

## CREATING LINKS VACATION CARE

Creating Links (N.S.W.) Ltd. provides Out of School Hours Care and Vacation Care programs for school-aged children, with both permanent and casual care arrangements available. Each of our services offer various care components - for further information please contact the coordinator.

### HOW TO BOOK

- Please return your form to the Centre Supervisor as soon as possible. Places are limited and some activities book out.
- All bookings must be submitted for your child attending vacation care
- Booking forms must be completed in full, including excursion permission forms, for EACH excursion that your child/ children are attending. We cannot accept incomplete forms.

For children currently attending Creating Links OOSHC service

- Complete a vacation care booking form. Print and sign.
- Return the completed booking form to the Centre Supervisor or email [oosh@creatinglinks.org.au](mailto:oosh@creatinglinks.org.au)

For children who DO NOT attend Creating Links OOSHC service

- Complete the Creating Links Enrolment Form AND this booking form, and return both in person to the Centre Supervisor.

### IMPORTANT INFORMATION

- Please refer to our Parent Handbook for details of our policies.
- For every day at Vacation Care, remember to bring a refillable water bottle, enough nutritious food for the day (morning tea, lunch and afternoon tea), a hat and sunscreen
- Children must not be left at the centre at any time prior to the opening hours of the centre.
- Children must be signed in and out of the Centre each day. Children will not be allowed to leave the service with any person other than those nominated on the Enrolment Form.

### EXCURSIONS

- Please complete and sign a permission form for EACH excursion that your child/ children will be attending and hand this to the Centre Supervisor, along with your booking form.
- A risk assessment has been completed for each excursion and can be viewed onsite at your child's service. Please see service staff if you would like to view a copy.
- Clothing: children attending excursions need to wear a broad brimmed hat, enclosed shoes, and suitable clothing for the conditions (including rain protection if necessary)
- Food & other items: backpack, refillable water bottle, enough nutritious food for the day and sunscreen
- Water activities only: swimwear, a towel and a rash shirt.
- Please check the departure times for all excursions. We ask that children arrive at least 20 minutes prior to departure for all excursions
- Any cancellations or changes to the program will be communicated by service staff.

### PAYMENT DETAILS

- FULL PAYMENT of fees is required prior to your child attending vacation care
  - Vacation care bookings will not be accepted if any fees are outstanding from a previous holiday period and/or Before and After School Care
- A refund is only available if Creating Links cancels a program. If a child/ren are booked and unable to attend due to illness or other reason you are still required to pay for the booking

- Payment may be made by instalments in some circumstances. Please contact us to discuss your situation.
- By completing and submitting this form you agree to pay all fees and costs associated with the selected activities and any additional items requested
- The Centre Supervisor will calculate the total fees payable, taking into account any applicable government rebate.
- You will receive a statement via email confirming your booking.
- At the conclusion of the vacation program, you will receive a statement showing any outstanding fees, which must be paid within 7 days.
- Payments may be made by cash (a receipt will be issued) or via direct deposit to the following account:
  - Account Name:** Creating Links (NSW) Ltd
  - Bank:** WBC
  - Account BSB:** 032 361
  - Account Number:** 166440
  - Description:** 'Your name U12 OR 012 Vacation Care' (that is 'U12' for the under 12 years program or '012' for the over 12 years program)  
e.g., 'Smith - Vacation Care U12'

## ENQUIRIES

If you have any enquiries about the Vacation Care program, please speak with the Centre Supervisor or call 0417 232 027. Contact the office and request to talk to Linda or Paul or by email [oosh@creatinglinks.org.au](mailto:oosh@creatinglinks.org.au)

### Bankstown OSHC

Bankstown Public School  
Rest well Street, Bankstown NSW 2200  
P: 97900947  
M: 0417232027  
E: [oosh@creatinglinks.org.au](mailto:oosh@creatinglinks.org.au)

## ENROLMENT INFORMATION

### CHILD A

### CHILD B

First name:

Middle name:

Last name:

Gender:

Date of birth:

Address:

Name of school:

Centrelink CRN  
Number:

Aboriginal or Torres  
Strait Islander:

Languages spoken:

Nature or disability or  
any health  
requirements (if  
applicable):

## ENROLMENT INFORMATION

### CHILD C

### CHILD D

First name:

Middle name:

Last name:

Gender:

Date of birth:

Address:

Name of school:

Centrelink CRN  
Number:

Aboriginal or Torres  
Strait Islander:

Languages spoken:

Nature or disability or  
any health  
requirements (if  
applicable):

## GUARDIAN INFORMATION

### GUARDIAN A

### GUARDIAN B

Full name:

Gender:

Date of birth:

Address:

Centrelink CRN  
Number:

Relationship to child:

Home phone:

Mobile:

Work phone:

Email:

## EMERGENCY CONTACTS

### CONTACT 1

### CONTACT 2

Name

Address:

Contact number:

Relationship to child:

## THE PROGRAM: CHILDREN UNDER 12 YEARS

**Creating Links Bankstown OSHC:** Bankstown Public School

**Opening hours:** 7:00 AM – 6:00 PM

Please note, if your child has an NDIS Plan cost of stated per day is not applicable. Please note extra charges apply for activity and transport.

Please contact us to discuss your circumstances.

Child A Name:

Child B Name:

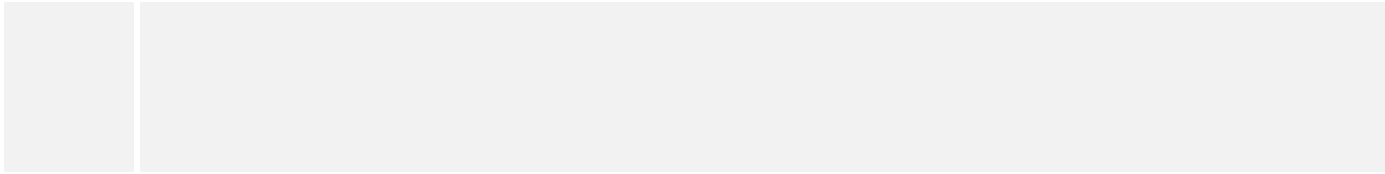
Child C Name:

Child D Name:

### RETURN FORM BY: 11<sup>th</sup> September 2017

#### WEEK 1: MON 25<sup>th</sup> Sept – FRI 29<sup>th</sup> Sept

DATE	TYPE	DETAILS	COST	BOOKING
Mon 25 <sup>th</sup> Sept 2017	Centre	<b>Craft Day</b> Explore your creative side by using a variety of materials eg feathers, coloured foam while also using different art mediums like paints, pencils, charcoal.	\$50	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Tues 26 <sup>th</sup> Sept 2017	Excursion	<b>Sky High Trampoline</b> It's a fun way to develop balance, motor skills and co-ordination. Indoor trampoline centre (must wear socks)	\$70	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Wed 27 <sup>th</sup> Sept 2017	Centre	<b>Outdoor board games</b> Enjoy a range of board games on a larger scale outdoors.	\$60	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Thu 28 <sup>th</sup> Sept 2017	Excursion	<b>7/10 Ten Split Bowling</b> Roll the ball down to see how many pins you can knock over	\$65	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C
Fri 29 <sup>th</sup> Sept 2017	Centre	<b>Cooking up a storm</b> Making lunch meat balls with sauce	\$50	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D



**WEEK 2:TUES 3<sup>rd</sup> Oct – FRI 6<sup>TH</sup> OCT**

DATE	TYPE	DETAILS	COST	BOOKING
Mon 2 <sup>ND</sup> Oct 2017	<b>Closed Public Holiday</b>			
Tues 3 <sup>RD</sup> Oct 2017	Excursion	<b>Symbio wild life park</b> Get up close to some of Australian native animals	\$70	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Wed 4 <sup>th</sup> Oct 2017	Centre	<b>Box construction</b> Using a variety of different size books and craft materials and get creative.	\$50	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Thu 5 <sup>th</sup> Oct 2017	Excursion	<b>Bankstown Hoyts</b> Enjoy a relaxing day at the movies, Lego Ninja go Lunch at MacDonald's (bring money for lunch)	\$60	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Fri 6 <sup>th</sup> Oct 2017	Centre	<b>Cooking</b> Making our lunch (sandwiches) Making fruit kebabs This gives children the opportunity to explore healthy eating and make healthy choices.	\$60	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D



## EXCURSION PERMISSION FORM

Please complete and sign the Excursion Permission Form for EACH excursion that your child/ren will be attending. Submit the Excursion Permission forms to the Centre Supervisor along with your Booking Form.

DATE	DETAILS	COST	CONSENT
Tues 26 <sup>th</sup> Sep 2017	Sky High Trampoline Park	\$70	<input type="checkbox"/> (tick)
Thur 28 <sup>th</sup> Sep 2017	7/10 Split Ten Pin Bowling	\$65	<input type="checkbox"/>
Tues 3 <sup>rd</sup> Oct 2017	Symbio wildlife park	\$70	<input type="checkbox"/>
Thur 5 <sup>th</sup> Oct 2017	Bankstown Hoyts	\$60	<input type="checkbox"/>

A risk assessment has been prepared for the activities. Please see staff if you would like a copy.

I, \_\_\_\_\_

(Parent/Guardian name)

Give permission for my child/ren

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(child A name)

(child B name)

(child C name)

(child C name)

To attend the excursion(s) outlined above.

Signed: \_\_\_\_\_

Best contact number: \_\_\_\_\_

## GENERAL PERMISSIONS

- I have read all enrolment and the important information on how to make booking and agree to abide by them.
- I have read the activities information page which outlines information relevant to Vacation care program activities.
- I give permission for my child to attend Creating Links, Bankstown Vacation Care and will not hold the Creating Links its staff or Volunteers responsible for damages and or loss of property and or accident.
- I agree to my child travelling by Creating Links vehicle or commercial transport.
- I agree to my child walking on the streets to and from the centre with Creating Links staff.
- I realise all care will be taken by staff, and I have informed my child that he /she have to behave and be responsible whilst on every excursion.
- I agree to staff taking photographs of my child/ren and displaying them in-centre, in the OSCH Newsletter, or on the Creating Links website.

## CONSENT

Guardians Name:

Date:

Signature:

## THE PROGRAM: CHILDREN OVER 12 YEARS (With a disability)

Creating Links Bankstown OSHC: Bankstown Public School

Opening hours: 9:00 AM – 4:00 PM

Please note, if your child has an NDIS Plan cost of stated per day is not applicable. Please note extra charges apply for activity and transport.

Please contact us to discuss your circumstances.

Child A Name:

Child B Name:

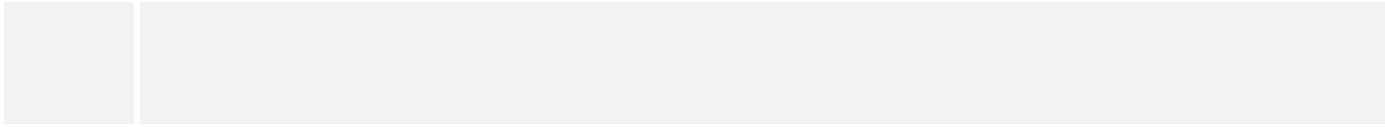
Child C Name:

Child D Name:

### RETURN FORM BY: 11<sup>th</sup> September 2017

#### WEEK 1: MON 25<sup>th</sup> Sept – FRI 29<sup>th</sup> Sept 2017

DATE	TYPE	DETAILS	COST	BOOKING
Mon 25 <sup>th</sup> Sept 2017	Excursion	<b>Sky High Trampoline</b> Indoor trampoline centre (must wear socks) Picnic lunch at the park	\$70	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Tues 26 <sup>th</sup> Sept 2017	Centre	<b>Craft and mix and mess day</b> Using a variety of craft materials and flours, sugar, water, glue and shaving cream children can explore their senses of smell and touch or taste while getting creative.	\$50	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Wed 27 <sup>th</sup> Sept 2017	Excursion	<b>Symbio wildlife park</b> Get up close to some of Australian native animals	\$70	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Thu 28 <sup>th</sup> Sept 2017	Centre	<b>Cooking</b> Making our lunch (sandwiches) Making fruit kebabs This gives children the opportunity to explore healthy eating and make healthy choices.	\$50	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Fri 29 <sup>th</sup> Sept 2017	Excursion	<b>Sport day at plough and Harrow park</b> Fun day at the park plus exploring and discovering the park.	\$55	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D



**WEEK 2: TUES 3<sup>RD</sup> Oct – FRI 6<sup>TH</sup> Oct**

DATE	TYPE	DETAILS	COST	BOOKING
Mon 2 <sup>nd</sup> Oct 2017	<b>Closed public holiday</b>			
Tues 3 <sup>rd</sup> Oct 2017	Centre	<b>Water play</b> Exploring maths concepts of measurement, counting and quantity through water play, using containers, measuring cups and bottle tops.	\$50	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Wed 4 <sup>th</sup> Oct 2017	Excursion	<b>Sensory Room</b> Relaxing day at Canley Vale black and white sensory room. Picnic at Fairfield park	\$70	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Thur 5 <sup>th</sup> Oct 2017	Centre	<b>Recycle Craft</b> Have fun making craft with unwanted and recyclable material (please bring material such as; boxes, egg carton, bottles)	\$55	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D
Fri 6 <sup>th</sup> Oct 2017	Excursion	<b>7/10 Ten split bowling</b> See how many pins you can knock down	\$65	<input type="checkbox"/> Child A <input type="checkbox"/> Child B <input type="checkbox"/> Child C <input type="checkbox"/> Child D

## EXCURSION PERMISSION FORM

Please complete and sign the Excursion Permission Form for EACH excursion that your child/ children will be attending. Submit the Excursion Permission forms to the Centre Supervisor along with your Booking Form.

DATE	DETAILS	COST	CONSENT
Mon 25 <sup>th</sup> Sept 2017	Sky High Trampoline	\$70	<input type="checkbox"/> (tick)
Wed 27 <sup>th</sup> Sept 2017	Symbio wild life world	\$70	<input type="checkbox"/>
Fri 29 <sup>th</sup> Sept	Sports at the park	\$55	<input type="checkbox"/>
wed 4 <sup>th</sup> Oct	Sensory room	\$70	<input type="checkbox"/>
Fri 6 <sup>th</sup> Oct	710 Split Ten Pin Bowling	\$65	<input type="checkbox"/>

A risk assessment has been prepared for the activities. Please see staff if you would like a copy.

I, \_\_\_\_\_ (Parent/Guardian name)

Give permission for my child/children

\_\_\_\_\_ (child A name)  
 \_\_\_\_\_ (child B name)  
 \_\_\_\_\_ (child C name)  
 \_\_\_\_\_ (child C name)

To attend the excursion(s) outlined above.

Signed: \_\_\_\_\_

Best contact number: \_\_\_\_\_

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## CONSENT

Guardians Name:

Date:

Signature: