



Vacation Care Booking Sheet

Please select the 2025 dates you would like to book for your child/ren:

Mon 6/01*	Tues 7/01	Wed 8/1*	Thurs 9/1	Fri 10/1	Mon 13/1	Tues 14/1*	Wed 15/1*	Thurs 16/1	Fri 17/1	Mon 20/1	Tues 21/1*	Wed 22/1*	Thurs 23/1	Fri 24/1
Child 1 name: <input type="text"/>														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child 1 name: <input type="text"/>														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Additional costs for excursions/incursions apply on these dates. Please ensure you review the risk assessment for **both** the excursions/incursions (program based) and the service risk assessment/Routine outings (annual) on Harmony, via the Parent Portal, for all details and **only** authorise by signing below when read the assessments.

Booking Agreement and authorisation:

I, (Parent/Guardian- print name) declare that I am a person with lawful authority for the child referred to in this Booking Sheet:

- have, **at the time of this booking**, read and acknowledge the above excursions/incursions details, costs, and both the risk management assessments (Excursion/incursion program based and service/routine outings annual based) accessed via the parent portal / News section in Harmony, as an important part of this authorisation process. Both are posted on Harmony via the Parent Portal / News. The risk assessments cover specific detail such as the reason for taking the child/ren out of the premises, description of the destination, staff and child numbers and ratios, any other adults attending, transport, water risks, location drop off/pick up, proposed arrival and departure times and dates, safe transportation (means of transport, seatbelts as per the law), proposed activities, accounting for children (roll call and headcounts), etc. and based upon this, before the commencement of the program I **give authorisation** for taking the child/ren outside the premises by the service educators.
- understand that the invoice/statement of fees provided to me before the program is an estimate only, based on current information entitlements 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 available via the Parent Portal in Harmony 7 days after the completion of the program, which will indicate accurate entitlements and final fees and charges.
- agree that I am liable to pay all fees and charges, **in advance of the program starting**, for all booked days and in addition the associated incursion or excursion costs, by the due date for payment, regardless of whether my child attends the days booked and understand that failure to do so will result in my booked days being cancelled.
- will give at least 2 days' notice of attendance cancellation of any excursion/incursion, fees will still apply.
- understand that completion of this booking form is not confirmation until the payment of funds are cleared.
- understand and accept that a late enrolment fee of \$22.50 will be incurred for enrolments after the enrolment close date (as specified on the council website and 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 6.00pm.

Parent/Guardian Signature:

Date:



To find out more information or get in touch with us please visit melton.vic.gov.au/familiesandchildren

