



Armidale Montessori Pre-School Inc.  
1 West Avenue  
ARMIDALE NSW 2350  
Phone/Fax: 02 6772 3628  
ABN: 86 967 974 328

**VACATION CARE APPLICATION FOR PREVIOUSLY ENROLLED CHILDREN**

**NOTE:** Only complete relevant details.

- Name of Child: \_\_\_\_\_
- Name of Parent/Guardian: \_\_\_\_\_
- Requested Days: \_\_\_\_\_
- Weeks:
  - Week 1
  - Week 2
- Confirmation of CRN (Child): \_\_\_\_\_
- Confirmation of CRN (Parent): \_\_\_\_\_
- Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **Vacation Care** **Policy & Procedure**

Armidale Montessori Preschool will offer Vacation Care to children aged 3yrs up to (and including) Kindergarten age. Vacation care will be offered during all school holiday periods, excluding the 2 weeks during the Christmas holiday period where the Service is closed, provided that the following clauses are met:

1. A non-refundable enrolment fee of \$33 must be paid for enrolment in the Vacation Care Program.
2. Vacation care will be offered between the times of 7.30am to 5.30pm, Monday to Friday, at a cost of \$70.00 per day, per child attending. This charge is subject to change by the Committee and will be minuted as well as documented in an amendment to this policy. This fee is subject to CCS, providing that the enrolling family is eligible to receive this rebate.
3. Enrolment forms, that contain the relevant information as required by the NSW Department of Education must be completed for each child wishing to enrol in Vacation care for each holiday period that they wish to attend Armidale Montessori Preschool Vacation care program.
4. Children are able to be enrolled one week at a time for a minimum of 3 days in the Vacation care program.
5. While attending Vacation Care at Armidale Montessori Preschool, the parents agree to abide by the existing policies and procedures regarding vaccinations, illness and infections, appropriate clothing and footwear, head lice.
6. Enrolments for Vacation Care will open 5 weeks before the start of the first week of the public school holidays. Enrolments will be taken on a first-in, first enrolled basis.
7. If parents wish to withdraw their child from Vacation care, 2 weeks' notice is required to be given to the Director or Administrative Assistant in writing. If less than 2 weeks is given, one week of the planned enrolment will be charged in lieu of notice, regardless if the child attends Vacation Care or not. This fee may be waived at the discretion of the Director and the Committee, for extenuating circumstances such as serious illness, etc.

Policy ratified by Armidale Montessori Committee on 17/08/2017.

I \_\_\_\_\_ agree to the Vacation Care Policies and Procedure

Signature: \_\_\_\_\_

Date: \_\_\_\_\_