



Teddy Bear Corner Holiday Care Booking and Permission Form

To enrol in our School Holiday Program you are required to complete this booking form.

If your children are already enrolled or have previously attended Yangebup OSHC you will be required to complete this form only. If your children have never attended Yangebup OSHC you will be required to first complete a full enrolment which can only be done online at www.teddybearcorner.com.au under the Online Enrolment Tab. **Please select Yangebup OSHC as the centre to enrol at.** You will also be required to complete this written booking form after you have enrolled.

Teddy Bear Corner Holiday Care is situated at Yangebup Primary School, **we open at 6:30am and close at 6:00pm. Each session/day of care is \$96 per day before any rebate is applied.** If you are eligible for CCS rebate from the government it can cover from 30% to 95% of fees, depending on your entitlement. **Incursion/Excursion fees are added on top of the daily rate and are listed on the booking form.** Please note your rebate (CCS) is not applied to any additional fees such as Incursion/Excursion fees, it is only applied to the daily fee rate of \$96. It is the primary parent's responsibility to ensure they have active Child Care Subsidy (CCS) and that they approve the CCS Task on their mygov/centrelink when required prior to billing days to ensure the CCS is applied. If this has not been completed and CCS is not being applied on our system, full fees will be charged and debited.

It is the primary parent's responsibility to ensure bank details for direct debits are entered in on the Xplor app. You can find this option to add or edit bank details under the finance tab on your Xplor Home app once you have enrolled at Yangebup OSHC. Invoices will be sent out to the primary parent's email with your fee amount on the Thursday before the Friday direct debit date above is due.

If your payment dishonours or is not received on debit days your child will be unable to attend your booked days until payment has been received and a dishonour fee of \$19.95 is applied.

Fees (including relevant excursion/incursion fees) will be charged 1 week in advance debited via direct debit only :

Friday 29th March 2024 – for all booked days from 2/4/2024 – 5/4/2024

Friday 5th April 2024 – for all booked days from 08/4/2024 – 12/4/2024

Friday 12th April 2024 – If your booked in for 15/4/2024

Bookings Close Friday 22nd March 2024 – Places are limited so please get your booking forms back to us as soon as possible. Any bookings received after this date will only be confirmed if there is space on the requested days.

Excursion fees apply for Weds 3rd and Tuesday the 9th April \$20 dollars per excursion.

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 before your child attends for the holiday period.

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.

Holiday Care begins Friday the 15th Dec 2023 and finishes on Tuesday 30th Jan 2024

PLEASE TICK THE DAYS YOU WOULD LIKE TO BOOK

Mon 1/4/24	Tues 2/4/24	Wed 3/4/24	Thurs 4/4/24	Friday 5/4/24	
Closed					
Mon 8/4/24	Tues 9/4/24	Wed 10/4/24	Thurs 11/4/24	Fri 12/4/24	Mon 15/4/24

Permissions

Hoyts Southlands Movies Wednesday 3rd April 2024

I give permission for my Child to be driven and escorted from **Teddy Bear Corner Yangebup OSHC – 55 Moorhen Drive Yangebup 6164 to Hoyts Southlands Movies Burrendah Blvd Willetton 6155** by educators of Teddy Bear Corner on **Wednesday 3rd April 2024**. . We will be travelling by Hired bus departing between 9:15am – 10:00am and returning between 1:30pm – 2:30pm. There will be up to 40 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. **Children need to arrive no later than 8:45am on this day to attend the excursion.**

Signed
 Name.....
 Date.....
 Witnessed
 Name.....

AQWA The Aquarium of Western Australia Tuesday 9th April 2024

I give permission for my Child to be driven and escorted from **Teddy Bear Corner Yangebup OSHC – 55 Moorhen Drive Yangebup 6164 to AQWA 91 Southside Drive Hillarys WA 6025** by educators of Teddy Bear Corner on **Tuesday 9th April 2024**. We will be travelling by Hired bus departing between 9:30am – 1030am and returning between 1230pm – 130pm. There will be up to 40 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. **Children need to arrive no later than 8:45am on this day to attend the excursion.**

Signed
 Name.....
 Date.....
 Witnessed

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 fees.
- **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, hat and a spare change of clothes every day. Sun smart clothing and enclosed shoes are highly recommended. Some activities require specific footwear and socks. Sneakers are preferable.
- 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 8:45 am 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 excursions 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 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: _____

