



# Elonera Montessori School

Customer Reference Number 555007047T

"Help me to help myself"

## ELONERA MONTESSORI VACATION CARE CHILD PROFILE FORM

Dear Parent/Guardian,

**Please complete this form and return it to the office by the 19th March 2010.**

For each Vacation Care that your child/ren attends, you will need to complete the "Child Profile Form" to book the Vacation Care Program for April.

### Child/ren's Details

#### Child 1

Given Names:				Family Name	
Male	Female	Date of birth		Allergies	

#### Child 2

Given Names:				Family Name	
Male	Female	Date of birth		Allergies	

#### Child 3

Given Names:				Family Name	
Male	Female	Date of birth		Allergies	

### Parent/Guardian Details

	Parent/Guardian 1	Parent/Guardian 2
Given Name:		
Family Name:		
Phone (Home):		
Phone (Mobile):		
Postal Address:		
Suburb/Post Code:		

The Children's Services Regulations 2004 state that- The names and telephone numbers of people permitted to drop off and collect your child must be kept on record. If a person arrives to collect your child and we have not been notified, or their name is not on the list below, we CANNOT allow your child to leave with them.

In case of an emergency we must have a list of people we can contact if we are unable to contact the parent/guardians. Please indicate if these persons listed below, are to be considered as emergency contacts. Our policy is that no child will be released into the care of a persons under the age of 18 years. I give permission for the centre to release my child into the care of the following people, as indicated.

### Emergency Contact Details

	Contact 1	Contact 2	Contact 3
Name:			
Relationship to Child:			
Address:			
Phone (Home)			
Phone (Work)			
Phone (Mobile)			
Emergency contact:			
Collect Child:			

## EXPRESSION OF INTEREST FOR ATTENDANCE DAYS

Please indicate the number of children attending per day in the space provided below e.g.: (1 or 2 etc). Details about each day can be found on the Program attached.

Week1	Activity	No. of children	Week 2	Activity	No. of Children
5 <sup>th</sup>	Public Holiday		12 <sup>th</sup>	Cubby Building	
6 <sup>th</sup>	No Vacation Care		13 <sup>th</sup>	Super Sporty	
7 <sup>th</sup>	Kids in the Kitchen		14 <sup>th</sup>	Egg Painting & Party	
8 <sup>th</sup>	Treasure Hunt		15 <sup>th</sup>	Karaoke & Dancing	
9 <sup>th</sup>	Artists in Residence		16 <sup>th</sup>	Dress Ups & Face paint	

### Fees:

Fees are \$38.00 per day plus excursion costs. Excursion costs are identified on the program and these need to be paid cash on the day. All fees (\$38.00) will be invoiced to the family and the payment is required by the due date of the invoice. **Child Care Benefit** is available on this program. Please call the family Assistance Office on 136 150 for more information.

### Enrolment Information:

Please ensure that your child arrives at the centre after **8:00 am** and is collected by **5:30pm** and is signed in and out each day. You can attend for INDIVIDUAL days or the FULL program. Please check dates for submitting your forms.

### Late Collection Of Children Fee:

If a child remains in the Service after closing time, the following fees will be charged. A late fee of \$1.00/ min for the first 10 minutes, and will increase to \$3.00/min thereafter. If suitable persons cannot be contacted after the first 15 minutes, The Department of Community Services is required to be notified.

### Medication:

If your child requires medication whilst in our care, please fill out a MEDICATION FORM (available from staff) and pass it on to the office, or Vacation Care Coordinator.

### Absences:

Please inform the school as early as possible if your child will not be attending that day or is withdrawing from the Vacation care. On days where transport costs are indicated, if your child is absent from the centre, these costs will be incurred.