



OUT OF SCHOOL HOURS CARE VACATION CARE PROGRAM

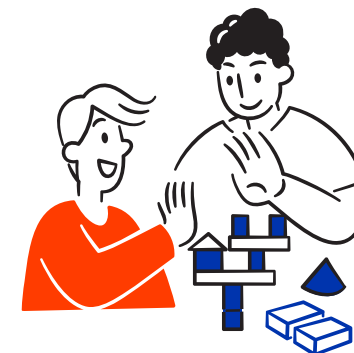


Address: 83/103 Erskine Street Armidale
Email: benvenueoosh@pcycnsw.org.au | Phone: 0482 163 158
Operating hours: 07.00am - 18.00pm
pcycoosh.org.au

Week 1	Monday September 28	Tuesday September 29	Wednesday September 30	Thursday October 1	Friday October 2
On days of excursion please arrive NO LATER THAN 9AM.					
Kindly check your school schedule before booking. Please note that there may be changes to the program depending on various conditions.	Belgrave Cinema The Last Whale Singer (G) \$100 Dive into a magical ocean adventure with Vincent, a heartwarming story of courage, friendship and finding your voice, while enjoying popcorn and a refreshing drink.	Game On! Sports Day \$70 Get ready for an action-packed Sports Adventure Day filled with fun, teamwork and exciting challenges as children stay active, build confidence and make lasting memories.	Mad Science & Slime Lab \$70 Race through the Slime Run before creating your own slime to take home, then enjoy a day of hands-on science experiments and STEM fun!	Sparkle & Mosaic Creations \$85 Get creative with a colourful day of art, imagination and hands-on fun as children create beautiful handmade masterpieces to treasure.	Water Marbling Magic \$70 Discover the art of water marbling as children create unique keepsakes, express their creativity and enjoy a fun-filled day of art, games and a Gallery Walk.

WHAT TO BRING/WEAR:

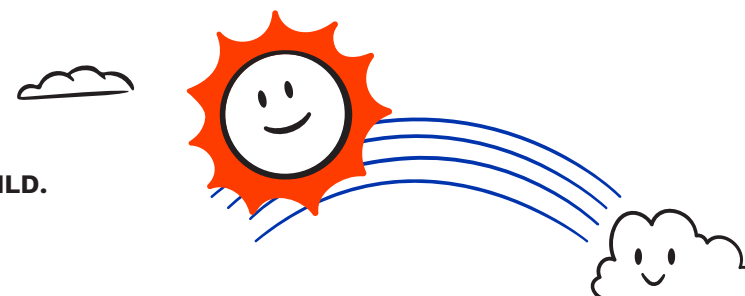
- **CHILDREN MUST BRING FOOD AND DRINKS FOR MORNING TEA, AFTERNOON TEA AND LUNCH.** Please do not bring food that needs heating.
- Treats should be limited to special occasions only.
- Please ensure children wear protective footwear such as sneakers, boots or sports shoes (no thongs, crocs, open toed shoes).
- A sun hat and sunscreen are required everyday.
- Parents must ensure their child has appropriate clothing and sun protection (no singlets, shoulders, showing, etc).
- A refillable water bottle is recommended.



Week 2	Monday October 5	Tuesday October 6	Wednesday October 7	Thursday October 8	Friday October 9
On days of excursion please arrive NO LATER THAN 9AM.					
Kindly check your school schedule before booking. Please note that there may be changes to the program depending on various conditions.	Public Holiday We are closed.	Out of This World Adventure \$70 Blast off on an out-of-this-world adventure for World Space Week as children explore, create and discover the wonders of space through hands-on STEM and creative challenges.	Bike & Scooter Day \$70 Bring your bike or scooter for a fun-filled day of riding, challenges and outdoor adventure while building confidence, skills and road safety awareness.	Teddy Bear Picnic \$90 Create your very own cuddly teddy bear, personalise your new furry friend and enjoy a day of teddy-themed fun, games and outdoor adventures.	Inventors & Makers Day \$70 Become an inventor for the day as children create, design and build their own handmade creations in a fun-filled day of creativity, teamwork and hands-on discovery.

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.**



Week 3	Monday October 12	Tuesday October 13	Wednesday October 14	Thursday October 15	Friday October 16
On days of excursion please arrive NO LATER THAN 9AM.					
Kindly check your school schedule before booking. Please note that there may be changes to the program depending on various conditions.	Bowling & Kid Zone Excursion \$100 Roll into a fun game of tenpin bowling, then spend time exploring, climbing and playing in the Kids Zone with friends. Enjoy a small slushy, nuggets and chips.	Back to School	Back to School	Back to School	Back to School

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

28 September - October 12

Child 1:

DOB:

Child 2:

DOB:

Child 3:

DOB:

Child 4:

DOB:

