

ELTHAM



College of Education

EARLY LEARNING CENTRE
HOLIDAY PROGRAM

13th – 24th December 2010 & 10th – 28th January 2011

“GREAT NEWS KIDS & PARENTS”

Take a look at our fun and exciting Holiday Programs

We operate two programs throughout the holidays:

- A Long Day Care** held at the **Early Learning Centre** for all preschool /kindergarten students. CCB and Child Care Tax Rebate of 50% are available to meet the out-of-pocket expenses to all students attending this program.

- B Outside School Hours Care** program for school aged students to be held at the **Discovery House** (old Prep House). CCB and Child Care Tax Rebate of 50% are available to meet the out-of-pocket expenses to all students attending this program.

Come and join in the fun on our special theme days that include a huge Xmas Party, Xmas crafts, gifts & cooking, Lil'Chef, Japanese Day, Summer Fun, Freaky Friday, Modelling Day, Eltham Grand Prix, Lil'Chef, Australia Day celebrations, and a Rebound Sports Day.

Activities such as tennis, basketball, floor ball, tennis, volleyball, cricket, soccer, swimming, kayaking, cooking, craft activities, indoor and outdoor games, plus lots more.

Other highlights include a trip to the Royal Botanic Gardens Melbourne, Buzy Kidz, Mia Mia Gallery, SKATERZ and the Eltham North Adventure Playground for a picnic, and
Mc Donald's for lunch and then on to the Movies

**** WE ASK THAT NUT AND NUT PRODUCTS ARE NOT INCLUDED IN CHILDREN'S LUNCH BOXES DURING THE PROGRAM**

****At all times children are required for their own safety to wear
Appropriate footwear (no thongs etc)**

EARLY LEARNING CENTRE PROGRAM

OPERATION TIMES

- 7.30am – 6.30pm
- Prior to 7.30am by appointment only

FEE SCHEDULE

Holiday Program

Full day	\$45.00 per child
Full day includes incursion	\$50.00 per child
Full day includes excursion	\$65.00 per child
Full week includes all incursions & excursions	\$240.00 per child

Excursion/incursion days incur extra costs depending on the activity.

Late fee of \$5.00 will apply for every 5 minutes or part thereof that a child requires care after 6.30pm

MEDICATION

A Medical Authorisation form must be completed for children who require medication. Medication must be clearly labelled with child's name and dosage required. Under our duty of care a child who arrives without medication or with "out of date" medication, will not be accepted into the program.

Please hand all medication to the Coordinator on arrival.

CLOTHES

Children are required to have a suitable sun hat during Term 1 and 4 holiday programs for outdoor play, and Bathers and a towel for swimming days. During the colder months we advise children to bring a jacket and/or hat. At all times children are required for their own safety to wear appropriate footwear (**no thongs etc**).

FOOD

Morning and afternoon tea are supplied in line with the healthy eating guidelines. Children are to bring their own lunch and drink bottle unless otherwise stated on the program or if the menu is not suitable. Please advise staff of any dietary requirements.

BEHAVIOUR

It is very helpful if you discuss appropriate behaviour with your child before they attend the program. Any behaviour that is seen as unacceptable will be recorded and parents will be informed at pick up time. We do reserve the right to remove a child from the program if behaviour is deemed to be putting other children or staff at risk. In this case parents would be contacted by phone to come and collect their child immediately.

We prefer expensive toys and games are not brought to the service and the service takes no responsibility for damage to these items.

LEAVING AND COLLECTING CHILDREN

Children must be signed in on arrival and signed out before leaving the service by a parent. Children will **only** be allowed to leave the service with adults listed on their enrolment form. If you want someone not listed to collect your child you must notify the service by phone/E-mail. If a child is still at the service after closing time every effort will be made to contact parents or emergency carers listed on the enrolment form.

ENROLMENT PROCEDURES

An enrolment and registration form must be completed at the start of the new school year, and then each holiday break a registration form listing the days required must be completed. Bookings will not be accepted without payment and a completed enrolment and/or a registration form. Forms must be returned to the College by the closing date by mail or faxed to 9437 0728. Eftpos payments may be made by contacting reception on 9437 1421.

