

Booking Information

Outlined below are the terms and conditions of your bookings.

As of 30th November 2021, a new enrolment form needs to be completed (2022 enrolment form). **Children starting Kindergarten in 2022 can use vacation care from January 2022, however, will not be able to attend any excursions.**

Booking confirmations will be sent via email. If you have not received notification within 5 business days, please contact us on 4939 1840.

Any Pre-Christmas Bookings made after Wednesday 9th December, or January Bookings made after 22nd December are unable to be cancelled unless the full 5 working days' notice is provided as per the table below. If your child is on standby for an excursion, this does not void the rule, and fees for care will be charged.

If your child is showing any signs or symptoms of illness, they will not be allowed to enter the service, or attend an excursion. Any children booked for an excursion must wear a hat, appropriate clothing and enclosed shoes in order to attend. Due to recent Government Regulation Changes, all excursions require separate forms to be signed, with excursion numbers limited.

Any changes made to bookings are required to be in writing to our Main Office at: admin@mbcoosh.org.au *We can no longer accept changes/additional bookings over the phone due to Government Regulation changes.*

Office Hours are between 9am and 5pm weekdays. Centre opening hours are between 6.30am and 6.00pm. Please do not leave your child unattended outside these times. Picking up later than 6pm may incur a late fee surcharge.

Bookings for Friday 17th December will close on Wednesday 15th December for current users at 5pm. Bookings for Tuesday 4th January will close on Thursday 30th December at 5pm.

Fees are due on your first day of care for that week. Please budget to pay accordingly.

Please be aware we need all families to have their children enrolled through my.gov.au for Child Care Subsidy

In order to claim your Child Care Subsidy you will need to provide the following information to the office if you haven't already:

- Parent & Child Date of Birth
- Parent Customer Reference Number (CRN)
- Child Customer Reference Number (CRN)
- **Confirm enrolment through your My.Gov. Account. You will need to do this for EACH Vacation Care period that hasn't been used in 14 weeks. If you do not do this, you will be charged full fees.**

E.g. if you use Ashtonfield B&ASC and attend Metford VC, you will need to re-confirm enrolment. If you use Rutherford B&ASC and attend Rutherford VC you will not need to re-enrol unless you haven't attended in 14 weeks.

If your child is absent on the last day of vacation care, the Government will not pay fee relief for that day, or any absences immediately before that day.

Booking Cancellation Instructions

· To cancel a booking without incurring charges, you must give **5 full working days written notice.**

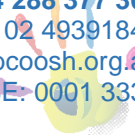
(Public holidays, weekends and the day of cancellation not included).

· If your child is sick or not attending on the day, please let us know that morning by phoning the main office on 4939 1840.

Please note that you will still be liable for any fees incurred on this day.

Please note, Only Rutherford and Thornton will be open 17th, 20th, 21st, 22nd, 23rd December. Metford, Rutherford and Thornton will reopen Tuesday 4th January 2021. Ashtonfield will open Monday 17th January.

DATE BOOKED	17/12		20/12	21/12	22/12	23/12	Christmas Break	03/01	04/1	05/1	06/1	07/1
CANCELLATION MUST BE RECEIVED ON OR BY	9/12		10/12	13/12	14/12	15/12		CLOSED PUBLIC HOLIDAY	22/12	23/12	24/12	29/12
DATE BOOKED	10/1	11/1	12/1	13/1	14/1		17/1	18/1	19/1	20/1	21/1	
CANCELLATION MUST BE RECEIVED ON OR BY	30/12	31/12	04/1	05/1	06/1			07/1	10/1	11/1	12/1	13/1
DATE BOOKED	24/1	25/1	26/1	27/1	28/1		31/1					
CANCELLATION MUST BE RECEIVED ON OR BY	14/1	17/1	CLOSED PUBLIC HOLIDAY	18/1	19/1			20/1				



Rutherford Christmas 2021 Vacation Care Booking Form

Places are limited so bookings will be prioritised firstly on Priority of Access guidelines then on a first come first served basis. i.e. The earlier you submit your form the better chance the places will be available

Note: 5 Full Working Days Written Notice must be given to the main office to cancel bookings or full fees must be paid

The day of cancellation is not counted as a Full Working Day -

Working Days are Monday to Friday, 9am - 5pm excluding Public Holidays

Cost:
 \$55.00 per child,
 per day

Session Times:
 6:30am-6:00pm

Friday 17 th December	Monday 20 th December	Tuesday 21 st December	Wednesday 22 nd December	Thursday 23 rd December

Reason for using child care
 (Please Tick)

- Social Activity for Children
 Studying Parent/s
 Respite Care
 Working Parent/s
 Other (Please Specify)

Child's Name: _____ Child's DOB: _____ Child's Class in 2021: _____

Parent/Guardian Name: _____ Daytime Contact Number: _____

School Attended: _____ Postal Address: _____

Email Address: _____ Are you an EziDebit customer at any of our centres: Yes No

Allergies, Disabilities or Health Needs: _____

Approximate time of arrival each day: _____ Approximate time of departure each day: _____

As part of the Child Care Subsidy, could you please complete and confirm acceptance of the following terms and conditions so that our Service can receive Child Care Funding on your behalf and reduce your fees.

I Confirm:

- The details I have provided on this form are true and correct
- I have agreed to the days of care and the start and end times of these sessions
- Care may be provided on a casual or flexible basis where available at the Service in addition to routine care as requested by myself (Parent/Guardian) and;
- I am liable to pay fees for my child's care as indicated on this form and in line with other information the service makes available to me (such as a Fee Schedule) which are subject to change over time based on advice from the Provider.

I accept the terms and conditions of this booking sheet and will assume that my booking(s) marked above are approved unless notified otherwise.

Signed Parent/Legal Guardian: _____ Date: _____

INFORMATION SHEET RECEIVED <input type="checkbox"/> SIGNED: _____ DATE: _____
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OFFICE USE ONLY		
DATE RECEIVED:	/ /	TIME: RECEIVED BY:

Rutherford Summer 2022 Vacation Care Booking Sheet

Places are limited so bookings will be prioritised firstly on Priority of Access guidelines, then on a first come first served basis. i.e. the earlier you submit your form, the better chance the places will be available.

Note: 5 Full Working Days Written Notice must be given to the Main Office to cancel bookings, or full fees must be paid

The day of cancellation is not counted as a Full Working Day-

Working Days are Monday to Friday, 9am – 5pm excluding Public Holidays

Please see separate forms for excursions and excursion information. Places are limited. All Vacation Care forms to be returned via email: admin@mbcoosh.org.au

<p><u>Cost:</u></p> <p>\$55.00 per child, per day plus excursion surcharges if attending</p> <p><u>Session Times:</u></p> <p>6:30am-6:00pm</p>	Monday 3 rd January CLOSED PUBLIC HOLIDAY	Tuesday 4 th January	Wednesday 5 th January	Thursday 6 th January	Friday 7 th January	Monday 10 th January	Tuesday 11 th January	Wednesday 12 th January	Thursday 13 th January	Friday 14 th January	Monday 17 th January	Tuesday 18 th January	Wednesday 19 th January	Thursday 20 th January	Friday 21 st January	Monday 24 th January	Tuesday 25 th January	Wednesday 26 th January CLOSED PUBLIC HOLIDAY	Thursday 27 th January	Friday 28 th January	Monday 31 st January

As part of the Child Care Subsidy, could you please complete and confirm acceptance of the following terms and conditions so that our Service can receive Child Care Funding on your behalf and reduce your fees.

Child's Name: _____ Child's DOB: _____ Child's Class in 2022: _____ School Attended: _____

Parent/Guardian Name: _____ Daytime Contact Number: _____ Email Address: _____

Postal Address: _____

Allergies, Disabilities or Health Needs: _____

Approximate time of arrival each day: _____ Approximate time of departure each day: _____ Are you an Ezi Debit customer at any of our centres: Yes No

Reason for using child care (Please Tick)

Social Activity for Children Studying Parent/s Respite Care Working Parent/s Other (Please Specify) _____

I Confirm:

- The details I have provided on this form are true and correct
- I have agreed to the days of care and the start and end times of these sessions
- Care may be provided on a casual or flexible basis where available at the Service in addition to routine care as requested by myself (Parent/Guardian) and;
- I am liable to pay fees for my child's care as indicated on this form and in line with other information the service makes available to me (such as a Fee Schedule) which are subject to change over time based on advice from the Provider.

I accept the terms and conditions of this booking sheet and the Booking Information Sheet, and understand that confirmation will be received via email.

Signed Parent/Legal Guardian: _____ Date: _____



RUTHERFORD SUMMER EXCURSIONS AUTHORISATION FORM – 2022

During Summer 2022 Vacation Care the following Excursion is offered for **RUTHERFORD** Service - SE:00013330

(This Excursion is NOT regular school transportation and requires Parent Authorisation for each Excursion attended)

No children starting Kindergarten in 2022 are permitted to attend this excursion

Excursion Week 2 Tuesday 11 th January	Reading Cinemas, Maitland Ken Tubman Drive, Maitland	Year 1 to Year 6
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I (Print Parent/Guardian Name) _____ authorise Maitland Baptist Church Child Care Limited to transport my child (Print Child's Name) _____ to attend this Excursion.

I understand that my child must be at the Centre by 8:30am on the day and that my child may not be back at the Centre before 3:30pm. I also understand that my child must have a Brimmed Hat, appropriate length shorts or skirts and enclosed shoes and that No Singlet Tops are allowed.

Signed Parent/ Legal Guardian: _____

Surcharge: \$20.00
plus daily fee \$55.00

Description of the Activity: Visit the local cinema complex to watch *Sing 2*. Children will have the option to bring money to buy items from the candy bar. After the movie has finished, the children will return to the Centre.

Reason for Excursion: to help children develop their emotional and social wellbeing at a community venue.

Water Hazard: No

Anticipated Number of Attendees: 55 Children *Anticipated Staff & Educators:* 8 (Ratio 1:8)

Vehicles Used: MBCCC Ltd vehicles include MAN Bus 57-Seater, Mitsubishi ROSA 25-Seater, Toyota HiAce 12-Seater. All vehicles are fitted with seat belts which will always be worn. Children 7 years and under travelling on a Toyota HiAce vehicle will use booster seats along with seat belts. All vehicles are fitted with surveillance cameras.

Proposed Route: Maitland Baptist Church Child Care Ltd Buses will depart left out of Rutherford Vacation Care Centre at 83-85 Weblands Street Rutherford, turn left into Alexandra Avenue, turn right into Aberglasslyn Road then left onto the New England Hwy. Continue along New England Hwy then left into High St, Maitland at the lights at Ministers Park, continue along High St, then left into Ken Tubman Drive, drop children off and walk children to Readings Cinemas. Children will be picked up from the drop off point, vehicle will continue along Ken Tubman Drive, turning left onto High St, then take the 4th exit at the roundabout onto New England Hwy. Turn right onto Aberglasslyn Road, and then take the 1st exit at the roundabout onto Alexandra Ave, take the 3rd exit at the roundabout onto Weblands St, then turn right into Rutherford Vacation Care Centre at 83-85 Weblands St Driveway.

Anticipated Journey Time: 15 minutes each way

Please note that the route proposed may alter on the journey due to unforeseen circumstances.

Please Note:

Excursions – children will be limited to one excursion per week regardless of centre being utilised.

All excursion transport is via our own buses.

Bus seats are limited, approximately; 55 places and prioritised by order of booking.

Standard excursion ratios are 1:8 (Educator to child).

A Risk Assessment for this activity will be prepared prior to the day for your viewing & upon request on the day of the Excursion.

Relevant Policies are available for your perusal at the Main office – Weblands St, Rutherford or the Centre.

CCS is NOT available for Excursion surcharge.

This Excursion Authorisation Form will only be valid when you have completed a Vacation Care Booking Form, you have received an Information sheet, signed & dated below, and the form is officially received and dated by Maitland Baptist Church Child Care Limited staff.

INFORMATION SHEET RECEIVED SIGNED: _____ DATE: _____

OFFICE USE ONLY

DATE RECEIVED: / /

TIME:

RECEIVED BY:



RUTHERFORD SUMMER EXCURSIONS AUTHORISATION FORM – 2022

During Summer 2022 Vacation Care the following Excursion is offered for **RUTHERFORD** Service - SE:00013330

(This Excursion is NOT regular school transportation and requires Parent Authorisation for each Excursion attended)

No children starting Kindergarten in 2022 are permitted to attend this excursion

Excursion Week 3 Friday 21 st January	Hunter Valley Zoo 138 Lomas Ln, Nulkaba	Year 1 to Year 6
I (Print Parent/Guardian Name) _____ authorise Maitland Baptist Church Child Care Limited to transport my child (Print Child's Name) _____ to attend this Excursion.		
I understand that my child must be at the Centre by 8:00am on the day and that my child may not be back at the Centre before 3:30pm. I also understand that my child must have a Brimmed Hat, appropriate length shorts or skirts and enclosed shoes and that No Singlet Tops are allowed.		
Signed Parent/ Legal Guardian: _____		Surcharge: \$25.00 plus daily fee \$55.00
<i>Description of the Activity:</i> Walking around grounds and on paths, boardwalks and play areas and viewing animals either running free or held in enclosures. Taking part in an animal encounter, having lunch and returning to centre. Gift shop optional.		
<i>Reason for Excursion:</i> for the children to explore their environment and to make new discoveries about animals.		
<i>Water Hazard:</i> YES see Risk Assessment		
<i>Anticipated Number of Attendees:</i> 55 Children		<i>Anticipated Staff & Educators:</i> 8 (Ratio 1:8)
<i>Vehicles Used:</i> MBCCC Ltd vehicles include MAN Bus 57-Seater, Mitsubishi ROSA 25-Seater, Toyota HiAce 12-Seater. All vehicles are fitted with seat belts which will always be worn. Children 7 years and under travelling on a Toyota HiAce vehicle will use booster seats along with seat belts. All vehicles are fitted with surveillance cameras.		
<i>Proposed Route:</i> Maitland Baptist Church Child Care Ltd. Buses, 57 Seater and 25 seater (if used) leave MBC turning left onto Weblands St, turn right into Dunkley St, then right onto the New England Hwy. Travel 23 klm along NEH and turn left onto Allandale Rd and continue onto Lovedale Rd, and travel about 10 klms, turn left onto Wine Country Dr the after 850 mtrs turn left onto Lomas Lane, travel 1.4 klms to Hunter Valley Zoo on the right. The return journey is the reverse of the above.		
<i>Anticipated Journey Time:</i> 40 minutes each way		
Please note that the route proposed may alter on the journey due to unforeseen circumstances.		

Please Note:

Excursions – children will be limited to one excursion per week regardless of centre being utilised.

All excursion transport is via our own buses.

Bus seats are limited, approximately; 55 places and prioritised by order of booking.

Standard excursion ratios are 1:8 (Educator to child).

A Risk Assessment for this activity will be prepared prior to the day for your viewing & upon request on the day of the Excursion.

Relevant Policies are available for your perusal at the Main office – Weblands St, Rutherford or the Centre.

CCS is NOT available for Excursion surcharge.

This Excursion Authorisation Form will only be valid when you have completed a Vacation Care Booking Form, you have received an Information sheet, signed & dated below, and the form is officially received and dated by Maitland Baptist Church Child Care Limited staff.

INFORMATION SHEET RECEIVED SIGNED: _____ DATE: _____

OFFICE USE ONLY

DATE RECEIVED: / / TIME: RECEIVED BY:



RUTHERFORD SUMMER EXCURSIONS AUTHORISATION FORM – 2022

During Summer 2022 Vacation Care the following Excursion is offered for **RUTHERFORD** Service - SE:00013330

(This Excursion is NOT regular school transportation and requires Parent Authorisation for each Excursion attended)

No children starting Kindergarten in 2022 are permitted to attend this excursion

Excursion Week 4 Thursday 27 th January	Total Homestead 957 Tocal Road	Year 1 to Year 6
I (Print Parent/Guardian Name) _____ authorise Maitland Baptist Church Child Care Limited to transport my child (Print Child's Name) _____ to attend this Excursion.		
I understand that my child must be at the Centre by 8:30am on the day and that my child may not be back at the Centre before 3:30pm. I also understand that my child must have a Brimmed Hat, appropriate length shorts or skirts and enclosed shoes and that No Singlet Tops are allowed.		
Signed Parent/ Legal Guardian: _____		Surcharge: \$25.00 plus daily fee \$55.00
<i>Description of the Activity:</i> Visit Tocal Homestead where a guide will take us on a journey with story-telling, scavenger hunt and games/craft. Visiting the farm to see the sheep and dairy cows coming in for milking. Morning tea and lunch breaks will be provided throughout the day between activities.		
<i>Reason for Excursion:</i> to provide a fun, busy and educational outing for the children.		
<i>Water Hazard:</i> NO		
<i>Anticipated Number of Attendees:</i> 55 Children		<i>Anticipated Staff & Educators:</i> 8 (Ratio 1:8)
<i>Vehicles Used:</i> MBCCC Ltd vehicles include MAN Bus 57-Seater, Mitsubishi ROSA 25-Seater, Toyota HiAce 12-Seater. All vehicles are fitted with seat belts which will always be worn. Children 7 years and under travelling on a Toyota HiAce vehicle will use booster seats along with seat belts. All vehicles are fitted with surveillance cameras.		
<i>Proposed Route:</i> Maitland Baptist Church Child Care Ltd. Buses, 57 Seater and 25 seater (if used) leave MBC turning left onto Weblands St, take the 2 nd exit onto Alexandra Ave, then 3 rd exit at roundabout onto Aberglasslyn Rd, turn left onto the New England Hwy. Take 1 st exit into High St then turn left onto Belmore Rd, continue along onto Paterson Rd. Take the first exit at the roundabout, stay on Paterson Rd until the Y intersection in Bolwarra then take left onto Tocal Rd. Travel 9.5 klms to the Tocal Homestead entrance and follow the road as directed. The return journey is the reverse of the above.		
<i>Anticipated Journey Time:</i> 25 minutes each way		
Please note that the route proposed may alter on the journey due to unforeseen circumstances.		

Please Note:

Excursions – children will be limited to one excursion per week regardless of centre being utilised.

All excursion transport is via our own buses.

Bus seats are limited, approximately; 55 places and prioritised by order of booking.

Standard excursion ratios are 1:8 (Educator to child).

A Risk Assessment for this activity will be prepared prior to the day for your viewing & upon request on the day of the Excursion.

Relevant Policies are available for your perusal at the Main office – Weblands St, Rutherford or the Centre.

CCS is NOT available for Excursion surcharge.

This Excursion Authorisation Form will only be valid when you have completed a Vacation Care Booking Form, you have received an Information sheet, signed & dated below, and the form is officially received and dated by Maitland Baptist Church Child Care Limited staff.

INFORMATION SHEET RECEIVED SIGNED: _____ DATE: _____

OFFICE USE ONLY

DATE RECEIVED: / /

TIME:

RECEIVED BY: