



Bendigo Regional YMCA School Holiday Program

Booking Form - All Sites

Holiday Program Venue: (please select)	☐ Bendigo	☐ Kangaroo Flat	☐ Moama	☐ Castlemaine
Parent/Guardian Name:				
Child's Name:				

Important Information

- Please see The OSHC Family Handbook on our website for all information regarding our Holiday Programs.
- All children must be enrolled before they can be booked into one of our Holiday Programs. Please see our OSHC Family Handbook and further information on our website regarding how to enrol www.bendigo.ymca.org.au
- Bookings for BRYMCA April School Holiday Program will be taken from **Tuesday 13 March 2018**
- Please complete a Booking Form for each child enrolling in the Holiday Program
- Bookings cannot be taken for any families with outstanding accounts
- Bookings are confirmed once payment has been made in full and a place has been allocated for your child. Payments can be made using EFTPOS or cash. The holiday program booking period is a busy time and bookings may take up to two business days to be processed. Please do not assume your child is booked in to the program until you have received confirmation from our Children's Services Office. If a child attends a program without a confirmed booking they will NOT be able to remain at the program. This is to ensure that we have all of the information we need to be compliant with the regulations and provide the best possible education and care for your child.
- Once the School Holiday Program has commenced, if you find you are in need of urgent care for your child, enquiries can be made for the following day prior to 2pm.
- There is no guarantee of availability on short notice
- NUT FREE ZONE: All YMCA Holiday Programs are Nut FREE Zones. This means NO peanut butter, nuts or nut products are to be sent with your child. Please ensure that you review all foods that you are providing your child with.
- BRYMCA promotes Healthy Eating at all of our services. It is important to ensure you pack a healthy lunch and enough snacks for the day for your child. Please try to avoid sugary snacks and processed foods wherever possible.
- BRYMCA Holiday Program is Sun Smart! Please ensure your child is dressed appropriately for protection from the sun including having their shoulders covered and wearing a sun smart hat. It is also important that your child brings a water bottle each day.

How to Book

Step 1: Personal Information

Parent/Guardian Name.....Contact Number.....

Email Address.....

Child's Full Name.....Date of birth...../...../.....

Step 2: Which days would your child attend? (Please select which days you would like your child booked in.)

Week 1 Tuesday 3 April-Friday 6 April (No Program Monday 2 April – Easter Monday)

Tuesday 3/4

Wednesday 4/4

Thursday 5/4

Friday 6/4

Week 2 Monday 9 April – Friday 13 April

Monday 9/4

Tuesday 10/4

Wednesday 11/4

Thursday 12/4

Friday 13/4

Fees per day \$70. Occasionally there may be an additional fee charged for some experiences, these will be indicated in the Holiday Program Booklet. Fees stated are before any CCB/CCR entitlements are taken into account. Childcare benefit is available for families registered with the Family Assistance Office (ph 13 61 50). The Family Assistance Office provides a multi-lingual helpline (ph 13 12 02)

Step 3: Payment

I wish to pay by Credit Card EFTPOS (Children's Service will contact you for payment)

Credit card payments VISA Mastercard Card No.....

Card holder's name Expiry date...../..... CV.....

Card holder's signature.....

Once you have lodged your booking form:

- A representative from the Bendigo Regional YMCA will process your booking and payment and send confirmation **via email within 2 days** of receiving your application
- Bookings cannot be taken for any families with outstanding accounts
- Bookings are confirmed once payment has been made in full and a place has been allocated. Your booking cannot be confirmed without finalisation of payment and confirmation from us that your booking is entered on the system and your child has been allocated a place. If a child attends a program without a confirmed booking they will NOT be able to remain at the program on this day.
- Bookings for the holiday program cannot be refunded or transferred. A booking may only be removed in the instance of illness wherein a Request for Absence form is completed with an attached medical certificate within one week of the affected booking. In this case, the fee for the removed day will remain as a credit in the families account.

Step 4: Declarations

I,(print parent/guardian name)

(A person with authority of the child referred to in this Booking Form and Enrolment Form) declare that the information I have provided in this Booking Form is true and correct and understand that it is my responsibility to immediately inform the service of any changes or updates to this information. I have read and understood the YMCA OSHC Family Handbook and understand all policies and procedures including all aspects of the fee policy and agree to adhere to these policies, procedures and payment terms. I understand that I can contact the service if I have any questions relating to any aspect of the Holiday Program operations.

Parent/Guardian signature Date.....

If you are completing this booking form electronically and emailing to bendigo.regional@ymca.org.au you can insert an electronic signature or type your name into this box, you are not required to print and sign this form.