



OUT OF SCHOOL HOURS CARE VACATION CARE PROGRAM

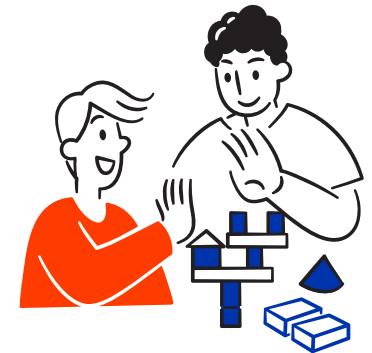


Address: Corner of Adelaide and Florence Street Tweed Heads
Email: tweedheadsoosh@pcycnsw.org.au | Phone: 0491 053 189
Operating hours: 06.30am - 18.30pm
pcycoosh.org.au

Week 1	Monday September 21 - QLD	Tuesday September 22 QLD	Wednesday September 23 QLD	Thursday September 24 QLD	Friday September 25 QLD
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.	Sensory & PJs Play \$70 We will make our own squishies, rainbow rice finders and calming bottles. We will have some meditation, board games and chill time. Feel free to wear your coziest PJS. Our afternoon will include popcorn and ABC Kids.	Art & Crafts Chaos \$70 The world is our canvas. Today we will host an OOSH paint and sip. We will also create personalised keychains, salt art, and window clings.	Loony Laboratory \$75 Today is all about experiments. We will create potions, test theories and compete in a marshmallow and spaghetti building challenge.	Beach Dream Day \$70 Getting Ready for Summer, we will be creating beach themed art and craft, taking part in beach games and relaxing in the Sun at the oval. Icy Poles will be supplied in the afternoon.	Sports Super Fest \$70 On your marks, get set, GO! Today we will have a PCYC OOSH Sports Carnival, running, jumping, totem, tennis, handball, team games and basketball will all be part of our day

WHAT TO BRING/WEAR:

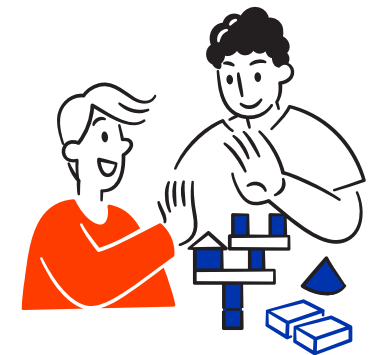
- **CHILDREN MUST BRING FOOD AND DRINKS FOR MORNING TEA, AFTERNOON TEA AND LUNCH.** Please do not bring food that needs heating.
- Treats should be limited to special occasions only.
- Please ensure children wear protective footwear such as sneakers, boots or sports shoes (no thongs, crocs, open toed 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.

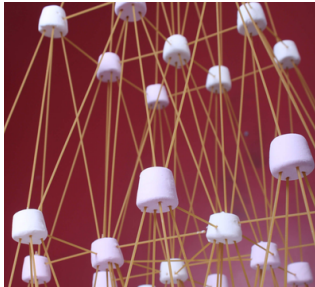


Week 2	Monday September 28	Tuesday September 29	Wednesday September 30	Thursday October 1	Friday October 2
On days of excursion please arrive NO LATER THAN 9AM.					
Kindly check your school schedule before booking. Please note that there may be changes to the program depending on various conditions.	The Science Factory \$90 We will get our individual groove on today with a Silent Disco! We will also make our own mini disco balls	Excursion Timezone \$95 We will head to Timezone this afternoon for a 1pm arcade session. Before that we will engage in some game making and collectible trading at the service.	Food Festival \$75 All about Cooking! Our day is Food themed; we will make dishes for lunch and afternoon tea. We will create food themed art pieces and share our food favourites and culture.	Excursion EPIC Skate \$90 Skates On! This afternoon we will venture to EPIC Skate for a 2pm free skating and games session. Before we head off, we will complete some skating themed art and games	In-Centre Experience Laser Tag \$90 Today is all about laser tag. Throughout the day we will play games and take part in team building activities. We will also create our own games and craft.

