



VACATION CARE ENROLMENT FORM  
SUMMER HOLIDAYS 2011  
one form per child

**IMPORTANT – BOOKINGS WILL NOT BE ACCEPTED UNTIL THE FOLLOWING FORMS ARE RETURNED. PLEASE NOTE WE ARE NOT TAKING BOOKINGS OVER THE PHONE.**

**CHILD DETAILS**

FIRST NAME \_\_\_\_\_ SURNAME \_\_\_\_\_  
AGE \_\_\_\_\_ DOB \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

**CHILD CUSTOMER REFERENCE NUMBER (CRN)\*** \_\_\_\_\_

Address \_\_\_\_\_

Phone: (H) \_\_\_\_\_ Cultural Background \_\_\_\_\_

Name of School \_\_\_\_\_

**1. MOTHER/GUARDIAN DETAILS**

First Name \_\_\_\_\_ Surname \_\_\_\_\_ Parent CRN\* \_\_\_\_\_  
Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_ D.O.B.\* \_\_\_\_\_  
Email \_\_\_\_\_

**2. FATHER/GUARDIAN DETAILS**

First Name \_\_\_\_\_ Surname \_\_\_\_\_ Parent CRN \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_ D.O.B. \_\_\_\_\_

\*CRN = Customer Reference Number for Child Care Benefit (Parent & Child CRN and D.O.B. are required for CCB & CCMS processing, please make sure you have submitted all details or full payment by you to Play Planet will be required). Do you

**CUSTODY DETAILS**

Are there any special access/custody arrangements? YES NO

If yes, please give details \_\_\_\_\_

If a court order exists, could you please provide a copy of this to the Coordinator? \_\_\_\_\_

**DOCTOR'S INFORMATION**

Child's Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Medicare No \_\_\_\_\_



**EMERGENCY CONTACTS AUTHORISED TO COLLECT YOUR CHILD OTHER THAN PEOPLE LISTED ABOVE**

(Maximum of 30 minutes travel distance from Play Planet)

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Phone \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Phone \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

**ALLERGIES**

Does your child suffer from any medical condition staff should need to be aware of? If yes, give details.

Allergies \_\_\_\_\_

Medical Conditions \_\_\_\_\_

Asthma: YES NO Asthma Medication/Treatment

Foods not allowed \_\_\_\_\_

**\*If you are claiming CCB please ensure you provide both your own and your child's CRN number**

**Play Planet Vacation Care : Priority of Access**

As an Approved child care service we are required to follow the Priority of Access Guidelines as determined by the Australian Government. Due to the limited child care places available please be aware that families with a higher priority will take precedence on waiting lists and allocation of places. **If the need arises we MUST offer a place to a family with higher priority even if this means we can't continue to offer your family a place.**

The Priority of Access guidelines set out the following three levels of priority:

**Priority 1** - a child at risk of serious abuse or neglect.

**Priority 2** - a child of a single parent or both parents who are working/ training/ studying as defined under section 14 of the Family Assistance Act.

**Priority 3**- any other child.

Within these main categories priority should also be given to the following children:

- a) children in Aboriginal and Torres Strait Islander families
- b) children in families which include a disabled person
- c) children in families on lower incomes (CCB percentage 100%)
- d) children in families with a non-English speaking background
- e) children in socially isolated families
- f) children of single parents

Places will be offered to families on the following basis:

\*Priority of Access Guidelines as above (currently most families fall within Priority 2)

\* Existing families (attended previous holidays), also for new enrolment siblings.

\* New enrolments

\*Additional bookings in order of date received for existing and new families wishing to use Play Planet vacation care.



## VACATION CARE ENROLMENT FORM SUMMER HOLIDAYS 2011

**PLEASE READ THE FOLLOWING CONDITIONS OF ENROLMENT CAREFULLY BEFORE SIGNING & RETURNING YOUR CHILD'S ENROLMENT**

Payments made by credit card will appear on bank statements as a payment to EDGECOMBE TRADING PTY LTD.

**Confirmations of booked days will be sent by email or text message, please ensure your email and mobile phone number are on the enrolment form.**

Booking will only be confirmed with a completed payment form and approved payments made on bookings (all payments in advance).

**NO refunds will be given on cancellations to bookings made.**

If your child is unwell (with a medical cert) & unable to attend credit will be put on account for future holiday programmes.

**I understand my child may go on a SUPERVISED excursion to the local park either(Quarry Reserve) or( Fresh Water Campus Park), Harbord Rd, understand that they will be crossing Wattle & Amourin St's, & on, Harbord Rd**

I have read & understand the Booking & Enrolment Information feature on the Play Planet website & the Priority of Access guidelines as listed below in regards to bookings.

**I understand that I need to hold a CRN number & be assessed by the FAO to claim any fee reductions.**

I agree to pay all fees and costs on time in accordance with the policies of Play Planet Vacation Care.

**I authorise staff from Play Planet to provide or give medical attention to my child/children in the event of any unforeseen circumstance.**

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 myself or an authorised person will collect my child as soon as possible.

**I agree that my child may be photographed and involved in audio/visual recordings for use in centre programs and also for Quality Assurance and Licensing Purposes.**

I give permission for my child to watch Movies rate G or PG, under the supervision of Vacation Care staff.

**I acknowledge that my child will be participating in workshops as outlined in the Vacation Care brochure.**

The information gathered on this enrolment form will be used for Program purposes only and will be accessible to Play Planet Vacation Care staff, Play Planet Management and relevant Government Departments.

**Long Day drop off after 8am & pick up by 6pm. Short Day drop off after 9am and pick up by 4pm.**

<b>Parents/Guardians</b>	<b>FULL NAME</b>		
<b>Signature</b>		<b>Date</b>	
<b>Mobile Phone</b>			

Child/ren Name/s

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## SUMMER SCHOOL HOLIDAYS 2011

PLEASE INDICATE DAYS THAT YOU REQUIRE CARE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WEEK 1</b>	<b>19 Dec</b>	<b>20 Dec</b>	<b>21 Dec</b>	<b>22 Dec</b>	<b>23 Dec</b>
½ day 9-1					
SD 9-4					
LD 8-6					
<b>WEEK 2</b>	<b>2 Jan</b>	<b>3 Jan</b>	<b>4 Jan</b>	<b>5 Jan</b>	<b>6 Jan</b>
½ day 9-1	CLOSED				
SD 9-4	PUBLIC				
LD 8-6	HOLIDAY				
<b>WEEK 3</b>	<b>9 Jan</b>	<b>10 Jan</b>	<b>11 Jan</b>	<b>12 Jan</b>	<b>13 Jan</b>
½ Day 9-1					
SD 9-4					
LD 8-6					
<b>Week 4</b>	<b>16 Jan</b>	<b>17 Jan</b>	<b>18 Jan</b>	<b>19 Jan</b>	<b>20 Jan</b>
½ Day 9-1					
SD 9-4					
LD 8-6					
<b>Week 5</b>	<b>23 Jan</b>	<b>24 Jan</b>	<b>25 Jan</b>	<b>26 Jan</b>	<b>27 Jan</b>
½ Day 9-1				CLOSED	
SD 9-4				AUSTRALIA	
LD 8-6				DAY	

**Play Planet Pal Discount**– if you attended Oct Holidays and book 2+ days in Sept Pay \$50 Short Day rate \$60 Long Day rate

**Multi Day Discount** – Book and pay for 4 or more long days (per child) these holidays Pay \$55 per day,

**Breakfast Option** – for an extra \$5 per day your child will receive Cereal /Toast and juice.



## Vacation Care Payment Form

This form must be submitted with your enrolment form. Enrolments will only be processed when both forms are received.

### Child/ren Name/s

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Office Use
•
• PROCESSED
• CONFIRMED
• PAYMENT
• COMPLETE
• RECIEPT NO # _____

### Full Fees

½ Day \$40 per child \_\_\_\_\_ days X \_\_\_\_\_ child/ ren X \$40 = \_\_\_\_\_

Short Day \$55 per child \_\_\_\_\_ days X \_\_\_\_\_ child/ren X \$55 = \$ \_\_\_\_\_

Long Day \$65 per child \_\_\_\_\_ days X \_\_\_\_\_ child/ren X \$65 = \$ \_\_\_\_\_

Breakfast \$5 per child \_\_\_\_\_ days X \_\_\_\_\_ child/ren X \$5 = \$ \_\_\_\_\_

Discount to be deducted (if applicable) \$ \_\_\_\_\_

**Play Planet pal** – If you attended in Oct holidays and book 2+ days, pay \$50 Short \$60 Long

**Multi Day** – Book and pay for 4 or more long days and pay \$55 per long day

Are you claiming CCB? Yes /No

Total Amount to be paid \$ \_\_\_\_\_

### Payment Options

**Cheque** will be accepted at least **4 business days prior** to Vacation Care. Please make payable to PLAY PLANET for the full fee amount.

**Cash or EFTPOS** payments are accepted 1-5pm Monday to Friday. Please pay in person at Play Planet at least **48 hours prior** to attendance.

**Credit Card** (Visa or Mastercard). Please charge my credit card with the full amount of fees due for the requested days on my enrolment form. Payments will appear on your statement as **EDGECOMBE TRADING Pty Ltd.**

Visa or Mastercard (please circle)

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_