



## Teddy Bear Corner Holiday Care Booking and Permission Form

Please note that if you are not already enrolled/attending Hilton or Yangebup OSHC Club, you will be required to fill out this form and the centre enrolment forms which can be done online at [www.teddybearcorner.com.au](http://www.teddybearcorner.com.au) If your children have previously attended Holiday Care at Hilton OSHC, you are not required to fill out the additional online forms.

This Booking form must be completed to book in for the Holiday Program

Teddy Bear Corner Holiday Care is situated at Hilton Primary School and opens at 6:30am and closes at 6:00pm. Each session/day of care is \$92 per day before any rebate is applied. Plus any addition Incursion/Excursion fee's which are listed on the program. Please note your rebate is not applied to any addition fee's such as Incursion/Excursion fee's.

**PLEASE NOTE THE HOLIDAY PROGRAM IS NOT OPEN ON GOOD FRIDAY 15/4/22 OR  
EASTER MONDAY 18/4/22**

Fees will be charged **in advance for all holiday care days you have booked**. Invoices will be sent out to your email with your fee amount on Thursday 7<sup>th</sup> April. The amount on your invoice will be debited on FRIDAY 8<sup>th</sup> APRIL 2022 via Direct debit only from your nominated account.

### Booking Closing Dates

**Bookings Close on Wednesday 6<sup>th</sup> April 2022, any bookings received after this date will only be confirmed if there is space on the requested days.**

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

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

CHILD 3 DETAILS 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.

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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 payment has been processed.

Holiday Care begins Monday the 11<sup>th</sup> April 2022 and finishes on Friday 22<sup>nd</sup> April 2022

**PLEASE TICK THE DAYS YOU WOULD LIKE TO BOOK**

<b>Mon 11/4/22</b>		<b>Tues 12/4/22</b>		<b>Wed 13/4/22</b>		<b>Thurs 14/4/22</b>		<b>Fri 15/4/22</b>	<b>Centre Closed</b>
<b>Mon 18/4/22</b>	<b>Centre Closed</b>	<b>Tue 19/4/22</b>		<b>Wed 20/4/22</b>		<b>Thurs 21/4/22</b>		<b>Fri 22/4/22</b>	

**Permissions**

**Bring Your Own Wheels Day 20<sup>th</sup> April 2022**

I give permission for my Child ..... to participate in riding a bike, scooter or roller skates. A helmet is required to be worn at all times while participating in riding. Riding will take place on the basketball court at different times during the day with full supervision at all times. Please note if your child doesn't have a helmet with their bike or scooter they will not be able to ride while at the centre. All safety measures will be followed to avoid any injuries. At least 1 Staff member on shift is First Aid Trained.

A risk assessment is available for you to read if you would like.

Signed .....

Name.....

Date.....

Witnessed .....

Name.....

**Manning Park Excursion 21<sup>st</sup> April 2022**

I give permission for my Child ..... to be driven and escorted from **Teddy Bear Corner Hilton OSHC – Rennie Crescent, Hilton WA 6163** to **Manning Park - 61 Azelia Rd, Spearwood WA 6163** by educators of Teddy Bear Corner on **Thursday 21<sup>st</sup> April 2022**.

We will be travelling by Hired bus departing between 10am – 11am and returning between 1:30pm – 2:30pm. 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.....

Witnessed .....

Name.....

## **Nature Garden – Hilton Primary School**

I give permission for my Child ..... to participate in activities in the Nature Garden on school grounds at Hilton Primary School . Children will be escorted walking from **Teddy Bear Corner Hilton OSHC – Rennie Crescent, Hilton WA 6163** to the **Nature Garden – located on school grounds** by Educators of Teddy Bear Corner. The children may visit the Nature Garden at different times and days during the entire school holiday period from **Monday 11<sup>th</sup> April 2022 to Friday 22<sup>nd</sup> April 2022** between **9am and 4pm each day. The Nature Garden/ Trail is located on the grassed area next to the car park at Hilton Primary School.**

## **Out of School Care Hilton Holiday Program Terms and Conditions**

To book your child's place at Teddy Bear Corner Child Care Out of School Hours Care Hilton, 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 your booking is confirmed.
- All incursions and excursions will be booked to your account and paid via Direct Debit in advance.
- Places are strictly limited, after the booking close date all dates booked are not able to be cancelled or swapped for other days and are non refundable. If your child is absent on the first or last day of booked care CCS does not apply and full fees are charged.
- Please ensure your child brings with them each booked day their own packed lunch. We are an allergy aware centre, Please don't bring any food that has nuts in it.
- Morning Tea and Afternoon Tea will be provided , fruit will also be available throughout the day.
- 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.
- 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
- 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 9.30 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 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 [hilton.teddybearcorner@iinet.net.au](mailto:hilton.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: \_\_\_\_\_