



2019 VACATION CARE ENROLMENT

MAXIMUM ENROLMENT MONDAY TO FRIDAY: 65
Primary School Aged Children 4 - 12 years

IMPORTANT INFORMATION

1. Enrolments are open and are on a “first come, first served” basis if all the required information is received in accordance with our policies.
2. All parents, including existing families must complete the enrolment form in full. You **must** sign where parent/guardian signature is indicated on each page.
3. Birth Certificate and Immunisation Record are required with the enrolment.
4. **Payment in full, 2 weeks in advance is required** excluding CCS which will automatically be applied to your account when attendances have been submitted by our Centre Office.
5. Parents who are eligible to claim Child Care Subsidy for Child Care must contact Centrelink on **PH: 136150**. It is the families’ responsibility to obtain a Customer Reference Number (CRN) for both parent/guardian 1 and the child and provide us with the numbers. All Families must have completed their CCS transition by 2 July 2019 to be eligible for Child Care Subsidy.
6. Our operating hours are **7.00am until 6.00pm**. Children must be collected by 6.00pm at the end of the day. Education & Care Services National Regulations 2012 do not allow children on the premises after 6.00pm, and a late pick up fee of \$15 for every 15 minutes after 6.00pm or part thereof will be charged (e.g. 6.10pm charged \$15.00, 6.20pm charged \$30.00)
7. Children must bring a **Sun Smart hat, water bottle and lunch** every day. KOSC will provide breakfast, morning and afternoon tea. Due to a high number of children with allergies. Please note that **WE ARE A NUT AND EGG FREE CENTRE.**
8. We ask that children are **NOT** to bring money and mobile phones with internet/Wi Fi access. Handheld games consoles, iPads, iPods etc. Any personal items that are brought to KOSC will remain the child’s responsibility. We will not be liable for any loss or damage caused.
9. If you are leaving us and your account is in credit you will be refunded by direct deposit into your designated bank account. Please provide your BSB and bank account details in writing by email to kosc@wapcyc.com.au

For more information please see Kensington PCYC OSHC Handbook or see our friendly staff in Centre.