



OUT OF SCHOOL HOURS CARE VACATION CARE PROGRAM

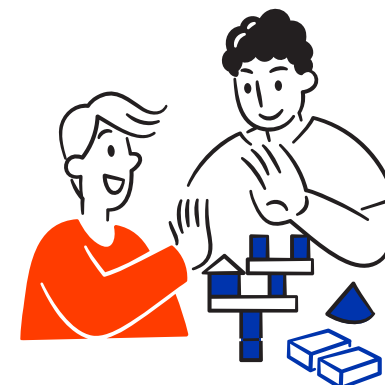


Address: 7 Hoskins Ave, Lithgow
Email: lithgowoosh@pcycnsw.org.au | Phone: 0491 053 191
Operating hours: 08.00am - 18.00pm
pcycoosh.org.au

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.					
	Moana Movie Madness \$68 Set sail on an island adventure inspired by Moana, where children will enjoy a day of creativity, exploration, teamwork & tropical fun as they discover the magic of the ocean.	Bear Builders Workshop \$88 From fluff to friend, children will create & personalise their very own teddy bear to take home & treasure.	Brain Breakout: Children vs Staff \$68 Think fast, work together, & solve the mystery as children put their problem-solving, teamwork & critical thinking skills to the test in an exciting day of adventure & fun.	Spring Olympics \$68 Showcase your skills on OOSH Olympics Day with a fun-filled day of teamwork, friendly competition & active challenges, ending with a special awards celebration.	Superhero Academy \$68 BAM! POW! Show off your superhero talents at our Superhero Academy, children will use their imagination, teamwork & creativity to complete heroic challenges & discover their inner superhero

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.



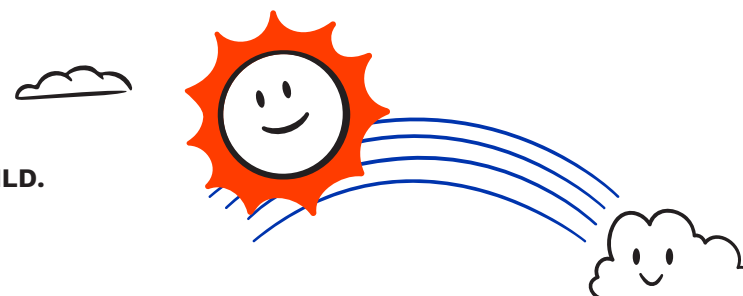
Week 2	Monday October 5	Tuesday October 6	Wednesday October 7	Thursday October 8	Friday October 9
On days of excursion please arrive NO LATER THAN 9AM.					
	PUBLIC HOLIDAY WE ARE CLOSED TODAY	Mystery Mission Day \$68 Adventure, mystery and teamwork await as children take on exciting surprise challenges, solve puzzles and uncover what's coming next throughout the day.	Rainbow & Wrap Fun \$85 Explore a colourful & tasty world with an inexperience at PCYC Club with fresh flavours, fun activities & an exciting Colour Run experience filled with laughter, energy & adventure.	Pulse First Aid \$85 Learn essential lifesaving skills, including CPR, bandaging & how to call emergency services, in this hands-on experience designed to build confidence & preparedness.	Spring Science Spectacular \$68 The greatest laboratory is outside! Children will explore, experiment and discover the wonders of science through exciting hands-on challenges in the fresh spring air.

Kindly check your school schedule before booking.

Please note that there may be changes to the program depending on various conditions.

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.	From our Kitchen to Italy \$70 Passport Ready? Let's Explore Italy! Pack your passport and join us for a delicious Italian adventure filled with cooking, creativity & fun as we discover the flavours & culture of Italy.	Back to School	Back to School	Back to School	Back to School

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

September 28 - October 12

Child 1:

DOB:

Child 2:

DOB:

Child 3:

DOB:

Child 4:

DOB:

