

27 JUNE - 8 JULY 2022

SCHOOL HOLIDAY PROGRAM

SOUTHMOOR PRIMARY SCHOOL + CHELSEA PRIMARY SCHOOL



The June/July 2022 school holidays are fast approaching. Enrolments will be open from **9am Friday 27 May 2022** and close **5pm Friday 17 June 2022**. All activities and excursions are subject to change.

Child Care Subsidy - Please sign into your myGov account to complete the requirements of the activity test and confirm/re-confirm your enrolment data details on record for CCS to be applied.

The Program and Forms (A & C) are now available at kingston.vic.gov.au/schoolholidayprogram. Please ensure ALL relevant forms are completed and submitted via email to schoolholidayprogram@kingston.vic.gov.au

ENROLMENT CHECKLIST

Your current Kingston OSHC Enrolment Status	Forms you need to complete
I have a current City of Kingston 2022 enrolment at one of the City of Kingston's before or after school care programs	<input type="checkbox"/> Form C (<i>one per child</i>) <input type="checkbox"/> Child's current digital passport photo (<i>can be taken with your smartphone</i>)
I DO NOT have a current City of Kingston 2022 enrolment for before and after school care	<input type="checkbox"/> Form A <input type="checkbox"/> Form C <input type="checkbox"/> Child's current digital passport photo of child (<i>can be taken with your smartphone</i>)
Additional documents for Medical Conditions If your child has any diagnosed medical conditions including asthma, allergies or anaphylaxis	<input type="checkbox"/> Action Plan (<i>signed by a doctor</i>) <input type="checkbox"/> Risk Minimisation Plan <input type="checkbox"/> Communication Plan Note: <i>Children cannot attend the service if these plans have not been provided to the coordination unit.</i> <i>* If you have previously provided an Action Plan and it is not more than 2 years old and there have been no changes, you do not have to supply the same documents.</i>

PLEASE NOTE

Children are unable to attend the program until an enrolment form is complete and payment has been made. Enrolments are submitted email. For details refer to the back page of the Program Brochure.

SUPPORT FOR INCLUSION

If your child requires support for inclusion in a program, please contact the Holiday Program Coordinator on 9581 4846 to discuss further. Enrolments must be in by 6th June 2022.

COVID-19

We are all working together to keep our program COVID safe.

Please help us keep the program safe by:

Keeping any children who are sick at home, if anyone in your household is unwell and awaiting a COVID test result we ask you keep children at home (even if they are not displaying any symptoms). The child/ren can return to care once all isolation periods have been observed and the child/ren are asymptomatic.

We will keep you COVID safe by:

Following our COVIDSafe plan and risk assessment at all times, social distancing of staff, consistent staffing where possible. Increased cleaning and disinfecting and signing children in and out of the program.



form A School Holiday Program Application for Enrolment

Please supply a passport size photo of your child for easy identification by educators.

Child details	CHILD 1	CHILD 2	CHILD 3
First name:			
Family name:			
Address:			
Suburb:			
School child attends:			
Cultural background:			
Child's CRN number:			
Date of birth:			
Gender:	<input type="radio"/> male <input type="radio"/> female <input type="radio"/> other	<input type="radio"/> male <input type="radio"/> female <input type="radio"/> other	<input type="radio"/> male <input type="radio"/> female <input type="radio"/> other
Dietary restrictions: Please specify			
Allergies:			
List any allergies and attach allergy action and risk minimisation plan as required. Please supply a passport size photo of your child for easy identification by educators			
Anaphylaxis:	<input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input type="radio"/> no
Has your child been diagnosed as at risk of anaphylaxis? Please attach action and risk minimisation plan and a passport size photo of your child for easy identification by educators			
Diabetes:	<input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input type="radio"/> no
Attach action and risk minimisation plan as required. Please supply a passport size photo of your child for easy identification by educators			
Asthma:	<input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input type="radio"/> no
Attach action and risk minimisation plan as required. Please supply a passport size photo of your child for easy identification by educators			
Disabilities or additional needs:	<input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input type="radio"/> no
Please attach relevant information, including any relevant medical and needs assessments. Challenging behaviours - Please attach relevant information, including details of the challenging behaviours, and any relevant medical and needs assessments.			
Immunised to school age:	<input type="radio"/> yes <input type="radio"/> no Parent/Guardian initial _____	<input type="radio"/> yes <input type="radio"/> no Parent/Guardian initial _____	<input type="radio"/> yes <input type="radio"/> no Parent/Guardian initial _____
Aboriginal or Torres Strait Island descent:	<input type="radio"/> Torres Strait Islander <input type="radio"/> Aboriginal <input type="radio"/> Neither	<input type="radio"/> Torres Strait Islander <input type="radio"/> Aboriginal <input type="radio"/> Neither	<input type="radio"/> Torres Strait Islander <input type="radio"/> Aboriginal <input type="radio"/> Neither
Photographic consent:	<input type="radio"/> yes <input type="radio"/> no Parent/Guardian initial _____	<input type="radio"/> yes <input type="radio"/> no Parent/Guardian initial _____	<input type="radio"/> yes <input type="radio"/> no Parent/Guardian initial _____

I consent to my child being photographed during activities at the School Holiday Program. Photographs may be used in City of Kingston's advertising and children's portfolios.

Please remember to attach any information that may be relevant to our capacity to meet the particular needs of your child, including in relation to challenging behaviours. If information provided is incomplete or misleading, any decision made as to enrolment may be withdrawn.

Parent / guardian details	PARENT / GUARDIAN 1	PARENT / GUARDIAN 2
Parent / guardian details must be provided unless explanation is provided.		
Full name		
Address:		
Suburb:		
Contact number:	<input type="radio"/> work <input type="radio"/> home	<input type="radio"/> work <input type="radio"/> home
Mobile:		
Relationship to child:		
Date of birth:		
CRN number:	<input type="radio"/> registered for CCS?	<input type="radio"/> registered for CCS?
Status:	<input type="radio"/> Child/family at risk <input type="radio"/> Parent working, studying, training, or seeking employment	<input type="radio"/> Child/family at risk <input type="radio"/> Parent working, studying, training, or seeking employment
Language spoken at home:		
Primary email contact:		

Medical details

Medical clinic:		Doctor's name:	
Address:		Phone:	
Health insurance provider:		Membership number:	
Medicare number:		Ambulance member number:	

Emergency contacts / authorised nominees

You must nominate TWO emergency contacts over the age of 18 years (other than the parents/guardians listed on the previous page) to be contacted in the case of an emergency. Please note in the event that if no emergency contacts are provided and educators cannot contact the parents/guardians, then Department of Human Services (DHS) and/or Victoria Police will become your emergency contacts.

I _____ (please insert your name) (parent/guardian) authorise the following people to:

AUTHORISED NOMINEE 1		AUTHORISED NOMINEE 2	
<input type="radio"/> Collect my child from the program		<input type="radio"/> Collect my child from the program	
<input type="radio"/> Authorise the service/educators to take my child outside the venue		<input type="radio"/> Authorise the service/educators to take my child outside the venue	
<input type="radio"/> Be notified of any accident, injury, trauma or illness involving my child		<input type="radio"/> Be notified of any accident, injury, trauma or illness involving my child	
<input type="radio"/> Consent to the medical treatment of my child		<input type="radio"/> Consent to the medical treatment of my child	
<input type="radio"/> Request or permit the administration of medication to my child		<input type="radio"/> Request or permit the administration of medication to my child	
Name		Name	
Relationship to child		Relationship to child	
Address		Address	
Work/home phone:		Work/home phone:	
Mobile:		Mobile:	

Parent / guardian signature: _____

Custody/access arrangements

Are there any court orders or custody access arrangements the service needs to be informed of? yes no

If yes, please specify details AND attach court orders.

LAWFUL AUTHORITY:

Parents: All parents have powers and responsibilities in relation to their children that can only be changed by a court order. The *Education & Care Services National Regulations 2012* refer to these powers and responsibilities as "lawful authority". It is not affected by the relationship between the parents, such as whether or not they have lived together or are married. A court order, such as under the Family Law Act, may take away the authority of a parent, or may give it to another person.

Guardians: A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of "guardian" under the *Education & Care Services National Law Act 2012* also covers where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control of the child.

PRIVACY STATEMENT:

Personal information collected by Council is used for municipal purposes as specified in the *Local Government Act 1989*. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information.

Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy can be obtained from kingston.vic.gov.au

CONSENT

I consent to the staff of 'City of Kingston' seeking medical treatment by a medical practitioner, hospital or ambulance service, or where appropriate, administer such emergency medical treatment as is reasonably necessary and agree to reimburse any expenses incurred by 'City of Kingston' in this treatment.

form B Excursion Permission


Only complete this form if your child(ren) are attending the Southmoor School Holiday Program excursions.

Child 1 full name: _____

Child 2 full name: _____

Child 3 full name: _____


Child 4 full name: _____

 Excursions costs as stated (per child). CCS discounts (if eligible) will be applied by the enrolment office.

✓ **Risk Assessments have been prepared for all excursions and are available at the programs**

✓ **Excursion times are 8.30am - 4.00pm** (unless specified otherwise)

✓ **Transport for excursions: bus, train and walking. Daily fee covers cost of transport.**

 Excursions, including regular outings, provide valuable opportunities for children to explore the wider community and extend the educational program.

Please tick and sign the excursion your child(ren) will be attending.

IMAX & Museum

Full Fee: \$107.00

Fee after Max CCS: \$20.60

Date: Wednesday 29 June 2022

Destination:

11 Nicholson Street, Carlton

Depart: 8.30am **Return:** 4.00pm

Transport: Bus

Places available: 50



Child 1

Child 2

Child 3

Child 4

Parent/Guardian initial

Live Show The Listies & Kingston Heath Reserve

Full Fee: \$107.00

Fee after Max CCS: \$20.60

Date: Wednesday 6 July 2022

Destination:

Shirley Burke Theatre

64 Parkers Road, Parkdale

Kingston Heath Reserve

285 Centre Dandenong Road, Cheltenham

Depart: 8.30am **Return:** 4.00pm

Transport: Bus

Places available: 50



Child 1

Child 2

Child 3

Child 4

Parent/Guardian initial

Parent / guardian statement

I/we _____ being the parent/guardian(s) of the above named children, give consent for participation in all program days as indicated above. In the event of injury or accident, I/we authorise you to obtain medical assistance for my/our child, including ambulance or hospital as required. I/we agree to pay any costs incurred. I/we have read and understand all policies and procedures associated with the Kingston School Holiday Program and agree to abide by them. I/we understand that a change in circumstance or use of other childcare services may result in further fees payable.

Signed: _____

Date: _____

Please Note: This form must be completed in order for your booking to be processed.

form B Excursion Permission


Only complete this form if your child(ren) are attending the Chelsea School Holiday Program excursions.

Child 1 full name: _____

Child 2 full name: _____

Child 3 full name: _____


Child 4 full name: _____

 Excursions costs as stated (per child). CCS discounts (if eligible) will be applied by the enrolment office.

✓ **Risk Assessments have been prepared for all excursions and are available at the programs**

✓ **Excursion times are 8.30am - 4.00pm** (unless specified otherwise)

✓ **Transport for excursions: bus, train and walking. Daily fee covers cost of transport.**

 Excursions, including regular outings, provide valuable opportunities for children to explore the wider community and extend the educational program.

Please tick and sign the excursion your child(ren) will be attending.

Eastern Gymnastics

Full Fee: \$107.00
Fee after Max CCS: \$20.60

Date: Wednesday 29 June 2022

Destination:

21 Clarice Road, Box Hill South

Depart: 8.30am **Return:** 4.00pm

Transport: Bus

Places available: 50

Child 1
 Child 2
 Child 3
 Child 4

Parent/Guardian initial

Magical Circus Show & Carlton Gardens Playground

Full Fee: \$107.00
Fee after Max CCS: \$20.60

Date: Tuesday 5 July 2022

Destination:

The Slydini Showroom - Arrow Hub

488 Swanston Street, Melbourne

Carlton Gardens Playground

11 Nicholson Street, Carlton

Depart: 8.30am **Return:** 4.00pm

Transport: Bus

Places available: 50

Child 1
 Child 2
 Child 3
 Child 4

Parent/Guardian initial

Parent / guardian statement

I/we _____ being the parent/guardian(s) of the above named children, give consent for participation in all program days as indicated above. In the event of injury or accident, I/we authorise you to obtain medical assistance for my/our child, including ambulance or hospital as required. I/we agree to pay any costs incurred. I/we have read and understand all policies and procedures associated with the Kingston School Holiday Program and agree to abide by them. I/we understand that a change in circumstance or use of other childcare services may result in further fees payable.

Signed: _____

Date: _____

Please Note: This form must be completed in order for your booking to be processed.



School Holiday Program: 27 JUNE - 8 JULY 2022

Booking + Payment



Child's full name(s): _____

Parent's / Guardian's name: _____

Email: _____

Please tick your sessions	WEEK ONE					WEEK TWO					TOTAL DAYS
	MON 27	TUE 28	WED 29	THU 30	FRI 1	MON 4	TUE 5	WED 6	THU 7	FRI 8	
Southmoor Primary School											
Chelsea Primary School											

Payment options

- Direct debit** – Download the relevant form at kingston.vic.gov.au/schoolholidayprogram
- In person** – Customer Service Centre at 1230 Nepean Highway, Cheltenham

By signing this form, I ACKNOWLEDGE ONCE PROCESSED, ALL FEES ARE NON-REFUNDABLE AND NO CREDIT DAYS GRANTED. Children will not be accepted into any City of Kingston School Holiday Program unless a booking has been made and all fees/amounts owing to City of Kingston have been fully paid prior to program commencement.

I agree that City of Kingston and its affiliates, or associates, will charge my credit facilities as set out above. I agree to pay for all of the days my child is successfully enrolled in the School Holiday Program, regardless of whether my child actually attends. I agree that I am liable to pay for all successfully booked days at the time of enrolment.

I acknowledge children are required to arrive at the program on time, and must be appropriately dressed. I acknowledge children are required to behave appropriately at all times during the program, including by complying with directions given by program staff. I acknowledge I am financially responsible for any damage caused by my child to City of Kingston's buildings, furniture and equipment (or the property of other children enrolled in the program).

I acknowledge City of Kingston reserves the right to immediately cancel the enrolment in the program of any child whose behaviour or influence is regarded as inappropriate or a risk to the health and wellbeing of others.

I declare that the information provided in these forms is accurate. I understand that if the information provided is incomplete, inaccurate or out-of-date, and the actual or current information is relevant to City of Kingston's decision about whether or not to offer my child enrolment in the program, then that place may be withdrawn without notice.

I consent to the staff of 'City of Kingston' seeking medical treatment by a medical practitioner, hospital or ambulance service, or where appropriate, administer such emergency medical treatment as is reasonably necessary and agree to reimburse any expenses incurred by 'City of Kingston' in this treatment.

Parent's/guardian's signature _____ Date _____

Office use only

Child's full name: _____ Parent's name: _____

<p>PROGRAM:</p> <p><input type="radio"/> Southmoor</p> <p><input type="radio"/> Chelsea</p>	<p>CHILD CARE SUBSIDY DETAILS:</p> <p>Parent CCS registered? <input type="radio"/> yes <input type="radio"/> no</p> <p>CCS % _____</p> <p>No. of eligible hours _____</p> <p>Has CCS been deducted? <input type="radio"/> yes <input type="radio"/> no</p>	<p>PAYMENT RECEIVED:</p> <p><input type="radio"/> direct debit</p> <p>Program fees: _____</p> <p>Total payment received: _____</p>	<p>BOOKING STATUS:</p> <p>Booking complete: <input type="radio"/> yes <input type="radio"/> no</p> <p>Payment processed: <input type="radio"/> yes <input type="radio"/> no</p> <hr/> <p>OFFICER DETAILS</p> <p>Initials _____</p> <p>Date _____</p>
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