CHILDCARE ASSISTANCE

Child Care Benefit is available to all eligible parents. To register with the Family Assistance Office/Centrelink please contact them on 13 61 50 to discuss your options. The Provider Number for **Pre-school children (ELC)** Holiday Program is 407 007 567A, and **School age children** Holiday Program is 555 007 755S.

ELTHAM College ELC Holiday Program – Dec 2010

Date	Day	Please Bring	Cost
Monday 13/12/10	Veg Out Day Come and whip up a batch of pancakes for snack, relax and help us put up the xmas tree Watch a movie	Lunch & drink Sunhat	\$45.00
Tuesday 14/12/010	Ghostbumps Incursion Join in the fun and bounce yourself silly in the Giant Ghostbumps Jumping Castle	Lunch & drink Sunhat	\$50.00
Wednesday 15/12/10	Recycle Craft Day Today we will be making lots of fun craft and Christmas decorations from recycled materials	Lunch & drink Sunhat	\$45.00
Thursday 16/12/10	Excursion Day Bus will be departing at 9.30 sharp to the Royal Botanic Gardens Melbourne Bus will return approx 4pm	Lunch & drink Sunhat	\$65.00
Friday 17/12/10	Lil' Chef Day Your job is to organize the day, cook up some chicken burritos & fruit cocktails for lunch	\$2.00 for lunch Lunch & drink if menu not suitable Sunhat	\$45.00
Monday 20/12/010	Xmas Gifts Make a wooden xmas decoration and a special gift for someone special for xmas	Lunch & drink Sunhat	\$50.00
Tuesday 21/12/10	Xmas Cook Up Make some truffles, ginger bread house biscuits and mini puddings	Lunch & drink Sunhat	\$50.00
Wednesday 22/12/10	Excursion Day Bus will be departing at 11am for McDonalds Mill Park and then on to Reading Cinema Epping (movie TBC) Bus will return approx 4pm	Lunch & drink if menu not suitable Sunhat	\$65.00
Thursday 23/12/10	Xmas Party Day Come and help us decorate the room ready for a special lunch and a visit from Santa Lots of party games and prizes	Bring a plate to share Sunhat	\$45.00
Friday 24/12/10	Xmas Eve Last minute gifts and cooking, then wind down with a movie ready for the big day	Lunch & drink Sunhat	\$45.00

JANUARY 2011

Monday 10/1/11	Welcome back – Game Day Bring along a game or movie from home to share Outdoor games	Lunch & drink Sunhat	\$45.00
Tuesday 11/1/11	Multi-sports Day Lots of fun playing indoor/outdoor games and sports with Sports Coaches	Lunch & drink Sunhat	\$45.00
Wednesday 12/1/11	Beach Party Day Come & join in the fun do some sand art, giant sand castle & bubble blowing competitions and water play	Lunch & drink Sunhat	\$45.00
Thursday 13/1/11	Excursion Day Learn the skill of skating at Skaterz Eltham followed by a picnic at the adventure playground Bus departing 10.30am sharp	Lunch & drink Sunhat Socks	\$65.00
Friday 14/1/11	Freaky Friday Make a monster blackboard, cook some blood & guts pasta, and edible eyeballs for lunch	\$2.00 for lunch Lunch & drink if menu not suitable Sunhat	\$50.00
Monday 17/1/11	Modelling Day Create your own masterpieces using clay or plaster moulds. Then paint & decorate the finished pieces	Lunch & drink Sunhat	\$45.00
Tuesday 18/1/11	Eltham Grand Prix Come show us your racing skills on the giant slot car track	Lunch & drink Sunhat	\$50.00
Wednesday 19/1/11	Japanese Day Learn the art of origami, make some blossom tree pictures and lanterns Today's menu for the budding chefs to prepare fried rice and rice paper rolls	\$2.00 Lunch or lunch & drink Sunhat	\$45.00
Thursday 20/1/11	Excursion Day Bus will be departing at 10am sharp for Buzy Kidz Bus will return approx 3.30pm	Lunch & drink Sunhat	\$65.00
Friday 21/1/11	Summer Fun Day "Footsteps" fun session Play a game of volleyball or twister	\$2.00 fish'n'chips or lunch & drink if menu not suitable Sunhat	\$50.00

