




OUT OF SCHOOL HOURS CARE - BEN VENUE VACATION CARE

Operating Hours 7 am - 6 pm	Monday July 6	Tuesday July 7	Wednesday July 8	Thursday July 9	Friday July 10
Daily Fee (Before CCS)	\$70	\$70	\$95	\$70	\$70
Daily Theme	NAIDOC Celebration Day	PJ Movie and Creative Day	Bike, Scooter and Design Day	Disco Party Day	Cooking Day
On Days of Excursions Please arrive no later than 9am					
Our Daily Program	Celebrate NAIDOC Week with a day of creativity and culture! Children will enjoy art and craft workshops, Dreamtime-inspired painting, and traditional damper making in small groups.	Get comfy for a fun-filled day! Children can wear their PJs, enjoy movies with popcorn and a blanket, relax in the spa corner, and have fun at our indoor skate rink with scooters and skateboards.	Bring your bike or scooter for a day of fun! Children will enjoy games and obstacle courses, decorate helmets, and learn about safety and teamwork through exciting activities.	Get ready to dress up and dance! Children will enjoy music, games, dance-offs, themed snacks and drinks, with fun prizes for best-dressed and participation.	Get hands-on in the kitchen! Children will make their own pizza or sushi, create fun party snacks, and learn basic cooking skills in a fun and supportive environment.

Ben Venue PCYC OOSH
83/103 Erskine Street Armidale
0482 163 158

Friendly Reminder - PCYC OOSH is a nut-free service; please do not send any nut products with your child.

Children bring your own packed lunch each day—just like school, but with extra treats! Eat breakfast before you come, and please no food that needs heating!

<p>Our operating Hours 7 am - 6 pm</p>	<p>Monday July 13</p>	<p>Tuesday July 14</p>	<p>Wednesday July 15</p>	<p>Thursday July 16</p>	<p>Friday July 17</p>
<p>Daily Fee (Before CCS)</p>	<p>\$70</p>	<p>\$70</p>	<p>\$70</p>	<p>\$70</p>	<p>\$70</p>
<p>Daily Theme</p>	<p>Trivia and Talent Day</p>	<p>Creative Carnival Day</p>	<p>Mini Olympics Day</p>	<p>Games Day</p>	<p>Fun and Games Day</p>
<p>On Days of Excursions Please arrive no later than 9am</p>					
<p>Our Daily Program</p>	<p>A day full of fun and confidence-building! Children will enjoy team trivia and music games, showcase their talents, or have a go at being the MC in a supportive environment.</p>	<p>Step right into a day of fun and creativity! Children will enjoy face painting, carnival games, create oven clay artworks to take home, and share crafts with friends</p>	<p>Ready, set, go! Children will enjoy relay races, obstacle courses, ball games and target challenges while building teamwork, confidence and great sportsmanship through friendly fun</p>	<p>Get ready for a day of fun and friendly challenges! Children will enjoy Minute to Win It games, board games and puzzles, plus chill activities and free play to relax and unwind.</p>	<p>A relaxed day of play and discovery! Children will enjoy LEGO building and favourite games, explore gems and crystals, and take part in creative activities and free play.</p>


What to Bring/Wear:

- Children must bring food and drinks for morning tea, afternoon tea, and lunch.
- Treats should be limited to special occasions only.
- Please ensure children wear protective footwear such as sneakers, boots, or sports shoes (no thongs, crocs, open toed shoes).
- A sun hat and sunscreen are required every day.
- Parents must ensure their child has appropriate clothing and sun protection. No singlets, shoulders showing etc).
- A refillable water bottle is recommended.

What **NOT** to Bring:

- Skateboards, rollerblades, and wheeled footwear are not permitted for safety reasons. Mobile phones, personal devices, smart watches, devices etc.
- Children should not bring money or valuables to the service.
- PCYC OOSH is a nut free service, please do not send any nut products with your child

BEN VENUE VACATION CARE

Our operating Hours 7 am - 6 pm	Monday July 20	Tuesday July 21	Wednesday July 22	Thursday July 23	Friday July 24															
Daily Fee (Before CCS)																				
Daily Theme																				
On Days of Excursions Please arrive no later than 9am																				
Our Daily Program																				
<p style="text-align: center;">\$70</p>																				

Friendly Reminder - Sun Smart Alert! Don't forget your hat, sleeves, and sunscreen top-ups at Vacation Care — stay cool, stay protected!

