



# Melton City Council Vacation Care Program Booking Sheet – AUTUMN 2019

Child Full Name					Child Date of Birth				
Parent/Guardian Full Name					Contact Phone				
<b>Please circle the dates you would like to book</b>									
<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
08/04	09/04	10/04	11/04	12/04	15/04	16/04	17/04	18/04	

**Booking Agreement**

I, \_\_\_\_\_ **(print name)**

- declare that I am a person with lawful authority for the child referred to in this Booking Sheet
- understand that the statement provided to me before the program is an estimate only, based on current information provided to the Service by the Department of Human Services (DHS). If there are any changes to my family circumstances or income it is my responsibility to inform the DHS. A final statement will be provided after the completion of the program, which will indicate accurate charges
- agree that I am liable to pay for all successfully booked days by the due date for payment, regardless of whether my child actually attends the days booked, and understand that failure to do so will result in my booked days being cancelled
- understand cancellations can only be made up until the enrolment close date (as specified on the Activity Flyer), and that cancellations after the enrolment close date will only be accepted at the discretion of program management
- understand and accept that a late enrolment fee of \$21 will be incurred for enrolments after the enrolment close date (as specified on the Activity Flyer)
- agree to pay a late fee of \$5 for the first 5 minutes and \$1 per minute per child, for each child if I collect my child(ren) after 6.30pm.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Excursion Permission Form**  
(tick and sign the declaration below)

<b>Ballarat Eureka Centre</b> 102 Stawell Street South, Ballarat, VIC 3350				
<input type="checkbox"/>	<b>Date</b>	Tuesday, 9 April 2019	<b>Time</b>	9.00am to 3.00pm
<input type="checkbox"/>	<b>Cost</b>	\$32	<b>Transport</b>	Travelling by coach to and from venue
<input type="checkbox"/>	<b>What To Bring</b>	Morning tea, lunch, refillable drink bottle, afternoon tea, sun smart hat and clothing	<b>Activities</b>	Children will participate in a guided tour and learn about the history of the Eureka
<b>Edgars Mission</b> 81 Bridies Lane, Lancefield, VIC 3435				
<input type="checkbox"/>	<b>Date</b>	Wednesday, 17 April 2019	<b>Time</b>	9.00am to 3.00pm
<input type="checkbox"/>	<b>Cost</b>	\$32	<b>Transport</b>	Travelling by coach to and from venue
<input type="checkbox"/>	<b>What To Bring</b>	Morning tea, lunch, refillable drink bottle, afternoon tea, sun smart hat and clothing	<b>Activities</b>	Children will participate in an educational tour of the farm and interact with animals.

**Declaration**

I hereby agree and consent to \_\_\_\_\_ **(child's name)** participating in the above excursion(s). This release, discharge and indemnity applies to the full extent allowed by law for the consequences of its negligence, of its staff, servants, or agents and includes any independent contractor, sub-contractor, licensee, volunteer or any other officer whatsoever from time to time employed, licensed or directed by the Melton City Council.

I, \_\_\_\_\_ **(print name)** the parent/guardian of \_\_\_\_\_ **(child's name)**

being the undersigned, acknowledges that the City of Melton officers, servants or agents will take due care and attention during the course of the excursion(s). However in the event of an incident occurring, I hereby and forever release, discharge, indemnify and hold the Melton City Council, its servants and agents harmless for any accidents, harm, loss, death, damage, injuries, claims, and suits which may be suffered and/or sustained as the result of the said excursion(s) as defined within this form.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The expected number of children that will attend the excursion is 32.  
We expect to take 5 staff members to provide a child ratio of 8 to 1. For water excursions there is a higher ratio of 5 to 1.  
Risk Assessments have been prepared and are available to view at the Service.