

## HOLIDAY PROGRAM PROCEDURES

### STEPS TO ENROLMENT

1. Complete the enrolment form attached to this brochure. Please ensure all sections are completed clearly and accurately.
2. Post your enrolment form in the Reply Paid envelope to the Wyndham City Council. Confirmation of your enrolment will be posted to you.  
**DO NOT SEND ANY MONEY AT THIS TIME**

3. **Enrolment forms must be received by the Wyndham City Council by 5.00pm on**

**Friday 21 August 2009**

4. Your enrolment form will be placed in one of three priority groups:  
**Priority 1** – Children at risk of abuse or neglect and families in crisis.  
**Priority 2** – Families with work/training/study related commitments.  
**Priority 3** – All other enrolments.

After your enrolment has been processed a letter either offering or declining your request for a place in the Holiday Program will be forwarded on **Monday 31 August 2009**

5. If demand exceeds the places that are offered those families will be placed on a waiting list.
6. Families who have been sent an offer will also receive an invoice. If payment is not received by **Friday 11 September 2009** then your place will be offered to the next family on the waiting list. Payment is required for all booked days.

### No late payments will be accepted.

7. **IMPORTANT:** if you have not received a Letter of Offer at least one week prior to the due payment date, it is the parent's/guardians responsibility to contact this office before the payment due date.  
Refunds will only be given for cancellations when a Doctor's certificate is supplied.

## ENROLMENT POLICY

### POLICY

This policy is designed to provide fair and equitable access to the Wyndham City Council Primary Holiday Program for families who work, live or send their children to school in Wyndham's Municipality.

- Holiday Program enrolment forms are accepted by mail until the advertised closing date.  
Reply-paid return envelopes are included with the enrolment package.
- All enrolments will be placed into priority groups as directed by the Department of Education Employment and Workplace Relations (DEEWR) Priority of Access Guidelines

**Priority 1** – Children at risk of abuse or neglect and families in crisis.

**Priority 2** – Families with work/training/study related commitments.

**Priority 3** – All other enrolments.

- No payment will be accepted unless you have received a Letter of Offer.
- Full payment for all booked days must be received by the payment closing date to secure enrolment.
- Wyndham City Council through the Department of Education Employment and Workplace Relations (DEEWR) offers families reduced fees for Holiday Program through Child Care Benefit. Full fees will be charged to families who have not had their Child Care Benefit eligibility confirmed. Families who have been charged the full fee but are eligible for reduced fees will either receive a refund after their Child Care Benefit eligibility is confirmed or their account will be credited.

### Enrolments outside of this procedure will not be accepted.

Wyndham City Council reserves the right to accept enrolments to maximum capacity and may combine programs if insufficient enrolments are received.

## CONFIRMATION OF CHILD CARE ELIGIBILITY

Child Care Benefit eligibility will be confirmed upon receipt of either:

- An Assessment Notice for Child Care Benefit that is addressed to Wyndham City Council Holiday Program,  
Or
- An Assessment notice that is not addressed to the Wyndham City Council Holiday Program accompanied by a Child Care Benefit Advice of Family Details Form, this form is available from the Family Assistance Office on 13 61 50.

To ensure that Wyndham City Council receives an Assessment Notice for ChildCare Benefit, families must link their children to Wyndham City Council Holiday Program.

Where Child Care Benefit Eligibility cannot be confirmed at the time of processing, enrolments will be billed for the full fee.

### DISPUTE RESOLUTION

Parents and carers are directed to contact the **Children's Program Officer** on **0412 168 254** with any concerns they have regarding the program or the enrolment process. Alternatively concerns may be addressed in writing to:

**Children's Program Officer  
Youth Services  
Wyndham City Council  
P.O Box 197  
Werribee Vic 3030**



### TRANSLATION REQUIRED?

Information in the PHP Enrolment Application can be translated by contacting **Translating and Interpreting Services** on **13 14 50** and by asking to be connected to **Early Years** on **9742 8134**.

## **WYNDHAM CITY COUNCIL YOUTH SERVICES PRIMARY HOLIDAY PROGRAM**

### **PROGRAM DATES**

**21 SEPTEMBER TO 2 OCTOBER 2009**

### **ENROLMENT APPLICATION**

#### **PROGRAM HOURS:**

**7.30am – 6.00pm Monday to Friday**

**For more details contact:**

**Jo Nadj**

**Children's Program Officer**

**Wyndham City Council**

**9742 8155 (9.00am – 5.00pm)**

**Or**

**0412 168 254**

Please note: **FULL FEES** will be charged if you do not:

- **Register for Child Care Benefit with the Family Assistance Office on 13 61 50**

For families who do not register for Child Care Benefit (CCB)

**Or**

Families wanting to claim the lump sum through the Family Assistance Office the cost is:

**\$ 38.00 per day per child for Centre Based Care**

**\$ 45.00 per day per child for Excursions**

**CONFIDENTIAL MEDICAL REPORT**

This report is compiled to assist us with any eventuality with the child.  
All information is held in confidence.

Please tick if your child/ren suffers from any of the following,

**ALLERGIES:** \_\_\_\_\_ YES  NO

\_\_\_\_\_

**ASTHMA:** \_\_\_\_\_ YES  NO

\_\_\_\_\_

**MEDICAL CONDITION:** \_\_\_\_\_ YES  NO

\_\_\_\_\_

**TRAVEL SICKNESS:** \_\_\_\_\_ YES  NO

**DOES YOUR CHILD TAKE PRESCRIBED MEDICATION THAT NEEDS TO BE ADMINISTERED?** YES  NO

Details: \_\_\_\_\_  
Medication Form must be completed daily at the program by the Parent/Guardian

**DOES YOUR CHILD HAVE ANY ADDITIONAL NEEDS?** YES  NO

Details: \_\_\_\_\_

**DOES YOUR CHILD/REN HAVE ANY SPECIFIC NEEDS OR SPECIAL CIRCUMSTANCES THAT WE SHOULD BE AWARE OF?** YES  NO

Details: \_\_\_\_\_

**FAMILY DOCTOR:** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ARE THERE ANY CUSTODY ARRANGEMENTS THE PROGRAM**

**SHOULD BE AWARE OF?** YES  NO

*If yes, the Holiday Program legally requires a photocopy of the Court Order*

Have you attached the court order? YES  NO

**Your Enrolment cannot be confirmed until receipt of Court Orders**

**Do you live, work, study or send your child/ren to Primary School in the Wyndham area?** YES  NO

Has your child attended Wyndham Holiday Program before? YES  NO

Do you give permission for your child/ren to be photographed at the program?  
**These photos may be published in our newsletters.** YES  NO

Do you give permission for the photographs to be published on our web site? YES  NO

Do you give permission for your child/ren to view selected **P G movies/DVDs** YES  NO

**How many of your children will be attending ANOTHER approved childcare services during the Holiday Program period (Number of Children) \_\_\_\_\_**

**PRIORITY OF ACCESS**

Are you an Aboriginal or Torres Strait Islander family? YES  NO

Is your child/ren in a family that includes a disabled person? YES  NO

What is your current ChildCare Benefit percentage? 1<sup>st</sup> child \_\_\_\_\_%  
2<sup>nd</sup> child \_\_\_\_\_% 3<sup>rd</sup> child \_\_\_\_\_% 4<sup>th</sup> child \_\_\_\_\_%

Does your family have a non-English speaking background? YES  NO   
If **Yes**, what is the main language spoken at home? \_\_\_\_\_

Are you a single parent? YES  NO

Is your child/ren in a socially isolated family? YES  NO

**Give Reasons** \_\_\_\_\_

**PRIVACY NOTIFICATION**

Wyndham City Council is collecting the personal/health information requested on this form for Youth Services program provision requirements.

The personal/health information will be used solely by Council and its contracted service providers and the Family Assistance Office (where the parent has requested CCB or Lump Sum Payment options) for that primary purpose or directly related purpose. The information shall remain private and confidential within Council and will only be disclosed to other person 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 Youth Services program provision requirements and that they may apply to Wyndham City Council for access and/or amendment of the information.

I ..... parent/guardian of ..... consent to the personal/health information collected on this form.

**(Signature):** \_\_\_\_\_ **(Date)** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PARENTAL / GUARDIAN DECLARATION**

- I the undersigned, approve of my child/ren's involvement in the Wyndham City Council Primary Holiday Program.
- I acknowledge that the authorised person or myself must produce photo ID when picking up child/children from the Holiday Program**
- I give permission for my child/ren to participate in the excursions I have consented to.
- I authorise that staff, in the event of an accident or illness, to obtain all necessary medical assistance and treatment and agree to meet all expenses incurred.**
- I agree that, the Wyndham City Council and their Officers and Staff are to be free and clear of all responsibility whatsoever for accident/illness, theft of clothing or valuables during my child/ren's participation on any of the activities involved on the program.
- I agree to pay for the days I have booked and understand that there will be no refunds for cancellations unless a Doctor's certificate is supplied.**
- I declare that the information I have provided on this form is correct to the best of my knowledge.
- I have read and understood the "Consequences of Behaviour Policy" within this booklet.**
- I understand that a late fee of \$1.00 per minute per child will apply if my child/ren are picked up after 6.00pm.
- If demand for places exceeds the spots available then a ballot draw will determine the offer.**
- I understand that the Wyndham City Council will not be responsible for delays/non delivery by the postal service.
- I authorise Wyndham City Council to record as an allowable absence, any day my child/ren is enrolled but does not attend the service. I understand that ChildCare Benefit is paid for only 30 allowable absences per child year.**
- Any false or misleading information may jeopardise your enrolment and future enrolments.

**(Signature):** \_\_\_\_\_ **(Date)** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**CHILD'S SURNAME:** \_\_\_\_\_

**ENROLMENT APPLICATION**

Please complete details on both sides of form in **BLOCK LETTERS**. Parents/Guardians must complete the following.

**PARENTS/GUARDIANS SURNAME:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**D.O.B:** \_\_\_\_\_ **Family Assistance Office (FAO) CRN No:** \_\_\_\_\_

1<sup>st</sup> Child Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_ Yr. Level \_\_\_\_\_ FAO CRN No: \_\_\_\_\_

2<sup>nd</sup> Child Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

D.O.B \_\_\_\_\_ Yr. Level \_\_\_\_\_ FAO CRN No: \_\_\_\_\_

3<sup>rd</sup> Child Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

D.O.B \_\_\_\_\_ Yr. Level \_\_\_\_\_ FAO CRN No: \_\_\_\_\_

4<sup>th</sup> Child Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

D.O.B \_\_\_\_\_ Yr. Level \_\_\_\_\_ FAO CRN No: \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ P/CODE: \_\_\_\_\_

**PHONE (HOME):** \_\_\_\_\_ **PHONE (WORK):** \_\_\_\_\_

**MOBILE :** \_\_\_\_\_

NAMES OF TWO **OTHER** PEOPLE WHO ARE AUTHORISED TO COLLECT YOUR CHILD/REN:

NAME: \_\_\_\_\_ PHONE (Home) \_\_\_\_\_

RELATIONSHIP TO CHILD: \_\_\_\_\_ PHONE (Work) \_\_\_\_\_

\_\_\_\_\_ MOBILE \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE (Home) \_\_\_\_\_

RELATIONSHIP TO CHILD: \_\_\_\_\_ PHONE (Work) \_\_\_\_\_

\_\_\_\_\_ MOBILE \_\_\_\_\_

Please circle your preferred centre.

**Bellbridge**

**Manorvale**

21/09/09	22/09/09	23/09/09	24/09/09	25/09/09
28/09/09	29/09/09	30/09/09	01/10/09	02/10/09

**Please ensure that both sides of the Enrolment Application are completed and returned.**

	MONDAY 21/09/09	TUESDAY 22/09/09	WEDNESDAY 23/09/09	THURSDAY 24/09/09	FRIDAY 25/09/09
WEEK 1	<p><u>CENTRE BASED DAY</u></p> <p><u>WELCOME DAY</u></p> <p>Create your own welcome banner and make new friends at program today.</p>	<p><u>CENTRE BASED DAY</u></p> <p><u>FANCY DRESS DAY</u></p> <p>Come wearing your favourite fancy dress to program today</p>	<p><u>EXCURSION DAY</u></p> <p><u>THE NEW ADVENTURE ISLAND</u></p> <p>Visit Wyndham’s Cultural Centre to see a performance of pantomime, song and dance.</p> <p><u>Arrive at program no later than 8.30am</u></p>	<p><u>EXCURSION DAY</u></p> <p><u>FUN CITY</u></p> <p>Interactive fun with Laser Force, Bowling, Dodgems, Jumping Castle and Mini Golf.</p> <p><u>Arrive at program no later than 8.30am</u></p>	<p><u>CENTRE BASED DAY</u></p> <p><u>FOOTY DAY</u></p> <p>Wear you favourite AFL colours and get involved with the Werribee Tigers football workshops.</p>
	MONDAY 28/09/09	TUESDAY 29/09/09	WEDNESDAY 30/09/09	THURSDAY 01/10/09	FRIDAY 02/10/09
WEEK 2	<p><u>CENTRE BASED DAY</u></p> <p><u>COSMODROME</u></p> <p><u>Ever wanted a movie to be above you and all around you?</u></p> <p>Then experience a digital dome theatre and see “<u>Earths Wild Ride</u>” at program today.</p>	<p><u>CENTRE BASED DAY</u></p> <p><u>SUPER HERO CARTOON WORKSHOPS WITH MARK GUTHRIE</u></p> <p>Learn how to draw cool Super Heroes with an ex Disney animator and published children’s author.</p>	<p><u>CENTRE BASED DAY</u></p> <p><u>PEAK FITNESS</u></p> <p>Increase your fitness! Wear your runners and comfortable clothes and get involved in some circuit training.</p>	<p><u>YOUTH RESOURCE</u></p> <p><u>CENTRE VISIT</u> Grades 5 &amp; 6</p> <hr/> <p><u>CENTRE BASED ACTIVITIES</u> Prep - 4</p>	<p><u>EXCURSION</u></p> <p><u>SUNSHINE MOVIES</u></p> <p><u>“G-FORCE”</u></p> <p>All children receive a prima and a packet of chips. <u>Arrive at program no later than 8.30am</u></p>

The program activities are subject to change without notice. Children must bring lunch, drinks and a morning and afternoon snack every day. Children will not be able to participate in outdoor activities if sufficient sun protection has not been provided in accordance with the Wyndham City Council Sun Protection Policy

**CONSEQUENCES OF BEHAVIOUR**

1. Leader speaks to child. The child is given a chance to explain.
2. If unacceptable behaviour continues, the child is requested to sit down quietly for 5 minutes and reflect upon their behaviour. After this time the Leader will speak to the child about their behaviour and what they can do to rejoin the group.
3. If unsuitable behaviour continues, the child will have to sit out for an additional 15mins. The coordinator will then discuss the matter with the child and explain to them that if they continue with unacceptable behaviour they will have to go home.
4. If the behaviour continues that day the coordinator will contact parents who are to collect their child from the program early. On arrival the coordinator, the child and the parent will have a chance to talk about the child’s day.
5. If unacceptable behaviour continues on subsequent days, the child and parent will meet with Co-ordinator and Children's Program Officer to implement Behaviour Management Strategies.
6. If the child’s behaviour threatens the safety of other children and leaders then access may be denied to the program and future programs.

**WHAT IS UNACCEPTABLE BEHAVIOUR?**

Behaviours that threaten the safety of other children, staff or the child themselves.

Bullying of any kind will not be tolerated.

Being disruptive, rude and disrespectful to others and their property.

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