Byron Shire Out of School Hours Care
Vacation Care Enrolment Form
(please fill in all sections)

Please indicate which Centre your child/ren will be attending by ticking appropriate box:
Mullumbimby ☐ Brunswick Heads ☐ Byron Bay ☐

PLEASE NOTE: NEW ENROLMENTS ONLY: TO CLAIM FOR CHILD CARE BENEFITS, PLEASE PROVIDE CUSTOMER REFERENCE NUMBERS & DATES OF BIRTH FOR BOTH REGISTERED PARENT & CHILD/REN.

Child Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>M/F</th>
<th>DOB</th>
<th>School attended</th>
<th>Child CRN (new enrolment)</th>
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Is your child immunised: Yes / No

Does your child have any diet restrictions: ...........................................................

What is your child’s swimming capability: ..............................................................

Parent/Guardian Details:

Parent/Guardian Name: ..............................................................................................

Date of Birth: CRN:

Home Address:

Country of Birth:

Language spoken at home:

Is your family from an Aboriginal or Torres Strait Island background?

Contact Numbers:

Home: Work: Mobile:

Emergency Contacts (other than parent/guardian)

The following persons may be contacted in an emergency if the parent/guardian is not available

Contact 1 Name: Contact 1 Number:

Contact 2 Name: Contact 2 Number:

List of people authorised to collect child/ren: (other than parent/guardian)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to child</th>
<th>Contact Number</th>
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Employment Status (please indicate by ticking one)

Two Parent Family

☐ both parents working full time or part time
☐ one parent f/time or p/time, one unpaid work force
☐ both parents in unpaid work force

Sole Parent Family

☐ sole parent working full time
☐ sole parent working part time
☐ sole parent in unpaid work force

(please note, working includes studying or training for work)
Medical Information
- Does your child have any allergies, health problems, or is he/she taking any medication that needs to be brought to the attention of our staff?

Yes ☐ ____________________________ No ☐

Other children (not enrolled at this service but using another Childcare Benefit approved service during the same period as this vacation care session)

NO ☐ YES ☐ If yes, how many children: _____________

PARENT ENROLMENT AGREEMENT
(please review and sign)

1. I acknowledge that I will pay all fees incurred as a result of booking my child/ren into vacation care.

2. I agree to my child/ren going on scheduled excursions with the Vacation Care Group if booked in on an excursion day. I agree to my child/ren travelling by bus.

3. I hereby give permission for my child/ren to leave the service, accompanied by staff, for walking excursions within the local community.

4. I understand that the service is unable to care for sick children and that should my child/ren become unwell I will be contacted immediately to collect my child/ren.

5. I understand that medicine or tablets will only be administered to children by staff under written authorisation from a parent/guardian.

6. In the event of an accident or illness, I authorise the obtaining, on my behalf, of such medical assistance as my child/ren may require and agree to meet any expenses attached to this.

7. I hereby authorise staff to administer one ‘emergency’ dose of paracetamol to bring down a fever if it rises to 38 degrees Celsius, and staff consider it necessary.

8. I hereby give permission for sunscreen - Cancer Council approved - to be applied to my child/ren in accordance with the manufacturer instructions. I will provide a suitable alternative should this sunscreen not suit my child/ren. I understand that I am responsible for applying sunscreen each morning prior to my child/ren arriving at the service.

9. I acknowledge that 3 days’ notice is required to cancel a booking in order to obtain a refund or credit. If less than 3 day’s notice is given the daily fee will still apply.

10. I understand that although staff will take all due care, the Centre will not be held responsible for any loss or damage of property.

11. I understand that a late fee of $10 per 15 minutes will be charged if children are picked up after 6.00 pm.

Parent/Guardian Signature: ___________________________ Date: ______________

Optional: Please circle and sign

I give permission for photographs of my child/ren to be taken for promotional purposes only  Yes / No

I give permission for my child/ren to watch PG movies and videos Yes / No

Parent/Guardian Signature: ___________________________ Date: ______________
**Booking Details**  Please circle days required

<table>
<thead>
<tr>
<th>If booking children on different days</th>
<th>Week 1</th>
<th>Monday 15 April</th>
<th>Tuesday 16 April</th>
<th>Wednesday 17 April</th>
<th>Thursday 18 April</th>
<th>Friday 19 April</th>
</tr>
</thead>
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<tr>
<td>please indicate names (Initials will do)</td>
<td>Week 2</td>
<td>Monday 22 April</td>
<td>Tuesday 23 April</td>
<td>Wednesday 24 April</td>
<td>Thursday Holiday 25 April</td>
<td>Friday 26 April</td>
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**DAI LY FEE IS $49.00 PER CHILD - PLUS EXCURSION/ CENTRE COSTS**

Please note: The service will only contact you if we are unable to assist you with any part of your selected booking! If you do require confirmation, please contact the service directly.

**FEES DUE:**

<table>
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<tr>
<th>Week 1 - 15 - 19 APRIL 2013</th>
<th>Week 2 - 22 - 26 APRIL 2013</th>
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<tbody>
<tr>
<td>Total booked days x daily fee: $___________</td>
<td>Total booked days x daily fee: $___________</td>
</tr>
<tr>
<td>Plus excursion/centre costs: $___________</td>
<td>Plus excursion/centre costs: $___________</td>
</tr>
<tr>
<td>Fees due: $___________</td>
<td>Fees due: $___________</td>
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</tbody>
</table>

Total Fees Due: $______________________

I wish to pay by: Cash ☐ Cheque ☐ Card ☐ Amount $___________

☐ MASTERCARD ☐ VISA Expiry Date _____/_____

Card Number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

I authorise a credit card fee of 0.53% to be added to the above amount.

CARDHOLDERS NAME  SIGNATURE  DATE
PARENTS KEEP THIS SECTION FOR YOUR INFORMATION

ENROLMENT: Enrolment forms and payment should be returned as soon as possible to ensure a place (cheques payable to Byron Shire Council). Forms can be posted to OOSH, PO Box 219 Mullumbimby 2482 or counter bookings will be accepted directly @ Council Chambers in Mullumbimby.

Only families who are UNSUCCESSFUL at obtaining a place will be notified. Parents requiring confirmation of bookings can contact the OOSH office on 6626 7100 (Mon to Wed). Places are limited so please book early.

Placements will be allocated as paid enrolments are received and priority given to working/studying parents as per government guidelines. Late enrolments will be subject to availability of places.

Enrolments made at the vacation care services once the vacation care session has commenced will be subject to availability of staff being available to maintain child/staff ratio. Where possible it is advised that enrolments be made well in advance of vacation care commencing to ensure a place.

SERVICE CONTACT NUMBERS:
- Brunswick Heads 0419 234 776
- Byron Bay 0408 481 628
- Mullumbimby 0437 860 614

DAILY FEE: The daily fee for care is as listed on the enrolment form, plus excursion/centre costs. All booking fees must be paid for in advance.

CHILDCARE BENEFITS: Childcare Benefit is available to all eligible parents. Parents must be registered with Centrelink for Childcare Benefits and provide Customer Reference Numbers and dates of birth for both registered parent & child/ren. For parents who have used any of the services previously this information is already on file.

OUTSTANDING FEES: No bookings can be taken if there are fees owing.

REFUNDS/CREDITS: 3 days’ notice of cancellation is required in order to get a refund/credit. If less than 3 days’ notice is received, the daily fee will still apply. If the cancelled day is an excursion day, only the entry fee will be credited.

BOOKINGS/CANCELLATIONS: Once the vacation care session has commenced all enquiries for extra care or cancellations of bookings must be directed to the Service Co-ordinators and not the Out of School Hours Care Office.

SICKNESS/MEDICATION: In accordance with Health Department regulations, children with a contagious illness must not attend vacation care. Medication will only be administered to children with written authorisation from a parent/guardian.

SERVICE HOURS: Operating hours are from 8 am to 6 pm daily excluding public holidays.

LATE FEE: Children must be picked up prior to 6 pm. A late fee of $10 per 15 mins or part thereof will be applied after 6 pm, however consideration may be given to unforeseen circumstances.

SIGN IN/OUT: Parents must sign children in and out on each booked day, indicating the time. Please feel free to discuss any aspect of your child’s care with the service staff.

CLOTHING/FOOTWEAR: All children must bring a hat everyday and wear suitable clothing and footwear. Please label all items brought to the service.

FOOD: Please ensure children have plenty of healthy food packed for morning tea, lunch and afternoon tea and provide a water bottle.

SUNSCREEN: Sunscreen is to be applied by parents prior to children arriving at vacation care. Staff will continue to administer sunscreen throughout the day if necessary.