

Vacation Care Important Information and Authorisation Form

This Form Must be Completed For All Vacation Care Bookings

Opening Hours:	6:45am to 6:00pm <i>(Additional fees apply for late collection).</i>
Address:	Indooroopilly State School Hall, 1 Russell Terrace, Indooroopilly.
What to bring:	<p>Essential: Bucket hat, closed in shoes, sun safe clothes (must have sleeves) and a backpack for excursions. Children may not go outside if they wear a base cap or clothing which does not cover their shoulders.</p> <p>Optional: Healthy snack, water bottle</p> <p>(Bikes and scooters are not allowed to be brought into the service)</p>
What we provide:	Breakfast, morning tea, lunch, afternoon tea, fresh fruit.
Safety Policy:	Staff/child ratio complies with National Education & Care Services Regulations at all times. During standard service care a ratio of 1:15 will apply. During excursions, a staff/child ratio of 1:8 will apply. During swimming lessons, a ratio of 1:4 will apply. When riding a bike, roller blades, skate boards or scooters, protective safety gear must be worn at all times. Helmets are compulsory and wrist and knee guards are recommended.
Costs & Fees:	<p>Costs for Vacation Care vary depending on the planned activities of the centre, as outlined in the Vacation Care program.</p> <p>Cancellations of bookings 10 business days' notice or earlier will not incur a cancellation fee. If cancelled after this time (or not at all), full session fee will be charged. A late collection fee of \$15 per 15 minutes intervals/or part thereof will apply for collections which occur after 6:00pm. As per the Fees Policy, full payment of all outstanding fees are required weekly/fortnightly. Accounts which are more than 30 days overdue will incur an Administration fee of \$20.00 per month until payment is made. Overdue fees may result in future bookings being cancelled. To avoid late fees please contact the service to arrange payment, or to discuss a payment plan as soon as possible.</p>
Incursions/Excursions	<p>Please note that some incursions/excursions are only on at certain times during the day for each area. Please ensure your child/ren are at the service during these times, as we would not like them to miss out on the activity.</p> <p>**Please note, all parents need to complete the Incursion/Excursion Authorisation Form shown in the screenshot below if their child/ren are attending the service on any of the Incursion/Excursion Days. Please tick if you would like your child to participate in the activities and sign the form, then email to admin@iasca.org.au to avoid your child/ren not being able to participate in these activities on the day. Click on this screenshot to re-direct you to the form to download and email to Admin. **</p>
Must be completed if your child/ren attend an incursion/excursion in vacation care 2018.	<p>Please tick the box to agree to the terms and condition for Vacation Care Excursions/ Incursions. Please note, if this form is not completed and the terms and conditions are not agreed to, your child/ren will not be authorised to attend the Excursion/Incursions days. Please sign and date this document as the parent/guardian, by doing so this will be giving your consent for your child/ren to leave the service on an excursion day to attend the movies at Indooroopilly Cinema and also being able to take part in any incursions during April Vacation Care program 2018.</p> <p>Please tick:</p> <p><input type="checkbox"/> Yes, take part in all incursions/excursion</p> <p><input type="checkbox"/> No, I do not want my child to participate in the following activities (list below) ...</p> <p>_____</p>
	<p>Child/rens Name: _____ Year: _____ Parents Name: _____ Parents Signature: _____</p>

	Date	Theme	Incursion/Excursion	Arrival Time	Things to bring	Risk Assessment
WEEK ONE	02.04.18	SERVICE	CLOSED	SERVICE	CLOSED	
	03.04.18	Rock climbing and bungee trampoline	Incursion	9:00 AM	Bucket hat, water bottle, covered shoes, T-shirt	In service
	04.04.18	Teddy bears picnic	N/A		Teddy bear or soft toy, bucket hat, water bottle, covered shoes, T-shirt	In service
	05.04.18	Scottish highland day	N/A		Bucket hat, water bottle, covered shoes, T-shirt	
	06.04.18	African drumming	Incursion	9:30 AM	Bucket hat, water bottle, covered shoes, T-shirt	
WEEK TWO	09.04.18	Commonwealth games and inflatable obstacle course	Incursion	9:00 AM	Bucket hat, water bottle, covered shoes, T-shirt	In service
	10.04.18	Photo booth	N/A		Bucket hat, water bottle, covered shoes, T-shirt	
	11.04.18	Go Karts	Incursion	9:00 AM	Bucket hat, water bottle, covered shoes, T-shirt	In service
	12.04.18	Cooking day	N/A		Bucket hat, water bottle, covered shoes, T-shirt	In service
	13.04.18	Event cinemas	Excursion	8:30 AM	Bucket hat, water bottle, covered shoes, T-shirt	In service