Monday 24/1/11	Rebound Sports Day Try a workout with Rebound Aerobics, which includes some fun games and some aerobics	Lunch & drink Sunhat	\$45.00
Tuesday 25/1/11	Australia Day Celebrations Help us celebrate Australia Day making some lamingtons to have with a BBQ lunch Play a game of beach cricket or volleyball	\$2.00 BBQ lunch Lunch & drink if menu not suitable Sunhat	\$45.00
Wednesday 26/1/11	CLOSED FOR AUSTRALIA DAY		
Thursday 27/1/11	Excursion Day Bus will be departing 10am sharp for Mia Mia Gallery Templestowe, bus will return at approx 3.30pm	Lunch & drink Sunhat	\$65.00
Friday 28/1/11	Party Day Come dressed up for heaps of fun party games- pass the parcel, musical chairs, face painting and crazy hair	A plate to share	\$45.00

- **We ask that nut and nut products are not included in the children's lunch boxes during the program.**
- **Children are asked to please bring their own hats & jackets to wear at the program.**
- **ELTHAM College Holiday Program reserves the right to change the program due to unforeseen circumstances. The activities on the timetable are only some of the activities the children can participate in on a daily basis.**

REMEMBER – NO HAT, NO PLAY

****At all times children are required for their own safety to wear appropriate footwear (no thongs etc)**

ELTHAM

ELC HOLIDAY PROGRAM

13th – 24th December & 10th - 28th January 2011
 CLOSING DATE: 10th December 2010

College of Education

Please complete one registration form for EACH child

Surname	Child's first name:	Year level:
REGISTRATIONS CANNOT BE ACCEPTED WITHOUT PAYMENT		
EFTPOS payments may be made by contacting Reception on 9437 1421. REGISTRATION FORMS may be faxed to Reception on 9437 0728.		

Families registered with Centrelink should phone Debbie Jones on 9437 1421 to inform her of their family and child **Customer Registration Number** and **Date of Birth** of parents and children.

My child will be attending on the following days:

(Please circle the days attending)

DECEMBER 2010 & JANUARY 2011					
December	13 TH	14 TH	15 TH	16 TH	17 TH
Cost	\$45.00	\$50.00	\$45.00	\$65.00	\$45.00
	20 TH	21 ST	22 ND	23 RD	24 TH
Cost	\$50.00	\$50.00	\$65.00	\$45.00	\$45.00
January	10 TH	11 TH	12 TH	13 TH	14 TH
Cost	\$45.00	\$45.00	\$45.00	\$65.00	\$50.00
	17 TH	18 TH	19 TH	20 TH	21 ST
	\$45.00	\$50.00	\$45.00	\$65.00	\$50.00
	24 TH	25 TH	26 TH	27 TH	28 TH
	\$45.00	\$45.00	CLOSED	\$65.00	\$45.00

Medical authorisation for all children:

In the case of an emergency, I authorise the Holiday Program Co-ordinator and/or assistant to contact the family doctor, if available, or the nearest doctor, and to arrange for any hospital treatment. I accept responsibility for any cost involved.

Absences:

- Full refund or transfer of booking to a future program may be made for any cancellation made **before** the closing date of registration.
- Given the extended period for which the term 4 holiday program runs, any changes made for December bookings **must** be made before the closing date of registration, and January bookings **must** be made before the Christmas break.
- No refund will be issued after the closing date of registration for absences.