WHAT TO BRING/WEAR:

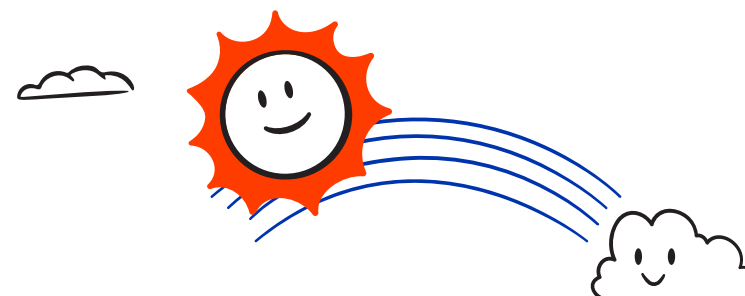
- **CHILDREN MUST BRING FOOD AND DRINKS FOR MORNING TEA, AFTERNOON TEA AND LUNCH.** Please do not bring food that needs heating.
- Treats should be limited to special occasions only.
- Please ensure children wear protective footwear such as sneakers, boots or sports shoes (no thongs, crocs, open toed 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 NSW	Tuesday October 6 NSW	Wednesday October 7 NSW	Thursday October 8 NSW	Friday October 9 NSW
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.	Art & Crafts Chaos \$70 The world is our canvas. Today we will host an OOSH paint and sip. We will also create personalised keychains, salt art, and window clings	Loony Laboratory \$75 Today is all about experiments. We will create potions, test theories and compete in a marshmallow and spaghetti building challenge	Beach Dream Day \$70 Getting Ready for Summer, we will be creating beach themed art and craft, taking part in beach games and relaxing in the Sun at the oval. Icy Poles will be supplied in the afternoon.	Sports Super Fest \$70 On your marks, get set, GO! Today we will have a PCYC OOSH Sports Carnival, running, jumping, totem, tennis, handball and basketball will all be part of our day.

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 NSW	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.	Sensory & PJs Play \$70 Make our own squishies, rainbow rice finders & calming bottles. Meditation, board games and chill time. Feel free to wear your coziest PJS. Our afternoon will include popcorn and ABC Kids	Back to School	Back to School	Back to School	Back to School

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

21 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 21.9.26	Sensory & PJs Day	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 21.09.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will participate in activities at the service.	
Tuesday 22.9.26	Arts & Crafts Day	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 22.09.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will participate in activities at the service.	
Wednesday 23.9.26	Science Day	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 23.09.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will participate in activities at the service.	
Thursday 24.9.26	Beach Day	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 24.09.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will participate in activities at the service.	
Friday 25.09.26	Sports Carnival	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 25.09.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will participate in activities at the service.	

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

21 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	In Centre – The Science Factory Silent Disco	30	1:15 2 Educators	N/A	Experience start time 10am. Set up @ 9:15am	I authorise my child to attend the CWA, In Centre experience on 28.09.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will take part in a silent disco inexperience at the service.	
Tuesday 29.9.26	Excursion – Timezone	30	1:8 4 Educator 1:15 2 Educators at service	PCYC 25-seat and 12-seat buses	Arcade Session time 1:00pm – 2:00pm Time away from service approx. 12:30pm – 2:30pm	I authorise my child to attend the excursion on 29.09.2026 from PCY Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW to Destination – TimeZone, Coolangatta, Level 1, The Strand 72 – 80 Marine Parade, Coolangatta, Qld and return under the supervision & responsibility of PCYC Tweed Heads OOSH. Children will be playing arcade style games.	
Wednesday 30.9.26	Food Festival	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 30.09.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will participate in activities at the service.	
Thursday 1.10.26	Excursion – EPIC Skate	30	1:8 4 Educator 1:15 2 Educators at service	PCYC 25-seat and 12-seat buses	Skate Session time 2:00pm – 4:00pm Time away from service approx. 1:30pm – 4:30pm	I authorise my child to attend the excursion on 01.10.2026 from PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW to Destination – EPIC Skate, 20/23 Enterprise Ave, Tweed Heads, NSW and return under the supervision & responsibility of PCYC Tweed Heads OOSH. Children will be Roller skating and taking part in games.	
Friday 2.10.26	In Centre Experience – Laser Tag	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend the Laser Tag in a Box, Laser Tag, In Centre experience on 2.10.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH.	

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

21 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	Arts & Crafts	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 06.10.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will participate in activities at the service.	
Wednesday 7.10.26	Science Day	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 07.10.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will participate in activities at the service.	
Thursday 8.10.26	Beach Day	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 08.10.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will participate in activities at the service.	
Friday 9.10.26	Sports Carnival	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 09.10.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will participate in activities at the service.	

*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	Sensory & PJs Day	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 12.10.2026 at PCYC Tweed Heads, Cnr Adelaide & Florence Streets, Tweed Heads, NSW, under the supervision & responsibility of PCYC Tweed Heads OOSH. I understand children will participate in activities at the service.	
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 6:30am - 18:30pm
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: