



Maitland Baptist Church
Child Care Limited

Out of School Hours Care

Metford OOSH

8-31 January

Booking Information

WHAT TO BRING

- Wide Brim Hat
- Sun-Safe Clothing
- Morning Tea and Lunch
- Refillable Drink Bottle
- Enclosed Shoes

CONTACT US

- 🏠 Main Office: 226A High Street, Maitland
- ☎ Main Office Number: 49391840
- ✉ Main Office Email: admin@mbcoosh.org.au
- 🌐 Website: <http://mbcoosh.org.au/>

BIG DAY IN & EXCURSIONS

Big Day In (10/1): Composting Presentation (normal daily fee-no extra cost)

Big Day In (12/1): Petting Farm

Big Day In (16/1): Pet Dinosaurs

Excursion (18/1): Reptile Park

Excursion (22/1): Reading Cinemas & Maitland Park

Big Day In (24/1): Rockpool Adventures

Big Day In (29/1): AFL Auskick

- All excursions require a separate form to be signed, with limited numbers.
- All children booked for excursions will be required to bring a wide brim hat, drink bottle, morning tea and lunch, appropriate clothes for jumping and climbing, and enclosed shoes.
- Children will not be eligible to go on excursions if they have been recently suspended, absconded, or exhibited violent behaviours or had consistent incidents in the term/VC prior.

CCS INFORMATION

In order to claim CCS 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.au 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 East Maitland B&ASC and attend Metford VC, you may need to re-confirm your enrolment. If you use Rutherford BASC and attend Rutherford VC, you will not need to re-enrol unless you haven't attended in the previous 14 weeks.
- **If your child is absent on the last day of vacation care, the Government may not pay fee relief for that day, or any absences immediately before that day.**
- CCS is not eligible on Excursion Surcharges.

BOOKINGS

- A 2024 enrolment/re-enrolment needs to be completed prior to VC forms being processed.
- Completed forms are to be emailed to admin.
- Booking Confirmations will be sent via email. If you have not received confirmation within 5 business days, please contact us.
- Any changes to bookings are required to be emailed to admin. We cannot accept changes/additional bookings over the phone due to Government Regulation Changes.
- Bookings for the first week of January (8th-12th) will close 5pm 20th December.
- Fees are due on your first day of care for that week. Please budget accordingly.

SESSION TIMES & FEES

Centre Opening Hours: 6:30am to 6pm
Main Office Hours: 9am to 5pm

Daily Fee: \$63.00
Big Day In: \$73.00 (12th, 16th, 24th and 29th January)
Excursion: \$63.00 daily fee plus \$32 Surcharge (Thursday 18th January-Australian Reptile Park)
Excursion: \$63.00 daily fee plus \$25 Surcharge (Monday 22nd January-Reading Cinemas & Maitland Park)

CANCELLATIONS

- Any bookings made after Thursday 28th December are unable to be cancelled unless 5 working days notice has been provided. If your child is on standby for the excursion, this does not void the rule and fees for care will still be charged. (The main office will be closed 25/12-5/1. Any cancellations received during this time will be backdated to the date the email was received. Emails will not be checked/responded to during this closure period.
- To cancel a booking without incurring charges you must provide 5 full working days notice.
(Public Holidays, Weekends, and Day of Cancellation not included)
- If your child is sick or not attending on the day, please let the main office know via phone or email. Please note, you will still be liable for any fees for this day.

Date Booked	8/1	9/1	10/1	11/1	12/1	15/1	16/1	17/1	18/1	19/1	22/1	23/1	24/1	25/1	29/1
Cancellation must be received on or by	28/12	29/12	2/1	3/1	4/1	5/1	8/1	9/1	10/1	11/1	12/1	15/1	16/1	17/1	18/1

☐ Regular Day ☒ Big Day In Day ☒ Excursion Day

We believe we are the H.E.A.R.T of the Community



Metford Summer 2024 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

Monday 8 th January	Tuesday 9 th January	Wednesday 10 th January	Thursday 11 th January	Friday 12 th January		Monday 15 th January	Tuesday 16 th January	Wednesday 17 th January	Thursday 18 th January	Friday 19 th January		Monday 22 nd January	Tuesday 23 rd January	Wednesday 24 th January	Thursday 25 th January	Friday 26 th January CLOSED-PUBLIC HOLIDAY		Monday 29 th January

FEES

Daily fee - \$63

Big Day In - \$73

Excursion Day - \$63 + Excursion Fee (please see excursion forms for pricing)

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

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.

ONE CHILD PER BOOKING FORM

Child's Name: _____ Child's DOB: _____ Child's Class in 2024: _____

Parent/Guardian Name: _____ Daytime Contact Number: _____

Postal Address: _____

Email: _____ Allergies, Disabilities/Health Needs: _____

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

School Attending: _____ 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 ☐ Other (Please Specify) _____

Respite Care ☐ Working Parent/s ☐

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.

Children **will not** be allowed to attend any service if they are showing any signs or symptoms of a cold/fever

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: _____



Metford SUMMER EXCURSIONS AUTHORISATION FORM – 2023

During Summer 2023 Vacation Care the following Excursion is offered for **Metford**
Service – SE:00013346

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

ONE CHILD PER FORM

Excursion: 18th January 2024

Australian Reptile Park
Pacific Highway, Somersby, NSW, 2250

Year 1 – 6 (2024)

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 3:00pm. I also understand that my child must be wearing appropriate length shorts or pants, socks and joggers, and a wide brim hat. (No Singlet Tops allowed).

Signed Parent/ Legal Guardian: _____

Surcharge: \$32.00
plus daily fee \$63.00

Description of the Activity: Children will be able to walk around the grounds and interact with live reptiles, listen to keeper talks and learn new things about our native wildlife. Children may be able to visit the gift shop at the end of the day if time allows (optional extra-not part of excursion surcharge).

Reason for Excursion: Children will be engaging in other animal activities during vacation care as part of intentional teaching. This also forms an extension on the reptile visit children participated in during the school term.

Water Hazard: No

Anticipated Number of Attendees: 56 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 Buses depart Metford Vacation Care from Schanck Drive and continuing straight onto Schanck Dr. At the roundabout, take the 2nd exit onto Ferraby Dr. At the roundabout, continue straight onto Ferraby Dr. Turn left onto New England Hwy, take the exit towards Thornton/M1/Sydney. Take the ramp to National Hwy 1, and turn right onto Weakleys Dr. At the roundabout, continue straight onto Weakleys Dr. Continue on M1 for 82km. Take the exit towards Central Coast/Wisemans Ferry Rd/B83. Turn right onto Central Coast/Wisemans Ferry Rd/B83, turn left onto Old Pacific Hwy/B83, take a slight left onto Old Pacific Hwy/B83. Turn right onto Pile St, turn left onto Myoora Rd, turn left and then turn right. The destination will be on your right. Ensure children disembark safely. The return trip is the reverse of the above.

Anticipated Journey Time: 60 minutes each way

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

Please Note:

Excursions – Children will not be eligible to go on excursions if they have been recently suspended, absconded, or exhibited violent behaviours or had consistent incidents in the term/VC prior.

All excursion transport is via our own buses.

Bus seats are limited, approximately; 56 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 – High Street, Maitland 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: _____

Bolwarra, East Maitland, Hinton, Largs, Maitland, Metford, Rutherford, Tarro, Tenambit, Thornton



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

ONE CHILD PER FORM

Excursion: 22nd January 2024 Reading Cinemas, Maitland Park Year 1 – 6 (2024)
Ken Tubman Dr, Maitland. Maitland Park, Walker St, Maitland

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 9:00am on the day and that my child may not be back at the Centre before 3:00pm. I also understand that my child must be wearing appropriate length shorts or pants, socks and joggers, and a wide brim hat. (No Singlet Tops allowed).

Signed Parent/ Legal Guardian: _____

Surcharge: \$25.00
plus daily fee \$63.00

Description of the Activity: Visit the local cinema complex to watch TBA closer to the date. Children will have the option to bring money to buy items from the candy bar. After the movie has finished, the children will then travel to Maitland Park where they will be able to participate in play before returning to the Centre.

Reason for Excursion: to help children develop their emotional and social wellbeing through sharing community spaces with other community members.

Water Hazard: No

Anticipated Number of Attendees: 56 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 Buses depart Metford Vacation Care from Schanck Dr, conduct a U-turn in the allocated turning area and continue along Schanck Dr and turn right onto Chelmsford Dr. Turn right onto New England Hwy, use the right two lanes to turn onto High St. Continue onto High St, at the roundabout, take the 1st exit onto Ken Tubman Dr and the destination will be on your left. Ensure children disembark safely. The bus will then depart Reading Cinema Complex, continue on Ken Tubman Dr, at the roundabout take the 1st exit onto Allan Walsh Dr, at the roundabout take the 3rd exit onto Church St. At the roundabout, take the 2nd exit onto Walker St. the destination will be on your left. Return Journey, exit the park onto walker street, turn left onto Cessnock Road and at the U-turn Bay, turn around and continue on Cessnock Rd, at the roundabout take the 3rd exit onto New England Highway and return to Metford centre. Ensure children disembark safely.

Anticipated Journey Time: 15 minutes each way

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

Please Note:

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CCS is NOT available for Excursion surcharge.

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OFFICE USE ONLY

DATE RECEIVED: / / TIME: RECEIVED BY: _____

Bolwarra, East Maitland, Hinton, Largs, Maitland, Metford, Rutherford, Tarro, Tenambit, Thornton