Date	Activity	Anticipated Number of Children Attending	Educator Ratio/ Educators Attending	Means of Transport	Duration of Excursion or Centre Experience	Pick Up and Destination Location	Parent or Guardian Signature
Monday 28.9.26	Moana Movie Madness	45	1:15 2 Educators	N/A	These activities will be all day – movie at 1pm	I authorise my child to attend the on 28.9.2626 Onsite - PCYC Lithgow 7 Hoskins Avenue, Lithgow under the supervision and responsibility of PCYC Lithgow OOSH. Children will take part in watching a movie, art and craft activities, games, & jelly cups.	
Tuesday 29.9.26	Bear Builders Workshop	45	1:15 2 Educators	N/A	Build a Bear 11:30am	I authorise my child to attend the on 29.9.2626 Onsite - PCYC Lithgow 7 Hoskins Avenue, Lithgow under the supervision and responsibility of PCYC Lithgow OOSH. Children will take part in a build a bear workshop, games & art and craft.	
Wednesday 30.9.26	Brain Breakout: Children vs Staff	45	1:15 2 Educators	N/A	Escape Room 12:30pm	I authorise my child to attend the on 30.9.2626 Onsite - PCYC Lithgow 7 Hoskins Avenue, Lithgow under the supervision and responsibility of PCYC Lithgow OOSH. Children will take part in an escape room experience, puzzles and challenges.	
Thursday 1.10.26	Spring Olympics	45	1:15 2 Educators	N/A	Official Olympics 11am	I authorise my child to attend the on 1.10.2626 Onsite - PCYC Lithgow 7 Hoskins Avenue, Lithgow under the supervision and responsibility of PCYC Lithgow OOSH. Children will take part in sporting and olympic type challenges and games.	
Friday 2.10.26	Superhero Academy	45	1:15 2 Educators	N/A	These activities will be all day.	I authorise my child to attend the on 2.10.2626 Onsite - PCYC Lithgow 7 Hoskins Avenue, Lithgow under the supervision and responsibility of PCYC Lithgow OOSH. Children will take part art, craft and challenges.	

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

September 28 - October 12

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

Date	Activity	Anticipated Number of Children Attending	Educator Ratio/ 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 today.	We are closed today.	We are closed today.	We are closed today.	We are closed today.	
Tuesday 6.10.26	Mystery Mission Day	45	1:15 2 Educators	N/A	These activities will be all day.	I authorise my child to attend the on 6.10.26 Onsite - PCYC Lithgow 7 Hoskins Avenue, Lithgow under the supervision and responsibility of PCYC Lithgow OOSH. Children will take part in challenges, solve puzzles, games and other art/craft.	
Wednesday 7.10.26	Rainbow & Wrap Fun	45	1:15 2 Educators	N/A	Wraps will be 12pm, colour run 3pm	I authorise my child to attend the on 7.10.26 Onsite - PCYC Lithgow 7 Hoskins Avenue, Lithgow under the supervision and responsibility of PCYC Lithgow OOSH. Children will take part in colour run, cooking, craft activities and games.	
Thursday 8.10.26	First Aid Inexperience	45	1:15 2 Educators	N/A	In Centre Experience 1pm	I authorise my child to attend the on 8.10.26 Onsite - PCYC Lithgow 7 Hoskins Avenue, Lithgow under the supervision and responsibility of PCYC Lithgow OOSH. Children will take part in children's first aid course, along with other craft, games & activities.	
Friday 9.10.26	Spring Science Spectacular	45	1:15 2 Educators	N/A	From 11am	I authorise my child to attend the on 9.10.26 Onsite - PCYC Lithgow 7 Hoskins Avenue, Lithgow under the supervision and responsibility of PCYC Lithgow OOSH. Children will take part in science activities, sports and games.	

*Risk Assessments Available on Request

Child 1: **DOB:**

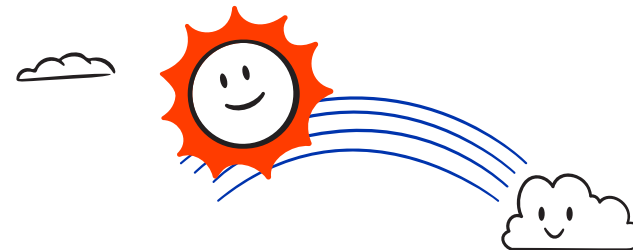
Child 2: **DOB:**

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	From our kitchen to Italy	45	1:15 2 Educators	N/A	These activities will be all day.	I authorise my child to attend the on 12.10.26 Onsite - PCYC Lithgow 7 Hoskins Avenue, Lithgow under the supervision and responsibility of PCYC Lithgow OOSH. Children will take part in cooking, craft activities and games.	
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 8:00am - 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: