



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: _____
- Weeks:
 - Week 1 – Days: _____
 - Week 2 – Days: _____
 - Week 3 – Days: _____
- Confirmation of CRN (Child): _____
- Confirmation of CRN (Parent): _____
- Parent's Signature: _____ Date: _____
- Director's Signature: _____ Date: _____



Armidale Montessori Preschool Inc.

1 West Avenue

Armidale, NSW 2350

Ph: 02 6772 3628

Email: director@armidalemontessori.nsw.edu.au

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 \$73.00 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. Variations to enrolled days require 1 week notice and is subject to availability.
8. Failure to provide 1 week notice for withdrawal of days will result in fees being charged for the enrolled day.
9. 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 of whether 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. Fees updated 9/1/23.

I _____ agree to the Vacation Care Policies and Procedure

Signature: _____

Date: _____