Date	Activity	Anticipated Number of Children Attending	Educator Ratio or Educators Attending	Means of Transport	Duration of Excursion or Centre Experience	Pick Up and Destination Location	Parent or Guardian Signature
Monday 28.9.26	Belgrave Cinema	30	1:8 4 Educators 1:15 2 Educators at service	Edwards Coach Private Travel	Leave Service: 09:30 Return: 11:45am	I authorise my child to attend the excursion on 28.9.26 to Belgrave Cinema, 153 Dumaresqa Street, Amidale NSW from PCYC OOSH Ben Venue, 83/103 Erskine Street, Armidale NSW under the supervision & responsibility of PCYC Ben Venue OOSH. I understand children will be watching a movie, & will receive popcorn and a drink.	
Tuesday 29.9.26	Games On, Sports Day	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 29.9.26 onsite at PCYC OOSH Ben Venue, 83/103 Erskine Street, Armidale NSW, under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will participate in sports, games and team challenges.	
Wednesday 30.9.26	Mad Science & Slime	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 30.9.26 onsite at PCYC OOSH Ben Venue, 83/103 Erskine Street, Armidale NSW , under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will participate in science experiments, STEM activities, slime making and creative challenges.	
Thursday 1.10.26	Sparkle & Mosaic Creations	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 1.10.26 onsite at PCYC OOSH Ben Venue, 83/103 Erskine Street, Armidale NSW, under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will participate in creative craft activities and other hands-on art experiences.	
Friday 2.10.26	Water Marbling Magic	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 2.10.26 onsite at PCYC OOSH Ben Venue, 83/103 Erskine Street, Armidale NSW under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will participate in art activities, outdoor games and creative activities.	

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

28 September - October 12

Child 1:	DOB:
Child 2:	DOB:
Child 3:	DOB:
Child 4:	DOB:

Date	Activity	Anticipated Number of Children Attending	Educator Ratio or Educators Attending	Means of Transport	Duration of Excursion or Centre Experience	Pick Up and Destination Location	Parent or Guardian Signature
Monday 5.10.26	PUBLIC HOLIDAY - We are closed.						
Tuesday 6.10.26	Out of This World Adventure	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 6.10.26 onsite at PCYC OOSH Ben Venue, 83/103 Erskine Street, Armidale NSW, under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will participate in World Space activities and games.	
Wednesday 7.10.26	Bike & Scooter Day	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 7.10.26 onsite at PCYC OOSH Ben Venue, 83/103 Erskine Street, Armidale NSW, under the supervision & responsibility of PCYC Ben Venue OOSH. I understand my child will participate in bike & scooter riding & must wear helmet & enclosed shoes, & ensure all equipment is in safe working condition.	
Thursday 8.10.26	Teddy Bear Picnic	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 8.10.26 October onsite at PCYC OOSH Ben Venue, 83/103 Erskine Street, Armidale NSW, under the supervision & responsibility of PCYC Ben Venue OOSH. I understand children will build their own teddy bear, & participate in a teddy bear picnic, games & outdoor activities.	
Friday 9.10.26	Inventors & Makers Day	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 9.10.26 onsite at PCYC OOSH Ben Venue, 83/103 Erskine Street, Armidale NSW, under the supervision and responsibility of PCYC Ben Venue OOSH. I understand children will participate in inventor and maker activities, along with games and challenges.	

*Risk Assessments Available on Request

Child 1:

DOB:

Child 2:

DOB:

Child 3:

DOB:

Child 4:

DOB:

Date	Activity	Anticipated Number of Children Attending	Educator Ratio or Educators Attending	Means of Transport	Duration of Excursion or Centre Experience	Pick Up and Destination Location	Parent or Guardian Signature
Monday 12.10.26	Bowling Excursion	30	1:8 4 Educators 1:15 3 Educators at service	Edwards Coach Private Travel	Leave Service: 10:00am Return: 1:50pm	I authorise my child to attend on 12.10.25 and travel to Armidale Skate Bowl Play, 227 Mann Street, Armidale NSW from PCYC OOSH Ben Venue, 83/103 Erskine Street, Armidale NSW, under the supervision & responsibility of PCYC Ben Venue OOSH. I understand children will participate in tenpin bowling, Kids Zone, & receive a small slushy, nuggets and chips.	
Tuesday 13.10.26	BACK TO SCHOOL						

ENROLMENT TERMS & CONDITIONS

GENERAL

1. 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).
2. I understand the start and end times of the sessions of care are 7:00am - 18:00
3. 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.
4. 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.
5. I understand that on excursion days, children will travel by bus or on foot under staff supervision, and 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 child/ren to use booster seats, they will need to supply them. For the PCYC 12-seater bus, PCYC will provide booster seats.
6. 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.
7. I acknowledge that G and PG-rated movies may be shown at the centre when appropriate and when attending excursions to movies
8. I will respond to any contact from PCYC OOSH while my child/ren are in care.
9. I understand the educator-to-child ratio for excursions will follow regulation guidelines.
10. 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.
11. I understand that a booking confirmation will be provided as a statement from the service; submitting this form alone does not guarantee a booking.

12. FOOD

- I will provide a packed water bottle, morning tea, lunch, afternoon tea and additional snacks each day.
13. I understand that PCYC OOSH is a nut-free service, and I will not send any nut products with my child.
 14. 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

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

MEDICAL POLICY

17. I confirm that I have informed the centre of any allergies or medical conditions affecting my child/ren.
18. I understand that a medication authority form must be completed for any medication required to be administered during care.
19. 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

20. I understand that changes to the program may occur due to unforeseen circumstances.
21. 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

22. I understand that full fees are charged once the booking form is processed.
23. I agree to pay for all booked days as selected on this form. No cancellations, changes, or credits for future programs will be accepted.

23. 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.

24. I understand that all fees must be paid in advance via Debit Success. All excursions, incursions, and staffing are planned according to bookings.

25. 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.

26. If my child is absent on a booked day, I understand that no refund will be issued, even if notice is provided.

PLEASE TICK AND 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's Full Name:

Mobile:

Date:

Signature: