



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 child/ren are already enrolled/attending or have previously attended Yangebup OSHC you will be required to complete this form only.

If your child/ren have never attended Yangebup OSHC you will be required to first complete full enrolment which can 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 form after you have enrolled.

Teddy Bear Corner Holiday Care is situated at Yangebup Primary School and **opens at 6:30am and closes at 6:00pm. Each session/day of care is \$96 per day before any rebate is applied.** (If you qualify for rebate and have it set up and active) plus any addition incursion/excursion fee's which are listed on the program. Please note your rebate (CCS) is not applied to any addition incursion/excursion fee's, it is only applied to the daily fee rate of \$96

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

Friday 28th June 2024 – for all booked days from 01/07/2024 – 05/07/2024

Friday 5th July 2024 – for all booked days from 08/07/2024 - 12/07/2024

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 to come out.

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 beginning, full fee's will be debited and CCS rebates will need to be claimed by the parent through Centrelink.

Bookings close Friday 21st June 2024 – 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 1 st July		Tue 2 nd July		Wed 3 rd July		Thurs 4 th July		Fri 5 th July	
Mon 8 th July		Tue 9 th July		Wed 10 th July		Thurs 11 th July		Fri 12 th July	
Mon 15 th July									

Permissions

Holey Moley Fremantle – Wednesday 3rd July 2024

I give permission for my Child to be driven and escorted from Teddy Bear Corner Yangebup OSHC- 55 Moorhen Drive Yangebup WA 6164 to Holey Moley Fremantle - 2 Newman Court, Fremantle Western Australia 6160 by educators of Teddy Bear Corner on Wednesday 3rd July 2024. We will be travelling by Hired bus departing between 9am – 9.30am and returning between 1pm - 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.....

Pasta In the Valley – Tuesday 9th July 2024

I give permission for my Child to be driven and escorted from Teddy Bear Corner Yangebup OSHC- 55 Moorhen Drive Yangebup WA 6164 to Pasta in the Valley - 2931 West swan road, Caversham WA 6055, by educators of Teddy Bear Corner on Tuesday 9th July 2024. We will be travelling by Hired bus departing between 9am – 10am and returning between 1:30 – 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.....
Staff Signature
Staff Name.....

Armadale Reptile Centre – Thursday 11th July 2024

I give permission for my Child to be driven and escorted from Teddy Bear Corner Yangebup OSHC- 55 Moorhen Drive Yangebup WA 6164 to Armadale Reptile Centre - 304 - 308 South Western Highway, Wungong Western Australia 6112, by educators of Teddy Bear Corner on Thursday 11th July 2024. We will be travelling by Hired bus departing between 9am – 9.30am and returning between 1:30 – 2pm. 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

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 8:30am 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 / 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: _____