

PCYC Eastern Suburbs

Program Times:

- **Drop off is at 8.30am**
- **Program officially starts at 8.45am and finishes at 3:00pm**
- Children must be picked up by 3pm
- Extended hours available 3pm to 5pm \$20 extra per day, per child
- Children must be signed in and out of the program. Children will not be allowed to leave the program with anyone other than those nominated on the enrolment form.

Age Limits:

- **Primary school aged children, minimum 5 years old, maximum 12 years old.**

Enrolment:

- Enrolments will only be secured on full completion of forms and full receipt of payment.
- Enrolments will close when maximum capacity is reached
- **\$50 per day, per child / Wednesday 13th July is \$65 per day, per child**
- Please note if the participant has cold or flu like symptoms please don't send them to the program.

What to bring:

- Morning tea, lunch, afternoon tea, snacks and water
- Water bottle
- **Enclosed shoes with rubber sole- children will not be allowed to participate in some activities without correct footwear.**

Please clearly label ALL items brought to the Police Citizens Youth Club. PCYC takes no responsibility for lost property. Families are advised not to bring valuables to the club, and label all personal belongings.

Allergies / Special Requirements:

Parents are required to inform the centre of any allergies their child has when enrolling. Parents are requested to explain known triggers, symptoms and management strategies when dropping off their child to help staff recognise and treat the condition. Please advise the centre of any special requirements.

Medication:

Parents are required to inform the club of any medical conditions their child has when enrolling. Parents are requested to explain known triggers, symptoms and management strategies when dropping off their child to help staff recognise and treat the condition. Please advise the centre of any special requirements. Medication can only be administered by staff with written permission including signatures from parents/guardians.

Cancellation policy:

There are no cancellations, refunds or credits once your booking has been processed, unless a medical certificate is supplied for the day/s missed within one week of the missed day/s.

Inappropriate Behaviour:

If a participant displays inappropriate behaviour, staff will speak to the participant about the rules and positively reinforce alternative behaviour. If no improvement is seen the participant will be given time out. If a participant physically harms another child or staff, time out will be given and the parent/guardian contacted. For other serious incidents the participant's parent/guardian will be contacted.

**If you still have questions,
contact the club at:**

easternsuburbs@pcycnsw.org.au

or call 9314 2536

ENROLMENT FORM 1

Please complete ALL requested information.

Options for registering:

1. Bring in to the Centre
2. Email to: easternsuburbs@pcycnsw.org.au

Parent/Guardian Information:

Parent/Guardian Name: (Will be the first emergency contact)	
Address: Postcode:	
Phone 1:	Phone 2:
Email: (Enrolment confirmation will be sent by email only):	
Emergency Contact Name: (Must be different to above)	Phone:
How did you hear about us?	

Indemnity Statement

I, the parent/guardian, have read and agree to the attached Essential Information and agree to terms and conditions outlined below: (please initial each box)

- I accept full responsibility for my child/ren's personal belongings.
- PCYC Eastern Suburbs is authorised to obtain medical assistance required in the event of any unforeseen accident or illness and I agree to meet any expenses attached hereto.
- I accept full responsibility for my child/ren's behaviour during the program and in the event of misbehaviour I will be contacted and asked to collect my child/ren.
- I, the undersigned, agree that neither the PCYC nor its partners are liable for any losses, damage and/or injury occurred and/or sustained by my child/ren in attending the School Holiday Program.

Parent/Guardian Name: _____ **Signed:**

Other Parents authorised to collect children: _____ **Date:**

ENROLMENT FORM #2

Children's Names:

Children's Names	DOB	PCYC Member Y/N	Attended Holiday Program previously	If child is not already a PCYC member, membership is \$20.00 per year, per child. You can make them a member online or at reception
1.				
2.				
3.				

If children have any behavioral issues, allergies or medical condition, please submit an action plan form in order to assist staff to handle any incidents effectively.

Options for registering:

1. Bring forms to the club 2. Email to: easternsuburbs@pcycnsw.org.au

\$50.00 per day per child Please enter dates below	Number of Children	\$50.00 per day per child Please enter dates below	Number of Children
4/7/22 Basketball + Bubble art		11/7/22 Boxing + Lava Lamp making	
5/7/22 Judo + Multi Sports + Tie dye (bring your own t-shirt)		12/7/22 Judo + Arts & Crafts	
6/7/22 Soccer + Multi sports + Arts & Crafts		13/7/22 Laser tag + Coding (\$65 for this day)	
7/7/22 Dodgeball + Tissue art paper		14/7/22 Handball + Hip hop	
8/7/22 Mini Olympics + Mask Making		15/7/22 Basketball + Tie Dye (bring your own t-shirt)	
TOTAL \$\$			

Office Use Only:

Total \$ Paid:	Date:	Receipt #:	Staff:
Payment: (If NOT paying directly at the center)			
Please circle: VISA MASTERCARD			
Card #:			
Name on Card:		Signature:	
Expiry Date:		CVC #:	