SIGNED: _____ DATE: _____
 Parent/Guardian

For Office Use only:					
Paid	Amount	Date	Extra Days	Amount	Date
Fee					
Extras					

**Methods of Payment**

Mail: Cheque/Money Order to P.O. Box 40, Eltham 3095
 Phone: Credit Card payments 9437 1421
 In person: Cash or debit card only

Internet Banking: A/c Name: Eltham College BSB: 083 784 A/C Number: 51 536 6554
 Reference: Your surname and Holiday Program: (ie Smith Holiday Prg)

Or return this slip to Reception: TYPE OF CARD: VISA / BANKCARD / MASTERCARD

CREDIT CARD NO: _____ / _____ / _____ / _____ EXPIRY DATE: ____ / ____

NAME ON CARD: _____ AMOUNT: \$ _____



ELC HOLIDAY PROGRAM

ENROLMENT FORM 2010

THE FOLLOWING INFORMATION IS CONFIDENTIAL

CHILD DETAILS

SURNAME:			
FIRST NAME:			
DATE BIRTH:	AGE:	GRADE:	
CHILD RESIDES WITH (please circle) Both Parents Mother Father Guardian			
CHILD'S SWIMMING LEVEL:			
FAMILY CRN NO:			

1. PARENTS/GUARDIAN DETAILS

First Name:		Surname:	
Address:			
		Postcode:	
Occupation:		Date of Birth:	
Phone: (H)		(W)	
(M)		Email:	

2. PARENTS/GUARDIAN DETAILS

First Name:		Surname:	
Address:			
		Postcode:	
Occupation:		Date of Birth:	
Phone: (H)		(W)	
(M)		Email:	

3. CULTURAL INFORMATION

Principal language spoken at home:
Relevant cultural details eg. Foods, activities etc:

4. PERSONS AUTHORISED TO COLLECT YOUR CHILD

Name	Relationship to child	Phone Number
1.		
2.		
3.		

5. EMERGENCY CONTACTS

Name	Relationship to child	Phone Number
1.		
2.		
3.		

6. CUSTODY DETAILS

Are there special access/custody arrangements?	YES	NO
If yes, please give details-		
If a court order exists provide this information to the Coordinator		

7. PERMISSION

Do you give permission for your child to:		
1. Watch PG movies?	Yes	No
2. Be photographed?	Yes	No

8. DOCTOR'S & MEDICAL INFORMATION

Doctor's Name:.....
Doctor's Address:.....
Phone Number:.....
Ambulance Subscriber: Yes/No If yes, please state Ambulance Subscription number and Category:.....
Medicare No:.....

Does your child suffer from any medical condition that our program staff needs to be aware of?

Allergies:.....

Medical Allergies:.....

Medical Conditions:.....

Other:.....

Asthma: YES NO

Asthma Medication/Treatment:.....

Any dietary restrictions:.....

Has your child been immunised? YES NO

Other Information

If there is any other information about your child that you think our program should know (eg. excessive fears, favourite activities etc.) please write below:

.....
.....
.....

AUTHORITY FOR STAFF TO ADMINISTER SUNSCREEN

(Please select from either option below, and tick accordingly)

I give permission to the staff at Holiday Program to apply,

- as appropriate SPF30+ broad spectrum, water resistant sunscreen provided by the service to all exposed body parts of my child, or
- as appropriate the sunscreen I have supplied, labelled with my child's name to all exposed body parts of my child

Signed.....Date.....

MEDICAL/GENERAL/EXCURSION DECLARATION

I, the undersigned approve of the enrolment and agree to abide by the rules and conditions of the Holiday Program and meet any costs incurred. I authorise the Coordinator/Acting Coordinator in the event of any unforeseen accident or illness to obtain such medical assistance as is required and agree to meet any expenses attached to such treatment.

I also accept fully responsibility for my child's belongings whilst attending the program. I fully understand that if my child continuously misbehaves and after behaviour guidance procedures have been followed, I will be notified and my child may be removed from the program.

I undertake to inform the staff of any absence of my child. I acknowledge that my child will not attend the program if suffering from an infectious or contagious disease. In the event that my child is injured or becomes ill during the program, either an authorised person or myself shall collect my child as soon as possible.

I understand that all Enrolment details are private and confidential. This information will be used for Program purposes only and will be accessible to Holiday Program staff, the Principal and/or the Sponsoring body. I understand that I can access this information and correct any necessary details whenever I wish.

I give permission for my child to travel by Private Charter Bus on Excursions during the Holiday Program.

I recognise that it is my responsibility to notify the Holiday Program of any changes to the above details.

Parents/Guardians Signature:.....

Date:.....