

## Vacation Care Important Information and Authorisation Form

### “This Form Must be Completed All Vacation Care Bookings”

<b>Opening Hours:</b>	6:45am to 6:00pm ( <i>Additional fees apply for late collection</i> ).																				
<b>Address:</b>	Indooroopilly State School Hall, 1 Russell Terrace, Indooroopilly.																				
<b>What to bring:</b>	<b>Essential:</b> <u>Bucket</u> 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. <b>Optional:</b> Healthy snack, water bottle <b>(Bikes and scooters are not allowed to be brought into the service)</b>																				
<b>What we provide:</b>	Breakfast, morning tea, lunch, afternoon tea, fresh fruit.																				
<b>Safety Policy:</b>	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.																				
<b>Costs &amp; Fees:</b>	Costs for Vacation Care vary depending on the planned activities of the centre, as outlined in the Vacation Care program. <b>Cancellations of bookings 10 business days’ notice or earlier will not incur a cancellation fee.</b> 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 <b>weekly/fortnightly</b> . <b>Accounts which are more than 30 days overdue will incur an Administration fee of \$20.00 per month until payment is made.</b> 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.																				
<b>Incursions/Excursions</b>	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. <b>**Please note</b> , all parents need to complete the <b>Incursion/Excursion Authorisation Form</b> shown in the screenshot below if their child/ren are attending the service on any of the Incursion/Excursion Days. <b>Please tick</b> the days you are attending and <b>sign</b> the form and email to <a href="mailto:admin@iasca.org.au">admin@iasca.org.au</a> to avoid your child/ren not being able to participate in these activities on the day. <b>Click on this screenshot to re-direct you to the form to download and email to Admin.</b> **																				
<b>**Must be completed if your child/ren attend an incursion/excursion in vacation care 2017/2018. **</b>	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 December/January Vacation Care program 2017/18. <b>Please tick every applicable box!</b> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Henny Penny Hatching (incursion)</td> <td>11.12.2017 - 22.12.2017</td> </tr> <tr> <td><input type="checkbox"/> Magic workshop (incursion)</td> <td>13.12.17</td> </tr> <tr> <td><input type="checkbox"/> Water slide (incursion)</td> <td>14.12.17</td> </tr> <tr> <td><input type="checkbox"/> Face painting and hairspray (incursion)</td> <td>19.12.17</td> </tr> <tr> <td><input type="checkbox"/> Event Cinemas (excursion)</td> <td>21.12.17</td> </tr> <tr> <td><input type="checkbox"/> Science experiment workshop (incursion)</td> <td>04.01.18</td> </tr> <tr> <td><input type="checkbox"/> Bricks for Kids (incursion)</td> <td>09.01.18</td> </tr> <tr> <td><input type="checkbox"/> Bollywood dancing (incursion)</td> <td>11.01.18</td> </tr> <tr> <td><input type="checkbox"/> Spin art clocks (incursion)</td> <td>17.01.18</td> </tr> <tr> <td><input type="checkbox"/> Movie marathon (incursion)</td> <td>19.01.18</td> </tr> </table>	<input type="checkbox"/> Henny Penny Hatching (incursion)	11.12.2017 - 22.12.2017	<input type="checkbox"/> Magic workshop (incursion)	13.12.17	<input type="checkbox"/> Water slide (incursion)	14.12.17	<input type="checkbox"/> Face painting and hairspray (incursion)	19.12.17	<input type="checkbox"/> Event Cinemas (excursion)	21.12.17	<input type="checkbox"/> Science experiment workshop (incursion)	04.01.18	<input type="checkbox"/> Bricks for Kids (incursion)	09.01.18	<input type="checkbox"/> Bollywood dancing (incursion)	11.01.18	<input type="checkbox"/> Spin art clocks (incursion)	17.01.18	<input type="checkbox"/> Movie marathon (incursion)	19.01.18
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	Child/rens Name: _____ Year: _____ Parents Name: _____ Parents Signature: _____																				

	Date	Theme	Incursion/ Excursion	Arrival Times	Things to bring	Risk Assessment
WEEK ONE	11/12/17	Henny Penny Hatching	Incursion		Bucket hat, water bottle, covered shoes, T-shirt	In service
	12/12/17	Festival of Lights			Bucket hat, water bottle, covered shoes, T-shirt	N/A
	13/12/17	"M" Day	Incursion	For 9:30am	Bucket hat, water bottle, covered shoes, T-shirt	In service
	14/12/17	Water Play – <b>Change of Closes, thongs &amp; Towel</b>	Incursion		Bucket hat, water bottle, covered shoes, T-shirt	In service
	15/12/17	What do you want to be when you grow up?			Bucket hat, water bottle, covered shoes, T-shirt	N/A
WEEK TWO	18/12/17	"F" Day			Bucket hat, water bottle, covered shoes, T-shirt	N/A
	19/12/17	Face Painting and Crazy Hair	Incursion		Bucket hat, water bottle, covered shoes, T-shirt	In service
	20/12/17	"H" Day			Bucket hat, water bottle, covered shoes, T-shirt	N/A
	21/12/17	Movie Day	Excursion	For 8:30am	Bucket hat, water bottle, covered shoes, T-shirt	In service
	22/12/17	Christmas Crafts	N/A		Bucket hat, water bottle, covered shoes, T-shirt	N/A
WEEK THREE	<u>C</u>	<u>L</u>	<u>O</u>	<u>S</u>	<u>E</u>	<u>D</u>
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	03/01/18	Nature Day			Bucket hat, water bottle, covered shoes, T-shirt	N/A
	04/01/18	"S" Day	Incursion	For 9:00am	Bucket hat, water bottle, covered shoes, T-shirt	In service
	05/01/18	Multicultural Day			Bucket hat, water bottle, covered shoes, T-shirt	N/A
WEEK FOUR	08/01/18	Recycling Craft			Bucket hat, water bottle, covered shoes, T-shirt	N/A
	09/01/18	Bricks for Kids	Incursion		Bucket hat, water bottle, covered shoes, T-shirt	In service
	10/01/18	Painting Day			Bucket hat, water bottle, covered shoes, T-shirt	N/A
	11/01/18	Indian Culture Day	Incursion		Bucket hat, water bottle, covered shoes, T-shirt	In service
	12/01/18	Spooky Day			Bucket hat, water bottle, covered shoes, T-shirt	N/A
WEEK FIVE	15/01/18	"T" Day			Bucket hat, water bottle, covered shoes, T-shirt	N/A
	16/01/18	Fairy Tales and Superheros Day			Bucket hat, water bottle, covered shoes, T-shirt	N/A
	17/01/18	Spin Art Vinyl Clock Making	Incursion	For 9:00am	Bucket hat, water bottle, covered shoes, T-shirt	In service
	18/01/18	Rainbow Day	Incursion	For 9:00am	Bucket hat, water bottle, covered shoes, T-shirt	In service
	19/01/18	Movie Marathon	Incursion	For 9:00am	Bucket hat, water bottle, covered shoes, T-shirt	In service