

enrolment procedure:

**Enrolments open Monday 12th September 2011
9.00am until 5.30pm weekdays only
(excluding public holidays)**

In Person (Preferred Method):

Bring completed Enrolment Form and Payment to
Youth Resource Centre
86 Derrimut Road
Hoppers Crossing 3029.

Payments in person can be made with Cash, Cheque (made payable to Wyndham City), Credit, or EFTPOS. Enrolments are not confirmed until payment is made.

If an enrolment cannot be accommodated you will be contacted by Wyndham City Youth Services.

PLEASE DO NOT SEND CHEQUES/MONEY ORDERS OR ENROLMENT FORMS IN THE MAIL. THEY WILL NOT BE ACCEPTED!!!!

Other Methods:

1. Fax: Should you wish to enrol via fax, please contact YRC Reception on 9742 8155 first. Then please Fax completed Enrolment Form to 8734 1386. YRC Reception will then contact you to arrange payment via Credit Card. Enrolment forms that have been faxed are not confirmed until payment has been made and cleared. If an enrolment cannot be accommodated you will be contacted by Wyndham City Youth Services

2. (Please note Cheques can only be accepted In Person at the YRC).

Agencies/Funding providers can be invoiced for the cost of Young People attending the Holiday Action Program. Please have your Worker contact the Holiday Action Coordinator to arrange this.

FEES: YRC Days

(All prices include G.S.T)

Flat Rate of \$8.00 per day

Includes Basic Lunch, Drink & Activities

FEES: Excursion Days

(All prices include G.S.T)

\$14.00 per day

Concession \$10.00 per day

(Only available on presentation of a Health Care/Pension Card)

2nd child discount \$11.00 per day

3rd child discount \$10.00 per day

Enrolment Information

There are limited places available on some days. Waiting Lists may be available (You will be contacted if you are able to be accommodated).

Enrolments are taken on a **'First in, First Served'** basis.

Once a booking has been made, a refund will only be given on presentation of a Doctor's Certificate and if staff are notified prior to the day commencing of the young person not attending (please call 9742.8155 prior to start time) or at the discretion of the Program Coordinator.

Excursions may be altered at late notice due to external factors.

Wyndham City Youth Services reserves the right to make changes to the program without notice.

Pick Up and Drop off points are at the Youth Resource Centre, 86 Derrimut Rd, Hoppers Crossing.

holiday action enrolment form:

DETAILS OF YOUNG PERSON

SURNAME	DATE OF BIRTH	AGE
FIRST NAME	GENDER (please circle)	Male Female
ADDRESS	YOUNG PERSONS MOBILE PHONE NUMBER:	

YOUNG PERSON HEALTH INFORMATION

DOES THIS YOUNG PERSON SUFFER FROM ANY ILLNESSES OR MEDICAL PROBLEMS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NAME OF ILLNESS
DOES THIS YOUNG PERSON SUFFER FROM ASTHMA, EPILEPSY OR DIABETES?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Please Provide a Copy or Details of their Action Plan (available from your GP)
DOES THIS YOUNG PERSON SUFFER FROM ANY ALLERGIES?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NAME OF ALLERGY
USE ANY MEDICATION(S)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NAME OF MEDICATION(S)
WILL THE MEDICATION(S) NEED TO BE ADMINISTERED DURING PROGRAM?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NAME OF MEDICATION (if YES - Additional forms to complete) Dosage Time
DOES THIS YOUNG PERSON HAVE ANY SPECIAL/ ADDITIONAL/ MEDICAL NEEDS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES PLEASE SPECIFY (if YES - Additional forms to complete)
DOES YOUR YOUNG PERSON REQUIRE A SUPPORT WORKER?	<input type="checkbox"/> 1 ON 1 <input type="checkbox"/> SIGHT PERSON OTHER	IF YES PLEASE SPECIFY (if YES - Additional forms to complete)
INFORMATION THAT MAY ASSIST THE LEADERS TO ENSURE YOUR YOUNG PERSON HAS AN ENJOYABLE DAY		
DOES THIS YOUNG PERSON HAVE ANY CULTURAL OR DIETARY NEEDS	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES PLEASE SPECIFY
LAST TETANUS VACCINATION RECEIVED		

PARENT/GUARDIAN/WORKER CONTACT DETAILS

SURNAME	FIRST NAME(S)
ADDRESS	RELATIONSHIP TO YOUNG PERSON <input type="checkbox"/> Parent(s) <input type="checkbox"/> Worker <input type="checkbox"/> Guardian or Carer <input type="checkbox"/> Other (please specify)
PREFERRED CONTACT NUMBER	HOME PHONE NUMBER WORK/MOBILE PHONE

(Will only be contacted in the event that parent/guardian/worker are not contactable)

NAME	RELATIONSHIP TO YOUNG PERSON
PREFERRED CONTACT NUMBER(S)	ALTERNATIVE CONTACT NUMBER(S)
NAME OF FAMILY DOCTOR	PHONE NUMBER

DAYS ATTENDING HOLIDAY ACTION

HAS THIS YOUNG PERSON PARTICIPATED IN THE HOLIDAY ACTION PROGRAM BEFORE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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DATE	ACTIVITY	PLEASE TICK	PRICE	COST
Week 1	Monday 26th September		GALACTIC CIRCUS	\$14.00 or \$10 conc.
	Tuesday 27th September		SWEETS 'N' TREATS (YRC DAY)	\$8.00
	Wednesday 28th September		IMAX & MELBOURNE MUSEUM	\$14.00 or \$10 conc.
	Thursday 29th September		LASER STRIKE***	\$14.00 or \$10 conc.
	Friday 30th September		FOOTY FINALS FEVER (YRC DAY)	\$8.00
Week 2	Monday 3rd October		ROYAL MELBOURNE SHOW	\$14.00 or \$10 conc.
	Tuesday 4th October		CHILLAX DAY (YRC DAY)	\$8.00
	Wednesday 5th October		LUNA PARK @ NIGHT	\$14.00 or \$10 conc.
	Thursday 6th October		MOVIES & SHOPPING	\$14.00 or \$10 conc.
	Friday 7th October		XTREAM GAMES (YRC DAY)	\$8.00
***Parents/guardians need to complete an additional waiver form			Total Amount To Be Paid	\$

supervision and permission:

SUPERVISION

EXCURSION DAYS

Please be aware that Holiday Action does not provide direct individualised supervision of Young People while on program, unless specifically requested (i.e. for Young People with Additional Needs). There will be a minimum staff supervision ratio of 1 program staff to 15 young people with two staff being present at all times.

Young People have the freedom to explore the venues we attend (within boundaries set by staff), generally in small groups. All due care will be exercised by the leaders, however we are attending venues where young people will interact with the both each other and the general public. Young People are more than welcome to remain with staff (where possible) during the activities but be aware that it is the equal responsibility of both the staff members and the young person to ensure that they engage with the group and that young people will be restricted and may not be able to complete activities of their choice.

A staff member will be available at all times, remaining in one location for the duration of the day with the remaining staff interacting with the young people and engaging in the activities. Participants will be given a wristband with staff contact numbers, a map (where appropriate) and any additional information as required. Participants will also be required to meet at certain times throughout the day to check in. Should a participant not check in at appropriate times, after 10 mins we will call the parents/emergency contact and after 15-20 minutes we will contact the police.

I READ THESE CONDITIONS AND I AM HAPPY FOR THE YOUNG PERSON TO TAKE PART IN HOLIDAY ACTION EXCURSIONS UNDER THESE CONDITIONS. I HAVE READ AND EXPLAINED THE CONDITIONS OUTLINED ABOVE TO THE YOUNG PERSON. THE YOUNG PERSON UNDERSTANDS THESE CONDITIONS.

YES

NO (PLEASE CONTACT THE HOLIDAY ACTION COORDINATOR TO DISCUSS ALTERNATIVES).

ARE THERE ANY CUSTODY/LEGAL ARRANGEMENTS THE PROGRAM SHOULD BE AWARE OF? If yes, the Holiday Program legally requires a photocopy of the court order	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS YOUR YOUNG PERSON ALLOWED TO LEAVE THE PROGRAM ALONE/MAKE THEIR OWN WAY HOME? Please note: If you tick NO, your young person must remain at the program until a parent/guardian collects them. Parents/ Guardians can be charged \$5 for every 5 minutes that your young person is at the program after finishing time. This contributes to paying overtime wages to staff.	<input type="checkbox"/> YES <input type="checkbox"/> NO
WHAT MOVIE / VIDEO RATING DO YOU APPROVE FOR YOUR YOUNG PERSON'S VIEWING? (Tick the Highest Rating Allowed)	<input type="checkbox"/> G <input type="checkbox"/> PG <input type="checkbox"/> M <input type="checkbox"/> MA
SWIMMING ABILITY (please tick)	<input type="checkbox"/> EXCELLENT 200 m+ (4+ Laps) <input type="checkbox"/> GOOD 50-200m (1-4 laps) <input type="checkbox"/> AVERAGE 50m (1 Lap) <input type="checkbox"/> POOR Less than 25m <input type="checkbox"/> NON SWIMMER
DO YOU ALLOW FOR PHOTOGRAPHS/VIDEO FOOTAGE TO BE TAKEN OF THE YOUNG PERSON DURING HOLIDAY ACTION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PERMISSION FOR HOLIDAY ACTION

I, as the parent/guardian/worker of _____ give consent for my Young Person to attend the excursions and activities conducted by the Wyndham City Youth services Holiday Action Program.

I understand and accept that:

- Appropriate fees should be paid for my Young Persons' participation in the program
- There will be a minimum staff supervision ratio of 1 program staff to 15 young people with two staff being present at all times and that all due care will be exercised by the leaders,
- The Young Person will walk supervised to local activities and be transported by bus to activities not within walking distance.
- The young person will conform to standards of behaviour as directed by staff and that if my daughter/son does not adhere to these standards further participation may be denied.
- All personal belongings are the responsibility of the young person. Wyndham City does not accept responsibility for any items of value misplaced or stolen while the young people are on the program.
- Refunds will only be given if a Doctor's Certificate is presented and staff will be notified prior to the day commencing of the young person not attending.
- The Young Persons will need to supply their own snacks, lunch (unless provided), drinks and are able to bring spending money but that it is their responsibility.
- The Young Person/s will adhere to the Wyndham City's Youth Services Sun smart Policy.
- If my child is 12 years old and in grade 6 they will be able to attend the Teenage Holiday Program during the September holidays, prior to them commencing Year 7.

I, THE UNDERSIGNED, approve of this application and in so doing, agree that Wyndham City, its Officers and Servants, are to be free and clear of all responsibilities and liabilities whatsoever of any accident, illness or damage to personal property incurred during my Young Persons' participation in any activities and/or excursions connected with this enrolment.

I consent to the personal/health information collected on this form. I have completed the details of my child's medical information and I agree to advise immediately in the event of any change in this information. I further declare that the young person has been in good normal health, unless otherwise stated on this form and agree to advise immediately in the event of his/her contracting any ailment likely to be detrimental to the health of other participants.

I further authorise the leader in charge to make arrangements for any medical attention or treatment that may be necessary and agree to meet any and all expenses incurred. I also understand that if the behaviour of my child is of an unsuitable standard, irresponsible and/or does not comply with set safety rules I agree to either immediately collect my child from the program or he/she will be returned home at my expense or to reimburse Council for any costs involved in the return of my / our child from the program. Please be aware that further participation may be denied. I accept that if my child damages equipment, I will have to pay expenses as a result of my child's action.

I have read and explained the conditions outlined above to the young person, The Young Person understands these conditions.

SIGNATURE Date / /

PRIVACY NOTIFICATION

Council is collecting the personal/health information requested on this form for Wyndham City Youth Services program provision requirements. Solely Council and its contracted service providers will use the personal/health information for that primary purpose or directly related purpose. The information shall remain private and confidential within Council and will only be disclosed to other persons or agencies as consented to by the authorised parent/guardian or in emergency situations. All emergency contacts listed have been notified and have given permission for their details to be provided.

The applicant understands that the personal/health information provided is for the Wyndham City Youth Services program provision requirements and that they may apply to Council for access and/or amendment of the information.

important: general program information

General

- Wyndham City- Youth Services reserves the right to make changes to the Holiday Action program without notice.
- Pick Up and Drop off points are at the Youth Resource Centre, 86 Derrimut Rd, Hoppers Crossing.
- Young People must stay with the program at all times. Young people cannot be dropped off or picked up from the venues. This is due to staffing ratios and safety issues.
- Participants are responsible for their own belongings. Participants are advised not to bring valuables. Wyndham City Council and its staff will not be held responsible for the loss of property or the loss of, or misuse of spending money.
- Sunscreen will be provided throughout the Holiday Action period. Youth Services encourages sun smart strategies i.e. hats, sunglasses

Time

- Please take note of the times above as they do vary depending on the travel time and distance.
- Participants need to arrive and leave the program at the set times.
- Parents/guardians can be charged \$5 for every five minutes that your young person is at the program before the starting time or after the finishing time. This contributes to the paying of overtime wages to staff for supervision.

Food

- Participants should bring their own lunches and snacks or money if facilities exist to purchase food, this will be indicated in the additional information sheet given upon enrolment, unless provided or otherwise stated in the program.
- Any food provided by Youth Services is to be shared equally amongst the group

Behaviour

- Participant Behaviour Expectations
- Treat the program leaders with respect, respect others on the program and to respect the venue and the venues rules
- To make sure everybody feels welcome, comfortable and safe
- Not to touch other people's property
- Young people are to sign themselves 'in' on arrival and 'out' on leaving the program
- Council Programs do not allow young people to smoke and prohibit the use of alcohol and drugs

Youth Services operates under a "Three warnings and you're out" Behaviour Management system.

1st Written Warning - Reminder about behaviour expectations

2nd Written Warning - Time out for five (5) minutes from the activity. The other young people are to think about behaviour expectations followed by a discussion of expectations with key staff member.

3rd Written Warning: - Appropriate disciplinary action will be taken. The young person will be informed of action to be taken and individual's parents may be notified and the outcome may result in expulsion from the program

However if the behaviour is totally unacceptable staff may ask the young person to leave the program at anytime. If staff deems any persons behaviour unacceptable, staff will contact parent/s/guardian to arrange for the young person to be transported home (as well as any associated cost).

Shuttle Buses

Youth Services operates a Shuttle Bus service around the City of Wyndham to pick up and drop off participants on the Holiday Action program. There are designated pick up spots and there is a small cost each way. More information is available upon request.

Please contact Youth Services on 9742 8155