



**KIDS HOLIDAY CLUB PROGRAM JUL 2019.**

Kids Holiday Club at Bellevue Hill Public School, Cnr of Birriga & Victoria Rds, Bellevue Hill

Enquiries: 9369 3643 Website [www.kidsclubosh.com.au](http://www.kidsclubosh.com.au) Mobile (Hol. Club ONLY) 0408 357 101

Return completed form and receipt of payment to: [admin@kidsclubosh.com.au](mailto:admin@kidsclubosh.com.au)

Hours: 7.30-6pm Monday-Friday each school holidays **\$42.00 per day plus excursion/incursion costs**

**NOTE: EARLY BIRD CLOSING DATE IS FRIDAY 28th June, 2019(both your Booking Form and receipt of payment must be received before the closing date to receive the Early Bird fee)**

Casual Bookings may be taken after this date: **Casual Fee is \$47.00 plus excursion/incursion costs.**

Key: Incursion (I) Excursion (E) Children's Suggestion (C) Parent Suggestion (P) Quality Area Link (QA#)

Mon 8/7	Tues 9/7	Wed 10/7	Thurs 11/7	Fri 12/7
 <p>Minute to Win it &amp; Trivia Day (I) Cost \$15.00</p>	 <p>Silent Disco (I) (C) Cost \$28.00</p>	 <p>Cartoon Drawing &amp; Oil Pastel Workshop (I) Cost \$22.00</p>	 <p>AFL Clinic Skills and Games (I) (C) \$25.00</p>	 <p>Bricks 4 Kids (Space) (I) Cost \$25.00</p>
Mon 15/7	Tue 16/7	Wed 17/7	Thurs 18/7	Fri 19/7
 <p>Magic Show &amp; learn some tricks (I) Cost \$25.00</p>	 <p>Everything Craft Handmade projects (I) Cost \$15.00</p>	 <p>Candle &amp; Soap Making (I) Cost \$15.00</p>	 <p>Mini Golf (I) \$25.00</p>	 <p>Wheels Day &amp; Go Karts (I) (C) Cost \$25.00</p>
Mon 22/7	<p><b>Closing Date for Early Bird Bookings is Friday 28<sup>th</sup> June, 2019</b> We must receive both your Booking Form &amp; receipt BEFORE the closing date to receive the Early Bird fee.</p> <p><b>Please use your surname and "HC" for Holiday Club as a reference when making your payment</b> Both our Program Summary &amp; Excursion Summary can be downloaded from our website.</p> <p><b>Please be aware we no longer offer Direct Debit for payment of Holiday Club.</b> <b>Please wear closed shoes every day</b></p>			
 <p>PJ Party &amp; Movie Day (I) Cost \$15.00</p>				

## **WELCOME TO HOLIDAY CLUB**

Come along and have a great time at Kids Holiday Club!

Staff from our Kids Club Centres come together to plan a fantastic Holiday Club Program.

Loads of great centre activities and excursion adventures to be had.

**Booking** into Holiday Club in advance is essential.

To be able to provide your child with the highest quality of care it is important for us to know how many children are attending each day. It also makes it possible for us to confirm our bookings with venues and to be able to correctly price excursions and keep costs down for you.

**Closing date for Early Bird Bookings is Friday 28<sup>th</sup> June, 2019**

**Both your Booking Form and the receipt must be received before the closing date to receive the Early Bird price.**

**Please use your surname and "HC" for Holiday Club as a reference when making your payment  
(Casual Bookings will be charged at \$47.00 per day plus excursion/incursion costs after this date)**

**We no longer offer Direct Debit for payment of Holiday Club**

**Places are limited so get in QUICK!!**

**Incomplete Booking Forms will not be processed.**

**All Bookings are Non-Refundable under any circumstances once your booking has been processed and you have received a confirmation Statement by email.**

Please ensure that you only tick the days that you want your child to attend, all booked in days must be paid for once your Booking Form has been processed.

