendar year.
- I agree that my child/ren will arrive 30minutes prior to departure time for excursions. Failure to do so will result in your child/ren not attending the excursion.
- Fees are payable by 6<sup>th</sup> April in order to confirm position and bookings.
- Once care is finalised, fees are non-refundable.
- If I do not sign my child/ren in, my child/ren will not be allowed to leave the premises to attend excursions.
- **COMPULSORY PARTICIPANT T-SHIRTS FOR ALL CHILDREN TO WEAR DURING EXCURSIONS TO MAXIMISE THEIR SAFETY.** Failure to do so will result in a \$10 fee payable in cash for a replacement T-shirt.
- If any late change to the program becomes unavoidable a similar activity/excursion will be substituted (parents will be notified as soon as possible if any such change becomes necessary).
- Lunch, Water, Morning and afternoon tea needs to be provided children should bring enough food to include these meals.
- The centre is a NUT FREE centre and any food being bought in will be nut free
- Children are advised not to bring valuables to the centre (mobile phones, game boys, electronic equipment etc.) The centre can not take responsibility for these items, especially on excursions. All personal items must be labelled.
- Parents are required to notify the centre of any allergies their child may have when enrolling.
- Parents are responsible for updating all parent contacts & emergency contact details including authorised pick up persons.
- Medication can only be administered by staff with the written permission of a parent/guardian. Parents requiring staff to administer medication should complete a medication authority form available at the centre.
- All children must be signed in and out only by parent's, guardians & other authorised persons provided on enrolment form.
- Centre and Vacation Care rules are established for the safety and enjoyment of all children. Children are expected to respect and follow these rules. Breaches of these rules may result in exclusion from activities or the program following consultation between centre staff and parents.
- Centre closes at 6.30pm and late fees will be in accordance with Lighthouse's late fee policy and must be paid in cash on the same day.
- I agree to my child being photographed for in-house purposes only.
- I agree to my child being photographed for use in current and future promotions and activities.
- I agree to my child travelling with staff via public transport, chartered bus, car & walking where appropriate as part of Vacation Care excursion program.
- I understand that if my child is sick fees are non refundable
- I give permission for my child/ren to travel with staff via the most direct routes on excursions (including on foot and by public & chartered buses and in last minute wet weather the OOSH bus may be used)
- I acknowledge that G & PG rated movies may be shown at the centre where appropriate.
- I hereby indemnify Lighthouse Childcare, it's officers and agents & keep them indemnified against all claims, demands, actions & liabilities of any kind (other than as a direct result of negligence of Lighthouse childcare, it's officers or employees).
- In the course of participation or attendance, I authorise Lighthouse Childcare, it's officers and agents in the event of an accident or illness to obtain such medical and hospital assistance as required and agree to meet any and all expenses thereby incurred.
- I understand that my signatures below are providing permission to participate in the specific activity as detailed for the persons under my care.
- I understand that no refunds are given to confirmed bookings and the centre does not accept cancellations to bookings made.
- I agree that my fees will be paid in advance using Ezidebit payment system and any dishonored payments will incur a \$15 charge.

I have read the consent form and excursion information form and acknowledge that my child will be exposed to all normal risks associated with participation in this programme.

I, the undersigned, have read all enrolment terms & conditions and agree to abide by them. (If you have a problem or question relating to any of the above, please see Lighthouse Staff.)

**Parent/Guardian Signature:**

**Name:**

**Date:**