PCYC

OUT OF SCHOOL HOURS CARE
VACATION CARE PROGRAM

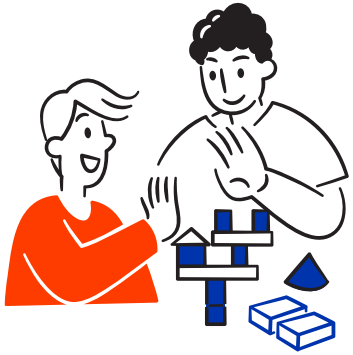


Address: 83/103 Erskine Street Armidale
Email: benvenueoosh@pcycnsw.org.au | Phone: 0482 163 158
Operating hours: 07.00am - 18.00pm
pcycoosh.org.au

Week 1	Monday December 14	Tuesday December 15	Wednesday December 16	Thursday December 17	Friday December 18
On days of excursion please arrive NO LATER THAN 830AM.					
Kindly check your school schedule before booking. Please note that there may be changes to the program depending on various conditions.	**Last week of School** We are not open today!	**Last week of School** We are not open today!	**Last week of School** We are not open today!	**Last day of School** We are not open today!	**Festive Fun & Movie Magic!** **$70** Come along to create your own Christmas decorations, and enjoy games and challenges. Then get comfy with friends for a special Christmas movie afternoon.

WHAT TO BRING/WEAR:

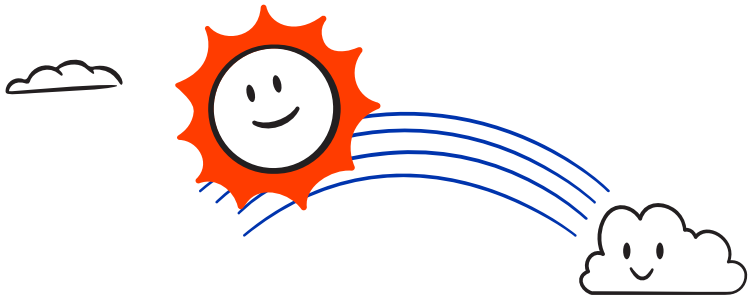
- **CHILDREN MUST BRING FOOD AND DRINKS FOR MORNING TEA, AFTERNOON TEA AND LUNCH.** Please do not bring food that needs heating.
- Treats should be limited to special occasions only.
- Please ensure children wear protective footwear such as sneakers, boots or sports shoes (no thongs, crocs, open toed 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 January 11	Tuesday January 12	Wednesday January 13	Thursday January 14	Friday January 15
On days of excursion please arrive NO LATER THAN 8.30AM.					
Kindly check your school schedule before booking. Please note that there may be changes to the program depending on various conditions.	**Sports Superstars!** **$90** Design your own basketball, sports jersey and baseball cap! Show off your skills with basketball challenges, shooting hoops and exciting team games. Create, play and take home your sporting masterpieces!	**Squish, Slime & Create!** **$70** Get ready for squishy, stretchy and messy fun! Make colourful slime, mould your own clay creations and design a squishy stress ball to take home. Mix, stretch and create!	**Mad Scientist Lab UNE Discovery** **$90** Step into the world of science! Explore colourful chemistry experiments, amazing reactions and science-inspired art. Then become an archaeologist with an exciting pyramid excavation!	**Ultimate Games & Wheels Day!** **$70** Bring your bike or scooter and helmet for a fun day of riding, obstacle courses and games with friends. Enjoy team challenges and a range of creative activities throughout the day!	**Glow, Beauty & Talent Day!** **$70** Enjoy a fun-filled day of creativity and entertainment with hair chalk, nail painting, temporary tattoos, mini spa activities, music and a talent show. Sing, dance and shine with friends!

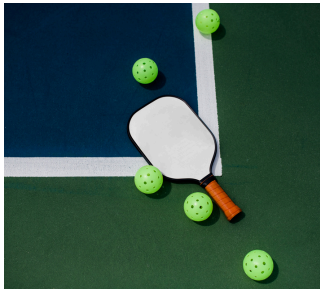
WHAT NOT TO BRING:

- 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 January 18	Tuesday January 19	Wednesday January 20	Thursday January 21	Friday January 22
On days of excursion please arrive NO LATER THAN 8.30AM.					
Kindly check your school schedule before booking. Please note that there may be changes to the program depending on various conditions.	**Little Artists, Big Masterpieces** **$70** Enjoy a day of painting, drawing and creative fun as you explore new techniques and create your own masterpiece to take home!	**Pamper, relax & create!** **$70** Enjoy a day of creativity and relaxation! Make colourful bath bombs, lavender sachets and personalised sleep masks. Explore gentle yoga, mindfulness and fun relaxation activities!	**Creative Creations & Eco Explorers** **$90** Plant seeds, explore worm farms, create bee habitats, design keyrings and friendship bracelets, and build your own solar car. A fun day of making, discovering and creating!	**Splash & Dash Water Fun Day** **$90** Make a splash this summer! Decorate your own bucket hat and beach ball, rock your colour-changing sunnies and Kite, enjoy water games, splash challenges.	**Little Bakers & Sushi Makers!** **$70** Roll up your sleeves for a delicious day! Make and decorate colourful cookies and cupcakes, then create your very own sushi rolls with fresh fillings. Mix, roll, decorate and enjoy!