Refunds for excursions will be given if the centre has been forced to cancel the excursion.

Child Care Subsidy is available for Holiday Care.

### **WHAT YOUR CHILD WILL NEED TO BRING EACH DAY:**

**\*A Healthy Morning tea, Lunch and Afternoon tea unless we have advertised a BBQ lunch or lunch provided on the program (please check the program)**

**IN CONSIDERING THE ENVIRONMENT-PLEASE PROVIDE FOOD IN REUSABLE CONTAINERS OR BROWN PAPER BAGS IF POSSIBLE**

**\*NO Sweets, Lollies or Chocolates should be brought to the centre, these items will be collected by staff and placed in the pantry for you to collect.**

**\*A Kids Club Hat needs to be worn every day of Holiday Club for both outdoor activities or any excursions. You can purchase a hat for \$12.00 on the booking form.**

**\*A drink bottle that can be re-filled**

**\*Enclosed shoes should be worn each day for the safety of the children.**

**\*Children should be dressed in appropriate clothing for the weather conditions and follow our Sun Protection Policy during the summer months. Jumpers/Jackets are required during the Winter Months**

**\*Please let us know if your child has any allergies or Medical Conditions such as Bee Stings, Mosquitos or other bites.**

### **GENERAL INFORMATION**

Bellevue Hill Kids Club offers an ACTIVE & FUN Holiday Club each school holidays.

Our program provides the children with a fun filled learning environment where children have a great time and meet lots of new friends.

Our trained and experienced staff are looking forward to the many great activities and experiences that are planned for the next school holidays.

It is essential that we receive a signed Booking Form and payment for each family before we can confirm your child's attendance

**HOW TO BOOK/PAYMENT:**

Complete the attached Booking Form and email it or return it to the centre along with your payment receipt. Booking Forms will not be processed unless your receipt is attached.

If you are claiming **Child Care Subsidy** and would like a "quote" before submitting your Booking Form, please email your completed form to [admin@kidsclubbosh.com.au](mailto:admin@kidsclubbosh.com.au).

Please allow enough time if you are wanting the Early Bird Fee as our Admin Officer only works Tuesdays, Wednesday and Fridays.

If you are NEW to Kids Club please make sure you complete an Enrolment Form and send it along with your Holiday Club Booking.

Please make your payment directly to:

**Bank: ANZ**

**Account Name:** Early Learning Management Solutions

**BSB:** 012-262      **Account Number:** 459298082

**Ref:** Your child's surname and "HC" for Holiday Club

**CASUAL BOOKINGS**

Casual Bookings must be made in advance by phoning the centre and speaking to the Coordinator or Admin Officer. Casual fees apply

You must bring along a completed **Booking Form** and your receipt as proof of payment.

Emailed receipts must have your surname and HC for Holiday Club as reference

**KIDS CLUB HATS**

It is essential during Holiday Club that your child be appropriately dressed for outdoor play that complies with the centre's Sun Protection Policy.

Singlet tops and strappy dresses do not protect the children from the harmful rays of the sun even when they are wearing sunscreen.

We ask that all families purchase a Kids Club Hat to protect your child from the sun whilst at the centre and on excursions and to also make them more visible to us when we are out and about.

You can place an order for your Kids Club Hat on the Booking Form

Please be aware that you will be charged for another hat if your child forgets to bring theirs for the day.

**Please bring your child's Kids Club Hat EVERY DAY**

**Cost of a Kids Club Hat is \$12.00 each.**

**STAFFING**

The Kids Club staff are highly motivated and have years of experience working with school age children. Every staff member has their First Aid Certificate and are trained in Asthma and Anaphylaxis Management. Staff also have training in Food Handling and Child Protection.

Supervision ratios are 1 staff: 15 children during centre activities and 1 staff: 8 children during excursions.

Staff from all Kids Club centres work together during Holiday Club to create a fantastic, fun school holiday program.

**DIGITAL SIGNING IN AND OUT**

It is important that you use the **Digital Parent Sign in/out on the Ipad** when arriving and departing the Centre each day.

You will need to use the **PIN** you created when first logging into the Kiosk to sign your child in and out of the centre, if you don't have a PIN yet, please allow time the first day you attend Holiday Club to set one up.

Any person collecting a child from the centre must be over the age of 18 years (unless permission is provided in writing) and be nominated on the child's Enrolment Form or Holiday Club Booking Form, they must also **create a PIN** to use when using the Digital Sign in/out.

### **CENTRE POLICIES AND PROCEDURES**

The centre is guided by policies and procedures that outline "Best Practice" which are followed by staff, children, families and the community.

If you are unfamiliar with our Centre Policies please take the time to read over them regularly, they can be found in our Family Information area.

### **TRANSPORT BY PRIVATE BUS**

Travel to excursions will be by private bus without seatbelts.

If we are travelling by Private Bus during the Holiday Club Program it will be noted in the program and on the Booking Form. You will need to provide authorisation for your child to attend any excursions, please see next paragraph.

### **EXCURSION AUTHORISATION**

We must receive authorisation from you to take your child/ren on excursions outside the centre.

We provide an "**Excursion Authorisation Form**" for every excursion which must be signed before the children can leave the centre.

Failure to sign this authorisation will result in your child missing out on the excursion and being sent home.

The **Excursion Authorisation** is located on the last page of this program

### **CANCELLATIONS**

Due to financial commitments to venues and buses and the advanced rostering of staff to meet ratios we are unable to refund any money paid for Holiday Club.

Please contact the centre immediately if your child is unable to attend for any reason so that they can be marked absent.

**ALL BOOKINGS ARE NON-REFUNDABLE**

**All booked in days must be paid for once your Booking Form has been processed.**

**You will receive a Statement by email confirming your booking.**

### **TERMS AND CONDITIONS**

I have read and understand the Information provided in this Program and agree to abide by the Policies, Procedures and conditions prescribed.

I understand that I am responsible for the full payment of all fees relating to the Holiday Club Program when I submit the attached Booking Form along with the receipt of payment and understand there is no refund after my Booking Form has been submitted.

I understand that I will be required to pay the Casual Rate if I have not submitted my Booking Form and payment by the Early Bird Closing Date.

I understand that I am responsible for my child's booking and enrolment information being up to date

I understand that the centre shares information with families via email and through written notices within the centre and through a Newsletter, I understand that it is my responsibility to read all centre notices and be aware of any recent changes to service policy and/or procedure.

I understand that I must purchase a Kids Club Hat for my child to wear every day of Holiday Club as a requirement detailed in the centre's Sun Protection Policy and will be charged for an additional hat if my child arrives without a hat for the day.

We look forward to seeing you at Kids Club

## IMPORTANT POINTS TO REMEMBER WHEN ATTENDING HOLIDAY CLUB

- **REMEMBER-CLOSING DATE FOR EARLY BIRD BOOKINGS IS FRIDAY 28<sup>th</sup> June, 2019**  
(All bookings after this date will be charged at \$47.00 per day plus excursion/incursion costs)
- A **Booking Form** must be completed with receipt of payment attached or emailed to the centre whether you are coming on a casual basis or have pre-booked.  
Please use your **surname** and "**HC**" for Holiday Club as a reference when making your payment.
- Only children enrolled in Kids Club are able to attend the Holiday Club Program.  
(you must complete an Enrolment Form if you are not already enrolled in the centre)
- Ensure you only tick the days you want your child to attend, all booked days must be paid for once your Booking Form has been processed.
- All before and after school care fees must be paid up to date before booking into Holiday Club
- **PLEASE ENSURE YOUR CHILD WEARS CLOSED SHOES SUCH AS SNEAKERS OR JOGGERS EACH DAY TO PROTECT THEIR FEET WHILST PLAYING  
NO THONGS OR SANDLES ARE PERMITTED.  
JUMPERS/JACKETS SHOULD BE WORN DURING THE WINTER MONTHS**
- Please pack a healthy lunch box for your child-no sugary sweets such as donuts or lollies.  
These are best kept for home!! These items will be collected by staff and placed in the pantry for collection.  
Please remember we are a **NUT FREE** centre, some children in attendance have allergies to NUTS
- Please ensure you have ticked the box to purchase a **Kids Club Hat**.  
Every child attending Holiday Club must have a Kids Club Hat for outdoor activities at the centre and excursions. Your child's Kids Club Hat should be taken home each day. The centre does not take responsibility for any lost hats. If your child forgets their hat, another one will be provided at a cost of \$12.00.  
Ensure your child is appropriately dressed for playing outdoors that protects them from the sun.
- Please **DO NOT** send your child with any of their handheld devices such as phones, Ipads etc unless we have advertised it in our program, we have loads of planned activities and experiences for the children to do. Please keep these activities for home.
- Please see our "Excursion Summary" for information about excursions, Roll Call times, Departure and Return times for Excursions and our "Excursion/Incursion Fact Sheet" for a brief description of each days events.



**KIDS HOLIDAY CLUB BOOKING FORM FOR JUL 2019**

[www.kidsclubosh.com.au](http://www.kidsclubosh.com.au)

Dear Parents,

Please tick the dates you would like your child to attend Holiday Club.

**Please attach your receipt and return this form with payment to the centre or email to**

**[admin@kidsclubosh.com.au](mailto:admin@kidsclubosh.com.au)**

Please make your payment directly to:

**Bank: ANZ**

**Account Name:** Early Learning Management Solutions

**BSB:** 012-262      **Account Number:** 459298082      **Reference:** Surname and HC (Holiday Club)

Are you enrolled in a Kids Club Centre? Yes    No    If not, please download and complete our Enrolment form

Name of parent paying account \_\_\_\_\_

Contact Mobile \_\_\_\_\_ Email \_\_\_\_\_

Child 1: \_\_\_\_\_ Child 2: \_\_\_\_\_

Child 3: \_\_\_\_\_

Do you have a Kids Club Hat for Holiday Club? <b>Hat Cost \$12.00 each</b>
(A Kids Club Hat is compulsory for all days, a replacement hat will be charged to your account if your child forgets to bring their hat for the day)
Please circle the number of hats you would like to buy.    1    2    3    (Hats must be taken home)

Date	Early Bird Fee \$42.00 plus excursion/incursion cost <b>Casual Fee of \$47 after Friday 28<sup>th</sup> June plus excursion/incursion costs</b>	Excursion/ Incursion Cost	Tick to Book
Mon 8/7	Minute to Win it/Trivia Day	\$15.00	
Tue 9/7	Silent Disco	\$28.00	
Wed 10/7	Cartoon Drawing/Oil Pastel Workshop	\$22.00	
Thurs 11/7	AFL Clinic-Skills & Games	\$25.00	
Fri 12/7	Bricks 4 Kids (Theme: Space)	\$25.00	
Mon 15/7	Magic Show	\$25.00	
Tue 16/7	Everything Craft-Handmade Projects	\$15.00	
Wed 17/7	Candle & Soap Making	\$15.00	
Thurs 18/7	Mini Golf	\$25.00	
Fri 19/7	Wheels Day & Go Karts	\$25.00	
Mon 22/7	PJ Party & Movie Day	\$15.00	

**Total amount owing = Daily Cost + Excursion/Incursion Cost + Kids Club Hats.    \$**

\*I give permission for my child to walk to Cooper Park for activities during Holiday Club Program.

Parent Signature \_\_\_\_\_ Date    /    /

\*I agree to the Terms & Conditions described on page 4 of this program and to Centre Policy & Procedure

Parent Signature \_\_\_\_\_ Date    /    /