BOOKING FORM - Ben Venue

Child 1 Name:

Child 3 Name:



Risk Assessments
Available on request

Child 2 Name:

Child 4 Name:

Date	Activity	Anticipated number of Children attending	Educator Ratio/ Educators Attending	Means of Transport	Duration of Excursion/Centre Experience	Pick up & Destination Location	Parent/Guardian Signature
6.7.26	NAIDOC Celebration Day	30	1:15 Educators - up to 3	N/A	Main Activities between 10 am - 3pm	I authorise my child to attend on 6.7.26 onsite PCYC OOSH Armidale 83/103 Erskine Street Armidale NSW 2350 under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will be involved in games, sports and craft.	
7.7.26	PJ Movie and Creative Day	30	1:15 Educators - up to 3	N/A	Main Activities between 10 am - 3pm	I authorise my child to attend on 7.7.26 onsite PCYC OOSH Armidale 83/103 Erskine Street Armidale NSW 2350 under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will be involved in watching a movie, games, sports and craft.	
8.7.26	Bike, Scooter and Design Day	30	1:15 Educators - up to 3	N/A	Main Activities between 10 am - 3pm	I authorise my child to attend on 8.7.26 onsite PCYC OOSH Armidale 83/103 Erskine Street Armidale NSW 2350 under the supervision and responsibility of PCYC Ben Venue OOSH. I understand that my child will be participating in bike and scooter riding activities and must bring appropriate safety gear, wear enclosed shoes, and ensure their bike or scooter is in safe working condition.	
9.7.26	Disco Party Day	30	1:15 Educators - up to 3	N/A	Main Activities between 10 am - 3pm	I authorise my child to attend on 9.7.26 onsite PCYC OOSH Armidale 83/103 Erskine Street Armidale NSW 2350 under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will be dance offs, games, prizes & other activities.	
10.7.26	Cooking Day	30	1:15 Educators - up to 3	N/A	Main Activities between 10 am - 3pm	I authorise my child to attend on 10.7.26 onsite PCYC OOSH Armidale 83/103 Erskine Street Armidale NSW 2350 under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will be involved in cooking activities, games and other activities.	

BOOKING FORM - Ben Venue

Child 1 Name:

Child 3 Name:



Risk Assessments
Available on request

Child 2 Name:

Child 4 Name:

Date	Activity	Anticipated number of Children attending	Educator Ratio/ Educators Attending	Means of Transport	Duration of Excursion/Centre Experience	Pick up & Destination Location	Parent/Guardian Signature
13.7.26	Trivia and Talent Day	30	1:15 Educators - up to 3	N/A	Main Activities between 10 am - 3pm	I authorise my child to attend on 13.7.26 onsite PCYC OOSH Armidale 83/103 Erskine Street Armidale NSW 2350 under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will be involved in trivia games, talent shows, games, sports and craft.	
14.7.26	Creative Carnival Day	30	1:15 Educators - up to 3	N/A	Main Activities between 10 am - 3pm	I authorise my child to attend on 14.7.26 onsite PCYC OOSH Armidale 83/103 Erskine Street Armidale NSW 2350 under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will be involved in games, sports and craft.	
15.7.26	Mini Olympics Day	30	1:15 Educators - up to 3	N/A	Main Activities between 10 am - 3pm	I authorise my child to attend on 15.7.26 onsite PCYC OOSH Armidale 83/103 Erskine Street Armidale NSW 2350 under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will be involved in mini olympic games, sports, building and craft,	
16.7.26	Games Day	30	1:15 Educators - up to 3	N/A	Main Activities between 10 am - 3pm	I authorise my child to attend on 16.7.26 onsite PCYC OOSH Armidale 83/103 Erskine Street Armidale NSW 2350 under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will be involved in games, sports and craft.	
17.7.26	Fun and Games Day	30	1:15 Educators - up to 3	N/A	Main Activities between 10 am - 3pm	I authorise my child to attend on 17.7.26 onsite PCYC OOSH Armidale 83/103 Erskine Street Armidale NSW 2350 under the supervision and responsibility of PCYC Ben Venue OOSH. Children will participate in soap making. I understand children will be involved in games, sports and craft.	

BOOKING FORM - Ben Venue

Child 1 Name:

Child 3 Name:



Risk Assessments
Available on request

Child 2 Name:

Child 4 Name:

Date	Activity	Anticipated number of Children attending	Educator Ratio/ Educators Attending	Means of Transport	Duration of Excursion/Centre Experience	Pick up & Destination Location	Parent/Guardian Signature
20.7.27	Nature Discovery Day	30	1:15 Educators - up to 3	N/A	Main Activities between 10 am - 3pm	I authorise my child to attend on 20.7.26 onsite PCYC OOSH Armidale 83/103 Erskine Street Armidale NSW 2350 under the supervision and responsibility of PCYC Ben Venue OOSH. Children will participate in soap making. I understand children will be involved in outdoor challenges, games, nature activities and other art.	

ENROLMENT TERMS & CONDITIONS

GENERAL

- I confirm that the details provided in the enrolment form are correct and up to date, including child/ren's details, parent contacts, and emergency contact details (authorised pick-up persons must be listed).
- I understand the start and end times of the sessions of care 7:00 am – 6:00 pm.
- I agree to arrive 30 minutes prior to departure times for excursions. I understand that failure to do so will result in my child/ren being unable to attend the excursion. Children cannot be dropped off at the excursion location by a parent/guardian.
- I agree that child/ren must be signed in and out only by parents, guardians, or other authorised persons (18+ years) listed on the enrolment form. This person must enter the premises to drop off or collect the child. If I fail to sign in my child/ren, they will be unable to attend excursions.
- I understand that on excursion days, children will travel by bus or on foot under staff supervision, and that a comprehensive risk assessment is available upon request. All transport will include fitted seat belts, and booster seats will be provided for children under 7 years old. For buses with more than 12 seats, if parents wish for their children to use booster seats, they will need to supply them. For the PCYC 12-seater bus, PCYC will provide booster seats.
- I understand that PCYC OOSH rules must be followed and respected. Failure to do so may result in exclusion from activities or programs following consultation between centre management and families.
- I acknowledge that G and PG-rated movies may be shown at the centre when appropriate and when attending excursions to movies.
- I will respond to any contact from PCYC OOSH while my child/ren are in care.
- I understand the educator-to-child ratio for excursions will follow regulation guidelines.

- I understand that my child/ren may be exposed to potential risks associated with certain activities and that I have access to the relevant risk assessments detailing how PCYC OOSH will manage those risks.
- I understand that a booking confirmation will be provided as a statement from the service; submitting this form alone does not guarantee a booking.

FOOD

- I will provide a packed water bottle, morning tea, lunch, and additional snacks each day.
- I understand that PCYC OOSH is a nut-free service, and I will not send any nut products with my child.
- Families/guardians are responsible for providing safe, adequate food and appropriate storage to keep it cool throughout the day. Please pack enough food for the full program — treat VC like a normal school day and include extra food. PCYC cannot heat or refrigerate food, but we will ensure lunchboxes are not stored in warm areas. Families are encouraged to add an extra ice brick to keep food cool.

VALUABLES

- I agree that children are strongly discouraged from bringing any valuables or electronics (e.g. mobile phones, gaming devices, jewellery, etc.) to the centre.
- PCYC OOSH is not responsible for lost or damaged personal items. All items brought must be clearly labelled.

MEDICAL POLICY

- I confirm that I have informed the centre of any allergies or medical conditions affecting my child/ren.
- I understand that a medication authority form must be completed for any medication required to be administered during care.
- In the event of illness or accident, I authorise PCYC OOSH staff to seek necessary medical or hospital assistance. I agree to cover any costs incurred.

UNFORESEEN CIRCUMSTANCES

- I understand that changes to the program may occur due to unforeseen circumstances.
- In the event of a last-minute change, PCYC OOSH will substitute the activity with a similar option and notify families as soon as possible.

FEES

- I understand that full fees are charged once the booking form is processed.
- I agree to pay for all booked days as selected on this form. No cancellations, changes, or credits for future programs will be accepted.
- Vacation Care bookings will only occur if your account is up to date. PCYC have the right to suspend bookings if the account is not up to date.
- I understand that all fees must be paid in advance via Debit Success. All excursions, incursions, and staffing are planned according to bookings.
- I acknowledge that confirmed booking fees are non-refundable. This includes fees covered in part by Child Care Subsidy (CCS). Any discussions regarding CCS refunds must be directed to Centrelink.
- If my child is absent on a booked day, I understand that no refund will be issued, even if notice is provided.

PLEASE TICK & CONFIRM PERMISSIONS

I have read and agree to the Enrolment Terms & Conditions above.

I give permission for my child/ren to participate in activities as part of Out of School Hours Care (OOSH) provided by PCYC,

I agree to comply with all PCYC policies.

I consent to photos and video footage of my child/ren being used by PCYC OOSH for promotional purposes including websites, social media, advertising, and internal resources.

PARENT/GUARDIAN FULL NAME

MOBILE:

DATE:

SIGNATURE