Week 4	Monday January 25	Tuesday January 26	Wednesday January 27	Thursday January 28	Friday January 29
On days of excursion please arrive NO LATER THAN 830AM.					
Kindly check your school schedule before booking. Please note that there may be changes to the program depending on various conditions.	**Wheels in Motion!** **$70** Bring your bike or scooter and helmet for a day of riding adventures! Race through obstacle courses, practise road safety skills and take on exciting wheels challenges. Ready, set, roll!	**Public Holiday** We are closed.	**Pickleball & Soccer Showdown!** **$90** Design and personalise your own soccer ball, take on soccer skills and shooting challenges, then learn to play pickleball! Create your own tabletop pickleball kit to take home!	**Discover Explorers UNE Discovery** **$90** Become a scientist, engineer and fossil explorer! Take on robotics challenges, uncover amazing fossils and dig into your own pyramid to discover hidden treasures	**Carnival Crazy!** **$70** Roll up, roll up! Step into our PCYC carnival with ring toss, knock-down challenges, balloon tennis and exciting games. Collect points, win prizes and enjoy a day of carnival fun! Bring along your wheels



Week 5	Monday February 1	Tuesday February 2	Wednesday February 3	Thursday February 4	Friday February 5
On days of excursion please arrive NO LATER THAN 830AM.					
Kindly check your school schedule before booking. Please note that there may be changes to the program depending on various conditions.	**Laser Tag Mission Possible** **$90** Calling all secret agents! Take on thrilling laser tag battles, crack secret codes and complete team missions. Dodge, strategise and work together to conquer the ultimate challenge!	**Macramé Magic & Creative Chaos** **$70** Get creative with colourful cords, beads and knots! Make rainbow wall hangings, friendship bracelets and personalised keyrings. Explore creative challenges and make something special to take home!	**BACK TO SCHOOL**	**BACK TO SCHOOL**	**BACK TO SCHOOL**

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

Dec 18 2026 - Feb 2 2027

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
Friday 18.12.26	Festive Fun & Movie Magic	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 18.12.2026 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 Christmas craft activities, decorating, games, challenges and a Christmas movie afternoon.	
	PCYC NSW OOSH SHUT DOWN PERIOD - WE RETURN JANUARY 11 2027						

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

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

Dec 18 2026 - Feb 2 2027

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 11.01.27	Sports Superstars!	30	1:15 2 Educators	N/A	Leave Service: 09:30 Return: 11:45am	authorise my child to attend on 11.01.2027 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-themed craft activities, designing basketballs, jerseys and caps, basketball challenges and team games.	
Tuesday 12.01.27	Squish, Slime & Create!	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 12.01.2027 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 slime making, clay creations, squishy stress ball making and sensory craft activities.	
Wednesday 13.01.27	Mad Scientist Lab UNE Discovery	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 13.01.2027 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 an in-service UNE Discovery science experience involving chemistry experiments, science-inspired art and pyramid excavation activities.	
Thursday 14.01.27	Ultimate Games & Wheels Day!	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 14.01.2027 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 supervised bike and scooter activities, obstacle courses, team games, board games, origami, paper aeroplane making and creative activities.	
Friday 15.1.27	Glow, Beauty & Talent Day!	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 15.01.2027 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 hair styling, hair chalk, nail painting, temporary tattoos, mini spa activities, glow stick crafts, dancing and talent show performances.	

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

Dec 18 2026 - Feb 2 2027

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 18.01.27	little artists, big masterpieces	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	authorise my child to attend on 18.01.2027 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 painting, drawing, creative art techniques and hands-on art activities.	
Tuesday 19.01.27	Pamper, relax & create!	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 19.01.2027 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 bath bomb making, lavender sachet creations, sleep mask decorating, gentle yoga, mindfulness and relaxation activities.	
Wednesday 20.01.27	Creative Creations & Eco Explorers	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 20.01.2027 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 planting seeds, exploring worm farms, creating bee habitats, making keyrings, bag charms and friendship bracelets, and constructing solar-powered cars.	
Thursday 21.01.27	Splash & Dash water fun day	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 21.01.2027 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 supervised water games, splash challenges, bucket hat and beach ball decorating, and kite-making activities.	
Friday 22.01.27	Little Bakers & Sushi Makers!	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 22.01.2027 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 supervised cooking activities, including preparing and decorating cookies and cupcakes and making sushi rolls using fresh ingredients.	

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

Dec 18 2026 - Feb 2 2027

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 25.01.27	Wheels in Motion!	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 25.01.2027 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 supervised bike and scooter riding, obstacle courses, road safety activities and wheels challenges.	
Tuesday 26.01.27	**PUBLIC HOLIDAY - WE ARE CLOSED TODAY**						
Wednesday 27.01.27	Pickleball & Soccer Showdown!	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 27.01.2027 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 soccer ball decorating, soccer skills and shooting challenges, pickleball games and making tabletop pickleball kits.	
Thursday 28.01.27	Discover Explorers UNE Discovery	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 28.01.2027 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 an in-service UNE Discovery experience involving robotics, engineering, fossil investigations, palaeontology activities and pyramid excavation.	
Friday 29.01.27	Carnival Crazy!	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 29.01.2027 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 hands-on construction activities, building racing cars, marble mazes, mini pinball machines, creating carnival games and supervised bike and scooter activities.	

IMPORTANT AUTHORISATIONS *

*Risk Assessments Available on Request

Dec 18 2026 - Feb 2 2027

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 01.02.27	Laser Tag Mission Possible	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 01.02.2027 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 supervised laser tag activities, team missions, code-breaking challenges and strategy games.	
Tuesday 02.02.27	Macramé Magic & Creative Chaos!	30	1:15 2 Educators	N/A	Main Activities: 10am- 3pm	I authorise my child to attend on 02.02.2027 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 macramé crafts, wall hanging creations, friendship bracelet making, personalised keyrings and creative challenges.	
Wednesday 3.02.27	**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.

FOOD

12. 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: