



Maitland Baptist Church  
Child Care Limited

Out of School Hours Care

# Metford OOSH





15th-26th April

## 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](mailto:admin@mbcoosh.org.au)
-  Website: <http://mbcoosh.org.au/>

### BIG DAY IN & EXCURSIONS

**Excursion (18/4): Stardust Circus**

**Big Day In (22/4): Fire Brigade Visit (normal daily fee charged + \$5.00 Surcharge for Sausage Sizzle and Drink-this will be donated to the Fire Brigade) (Please advise the Supervisor of any dietary requirements if booked for this day)**

**Excursion (23/4): Fighter World**

- 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 will close 5pm Wednesday 10th April.
- 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: \$63.00 + \$5.00 Surcharge (Monday 22nd April- Fire Brigade Visit)  
Excursion: \$63.00 daily fee plus \$36 Surcharge (Thursday 18th April-Stardust Circus)  
Excursion: \$63.00 daily fee plus \$25 Surcharge (Tuesday 23rd April-Fighter World)

### CANCELLATIONS

- Any bookings made after Thursday 5th April 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.
- 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	15/4	16/4	17/4	18/4	19/4	22/4	23/4	24/4	26/4
Cancellation must be received on or by	5/4	8/4	9/4	10/4	11/4	12/4	15/4	16/4	17/4



Regular Day



Big Day In Day



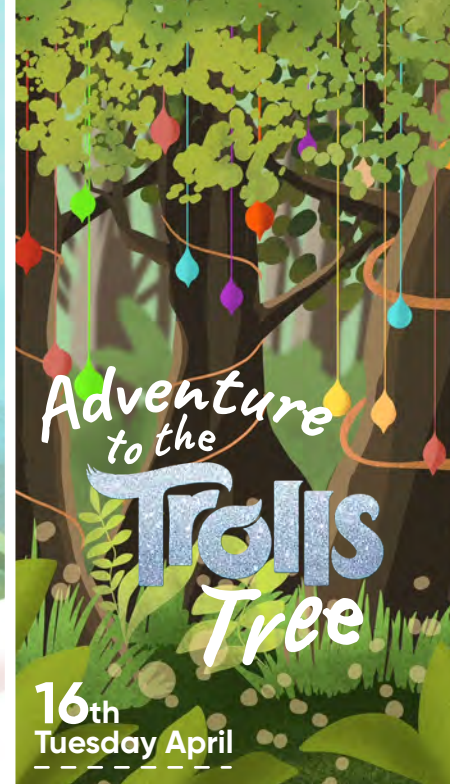
Excursion Day

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



Adventure  
to the Medieval  
Castle

15th  
Monday April



Adventure  
to the  
Trolls  
Tree

16th  
Tuesday April



Adventure  
to the  
Land of  
Music

17th  
Wednesday April



EXCURSION

Adventure  
to the  
Circus  
EXCURSION

Optional Excursion:  
Limited to 55 Children

18th  
Thursday April



Adventure  
to the  
Jade  
Palace

19th  
Friday April



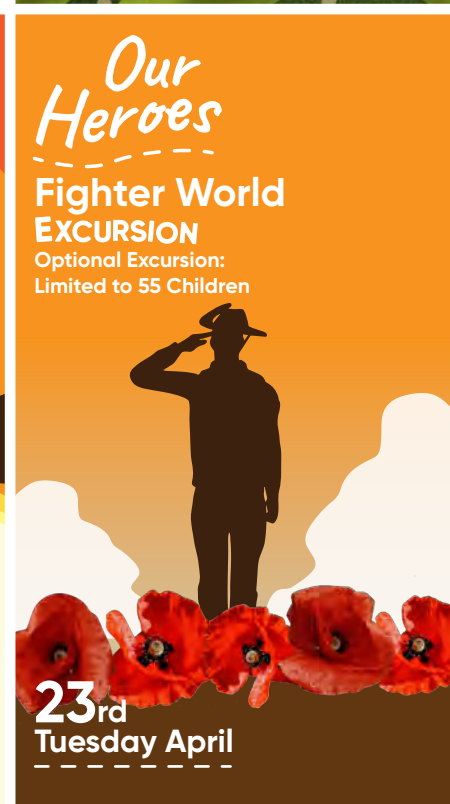
Our  
Heroes

Fire House

Fire Truck  
VISIT

22nd  
Monday April

Surcharge  
of \$5 per child  
(Including sausage sandwich & Juice box)  
All donations will go to the Fire brigade



Our  
Heroes

Fighter World  
EXCURSION

Optional Excursion:  
Limited to 55 Children

23rd  
Tuesday April



Our  
Heroes

Police Academy

Police Academy

24th  
Wednesday April



Anzac Day

OOSH Centre & Office

CLOSED

25th  
Thursday  
April



Our  
Heroes

OOSH Hospital

26th  
Friday April





## Metford Autumn 2024 Vacation Care Booking Sheet Authorisation 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

All Vacations Care forms to be returned via email: [admin@mbcoosh.org.au](mailto:admin@mbcoosh.org.au)

<b>FEES:</b> Daily Fee- \$63 Daily Fee + \$5.00 Surcharge (Lunch Fundraiser for Fire Brigade) Excursion- \$63 + Excursion Fee (Please see Excursion forms for pricing) <b>Session Times:</b> 6:30am-6:00pm	Monday 15 <sup>th</sup> April	Tuesday 16 <sup>th</sup> April	Wednesday 17 <sup>th</sup> April	Thursday 18 <sup>th</sup> April	Friday 19 <sup>th</sup> April		Monday 22 <sup>nd</sup> April	Tuesday 23 <sup>rd</sup> April	Wednesday 24 <sup>th</sup> April	ANZAC DAY CLOSED	Friday 26 <sup>th</sup> April

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 Address: \_\_\_\_\_

Allergies, Disabilities or 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 Autumn EXCURSIONS AUTHORISATION FORM – 2024

During Autumn 2024 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: Thursday 18<sup>th</sup> April 2024

Stardust Circus  
Richardson Park, Chatham Park, Hamilton

Kindergarten – Yr 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), and bring a packed lunch & drink bottle.

Signed Parent/ Legal Guardian: \_\_\_\_\_

Surcharge: \$36.00  
plus daily fee \$63.00

**Description of the Activity:** experience the fantastic array of talent and fun all under one Big Top! From hilarious clowns, dogs, goats, ponies, incredible aerial performances, and everything in between

**Reason for Excursion:** an extension to the program in line with International Jugglers Day.

**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 Buses depart Metford Vacation Care from Schanck Dr, continue straight on Schanck Drive, at the roundabout, take the 2<sup>nd</sup> exit onto Ferraby Drive. At the roundabout, continue straight to stay on Ferraby Drive. Turn left onto New England Highway. Use the right 2 lanes to turn slightly right onto Newcastle Inner City Bypass/A37. Take a slight left towards Newcastle Rd/A15/A37, turn left onto Newcastle Rd/A15/A37. Continue straight to stay on Newcastle Road/A15, turn left onto Chatham Rd. The destination will be on the left. Ensure children disembark safely. The return trip is the reverse of the above.

**Anticipated Journey Time:** 28 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; 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 – 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



Maitland Baptist Church  
Child Care Limited

Before & After School Care, & Vacation Care

## Metford SUMMER EXCURSIONS AUTHORISATION FORM – 2024

During Autumn 2024 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: Tuesday 23<sup>rd</sup> April 2024

Fighter World  
Medowie Road, Williamtown

Kindergarten – Yr 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 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), and bring a packed lunch & drink bottle.

Signed Parent/ Legal Guardian: \_\_\_\_\_

**Surcharge: \$25.00**  
plus daily fee \$63.00

**Description of the Activity:** Visit Fighter World for children to explore and engage with the displays and sit in a real jet fighter, enjoying a close-up experience with some of Australia's most famous aircraft

**Reason for Excursion:** to learn more about our Australian Army history (in reflection of ANZAC Day), while sharing community spaces with other community members.

**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 Buses depart Metford Vacation Care from Schanck Dr, continue straight on Schanck Drive, at the roundabout, take the 2<sup>nd</sup> exit onto Ferraby Drive. At the roundabout, continue straight to stay on Ferraby Drive. Turn left onto New England Highway, use the left lane to take the Pacific Hwy/A1 Slip Road to Raymond Terrace, continue onto the Pacific Hwy/A1. Use the right 2 lanes onto Tomago Road. At the roundabout, take the 2<sup>nd</sup> exit and stay on Tomago Road. Continue onto Cabbage Tree Road. At the roundabout, take the 1<sup>st</sup> exit onto Nelson Bay Road/B63. At the roundabout, take the 1<sup>st</sup> exit onto Medowie Road, turn left into Fighter World Car Park. Ensure children disembark safely. The return journey is the opposite of the above.

**Anticipated Journey Time:** 27 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; 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 – 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

"Showing the love of Jesus to the community"

☎ 02 4939 1840

✉ Admin@mbcoosh.org.au

📍 226A High Street Maitland

🌐 mbcoosh.org.au

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