



## **Teddy Bear Corner Holiday Care Booking and Permission Form**

To enrol in our School Holiday Program, please complete this booking form. If your child(ren) are already enrolled, attending, or have previously attended Yangebup OSHC, you only need to complete this form.

If your child(ren) have never attended Yangebup OSHC, you must first complete full enrolment online at [www.teddybearcorner.com.au](http://www.teddybearcorner.com.au) under the Online Enrolments Tab. Select Yangebup OSHC as the centre to enrol at. After enrolling, you will also need to complete this form.

Teddy Bear Corner Holiday Care is located at Yangebup Primary School and operates from 6:30 am to 6:00 pm. Each session/day of care costs \$96 before any rebate(CCS) is applied (if you qualify for CCS and have it set up and active). Any additional incursion/excursion fees listed on the program are extra. Please note that your rebate (CCS) is not applied to any additional incursion/excursion fees; it is only applied to the daily fee rate of \$96. Fees, including relevant excursion/incursion fees, will be charged one week in advance and debited via direct debit only on:

Friday 11<sup>th</sup> April 2025– for all booked days from 14/04/2025 – 18/04/2025

Friday 18<sup>th</sup> April 2025 – for all booked days from 21/04/2025 – 25/04/2025

Invoices will be sent out to the primary parent's email with your fee amount on the Thursday before the Friday direct debit is due.

Please note if you are required to and have not completed your CCS approval through our software app and Mygov prior to the holiday period begins, full fee's will be debited, and CCS rebates will need to be claimed by the parent through Centrelink.

**Bookings close Friday 4<sup>th</sup> April. Places are limited and cannot be guaranteed, so please get your booking forms back to us as soon as possible. Any bookings received after this will only be confirmed if there is space on the requested days.**

### **CHILD DETAILS**

CHILD 1 Name: \_\_\_\_\_ DOB: \_\_\_\_\_

CHILD 2 Name: \_\_\_\_\_ DOB: \_\_\_\_\_

CHILD 3 Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**EMERGENCY CONTACT DETAILS – PLEASE COMPLETE IN FULL These contacts will be able to authorise plans in case of emergency should you be unavailable or non-contactable.**

Parent/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Best contact phone: \_\_\_\_\_ Alternative number: \_\_\_\_\_

Emergency Contact 2: \_\_\_\_\_ Relationship: \_\_\_\_\_

Best contact phone: \_\_\_\_\_ Alternative number: \_\_\_\_\_

**Does your child/ren have any allergies, dietary requirements, or medications they need to be given while in care? (separate medication form and risk minimisation plan will need to be filled out for administering medication). Please let us know if you require these forms for your booking. These forms will be required to be completed and submitted to us before your child attends for the holidays.**

---

---

Please indicate in the space provided (with a tick) the days you wish to book your child/ren into the centre.  
Your booking is confirmed once your booked days are showing on your Xplor Home app.

Mon 14 <sup>th</sup> Apr		Tue 15 <sup>th</sup> Apr		Wed 16 <sup>th</sup> Apr		Thurs 17 <sup>th</sup> Apr		Fri 18 <sup>th</sup> Apr	CLOSED
Mon 21 <sup>st</sup> Apr	CLOSED	Tue 22 <sup>nd</sup> Apr		Wed 23 <sup>rd</sup> Apr		Thurs 24 <sup>th</sup> Apr		Fri 25 <sup>th</sup> Apr	CLOSED
Mon 28 <sup>th</sup> Apr									

## Permissions

### **Hoyts Southlands – Wednesday 16<sup>th</sup> April 2025**

I give permission for my Child ..... to be driven and escorted from Teddy Bear Corner Yangebup OSHC- 55 Moorhen Drive Yangebup WA 6164 to Hoyts Southlands - Burrendah Boulevard, Willetton, WA 6155 by educators of Teddy Bear Corner on Wednesday 16<sup>th</sup> April 2025. We will be travelling by Hired bus departing between 9:30am – 11:00am and returning between 12:30pm - 1:30pm. There will be up to 50 children in the hired bus with 5 or more educators (with at least 1 first aid trained). A risk assessment and Transportation of Children Procedure is available for you to read if you would like.

Signed .....

Name.....

Date.....

Staff Signature .....

Staff Name.....

### **Nicholson Reserve Playground & Oval**

I give permission for my Child ..... to participate in activities at Nicholson Reserve (oval adjacent to Yangebup Primary). Children will be escorted walking from Teddy Bear Corner Yangebup OSHC – to the playground and oval space at Nicholson Reserve – by Educators of Teddy Bear Corner. The children may visit the reserve at different times and days during the entire school holiday period from Monday 14<sup>th</sup> April 2025 to 28<sup>th</sup> April 2025 inclusive, between 9am and 3pm each day.

Signed .....

Name.....

Date.....

Staff Signature .....

Staff Name.....

## Out of School Care Yangebup Holiday Program Terms and Conditions

To book your child's place at Teddy Bear Corner Child Care Out of School Hours Care Yangebup School Holiday Program, please ensure the following: -

All Enrolment, medication and booking forms are to be returned to the centre or via email by the Booking Closing dates listed on the front page of this form. This is imperative to our booking and staffing requirements and late submission may negatively impact on our ability to provide your children care during this time.

Placement is not guaranteed, this form needs to be filled out and signed and returned to the centre by the closing dates. Once your payment has been processed and received, and your booking dates are showing on your Xplor Home app your booking is confirmed.

All incursions and excursions will be charged to your account and paid via Direct Debit in advance with your daily care fee's. It is the primary parent/carer's responsibility to ensure correct account details are entered in on your xplor app under the finance tab before payments are direct debited as non-payment of fee' will result in your child being unable to attend your booked days.

**Places are strictly limited, after the booking close date all dates booked are final and cannot be cancelled or swapped for other days and are non-refundable. If your child is absent on their first or last day of booked care CCS does not apply and full fees are charged.**

Following our Covid 19 policy and procedures, if your child cannot attend any booked days due to having Covid 19 or being a close contact, fee's are not refundable or transferable.

Please ensure your child brings with them each booked day their own packed morning tea and lunch. We are an allergy aware centre, **please don't bring any food that has nuts in it.**

Afternoon Tea will be provided, fruit will also be available throughout the day when the children would like it.

Please ensure your child/ren bring a drink bottle and a hat every day. Sun smart clothing and enclosed shoes are highly recommended. If the weather is hot, we will participate in water play, a change of clothes and towel each day is advisable. Some activities require specific footwear and socks. Sneakers are preferable.

A routine and program of activities the children have on offer each day while at the centre is available for you to view, please ask the staff for details.

Children with medical issues or risks of medical issues MUST have a current, up to date medical form and authorisation as well as a Risk Management Plan and communication plan before the holiday period begins.

We will be travelling hired bus on all excursions. You will need to complete the authority for us to transport your child/ren to and from each excursion which are located in this form. Your child will not be able to attend the excursion if the authority is not signed.

All children will be required to be at the centre no later than 9:00am on excursion days. If you wish to pick your children up before 3pm please let the staff know, as some excursions may run late or be impacted by traffic.

Staff must be informed if a person other than the parent/guardian is picking up your child and this person MUST be over the age of 18 years and must provide photographic ID.

If your child is showing signs of being unwell, or their behaviour is putting themselves, other children, staff or the general public at risk, you will be contacted and you will be asked to collect them or have them collected by an authorised person. Our program of activities, incursions and excursion are planned for both education and fun. We endeavour to provide these for the children to learn new skills, be exposed to different experiences and environments. Careful thought and consideration has been given to the holiday care program. We would love to hear your suggestions and comments for the future, please speak to a staff member, **email or call us at [yangebup.teddybearcorner@iinet.net.au](mailto:yangebup.teddybearcorner@iinet.net.au) / 0423 745 671**. As always, we are available to talk to you about any concerns at any time. Your signature on this form indicates your understanding and acceptance of the above conditions and requirements. Child/ren's

Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_