

## PCYC HAWKESBURY SUMMER SCHOOL HOLIDAY ACTIVITIES

During the SUMMER School Holiday period PCYC Hawkesbury will be running a range of activities for children aged 5-12 years.

<b>Week 1:</b> Mon 30 <sup>th</sup> DEC – Fri 3 <sup>rd</sup> JAN 2025	<b>Week 4:</b> Mon 20 <sup>th</sup> JAN – Fri 24 <sup>th</sup> JAN 2025
<b>Week 2:</b> Mon 6 <sup>th</sup> JAN – Fri 10 <sup>th</sup> JAN 2025	<b>Week 5:</b> Mon 27 <sup>th</sup> JAN – Fri 31 <sup>st</sup> JAN 2025
<b>Week 3:</b> Mon 13 <sup>th</sup> JAN – Fri 17 <sup>th</sup> JAN 2025	

Cost Per Child	Sign In	Sign Out
<p><b><u>MIXED ACTIVITIES</u></b> \$55 PER 9AM-3PM DAY</p> <p><b><u>GYMNASTICS ACTIVITIES</u></b> FULL DAY (9AM-3PM) \$60 3 HOUR CLINIC (9AM-12PM) \$45 2 HOUR CLINIC (12:30PM-2:30PM) \$30</p>	<p>8:30am-9:00am</p> <p style="color: red;">Flexible drop-off option available for mixed activities from 7:30am till 8:30am for additional \$10 per child</p> <p>Free Play 8:30am-9:00am Programmed activities 9:00am-3:00pm</p>	<p>3:00pm</p> <p style="color: red;">Flexible pick-up option available for mixed activities from 3:00pm till 4:00pm for additional \$10 per child</p>
<p><b>What to wear:</b> comfortable clothes suitable for sports, <u>enclosed</u> shoes with socks.</p> <p>Please note that some activities may be messy. Feel free to pack art smock or extra clothes. Water sports days are required to bring extra clothes.</p> <p><b>What to bring:</b> a labelled bag to hold belongings, water bottle, recess, lunch, and afternoon tea.</p> <p>Note: mobile phones and electronic devices are not permitted for use during our program. They must always remain in bags.</p>	<p><b>AVAILABLE DISCOUNTS!</b></p> <ul style="list-style-type: none"> <li>- Active kids' vouchers accepted</li> <li>- Refer a friend a friend campaign (see page later down with T&amp;C's)</li> <li>- Book 9 mixed activity days and get the 10<sup>th</sup> free! (per participant)</li> <li>- Book 2 full gymnastics days (9am-3pm) and get 10% off your total!</li> <li>- Book 3 clinic gymnastics days (2-3hrs) get 10% off your total!</li> </ul>	

Please complete the form below:			
First Name	Last Name	D.O.B.	Medical Conditions
1.			*Please refer to medical form on back.
2.			
3.			
4.			
Emergency Contact Details of Parent / Guardian:			
Full Name		Relationship	
Contact Number		Date of Birth	
Email			
Address			

PAYMENT DETAILS (required if booking via email)			
Please Circle:	FAMILY CREDIT	VISA	ACTIVE KIDS
			MASTERCARD
CARD #:			
Name on Card:	Signature:		
Expiry:	CVC#:		

***Note: Staff, please dispose of these details once the booking has been processed.***

**MIXED ACTIVITIES**

To enrol please place your child's number (1,2,3,4) in the selection column

Week 1	Activities (9am to 3pm)	Selection
Mon 30 <sup>th</sup> DEC	NO MIXED ACTIVITIES	
Tues 31 <sup>st</sup> DEC	NO MIXED ACTIVITIES	
Wed 1 <sup>st</sup> JAN	NO MIXED ACTIVITIES	
Thurs 2 <sup>nd</sup> JAN	PCYC FUN DAY- INTERACTIVE GAMES - ART & CRAFT - SLIME MAKING - (\$55.00)	
Fri 3 <sup>rd</sup> JAN	SPORTS MANIA - RELAY RACES - TEAM SPORT - SPORT CRAFT - (\$55.00)	

Week 2	Activities (9am to 3pm)	Selection
Mon 6 <sup>th</sup> JAN	NO MIXED ACTIVITIES	
Tues 7 <sup>th</sup> JAN	NO MIXED ACTIVITIES	
Wed 8 <sup>th</sup> JAN	NO MIXED ACTIVITIES	
Thurs 9 <sup>th</sup> JAN	NO MIXED ACTIVITIES	
Fri 10 <sup>th</sup> JAN	NO MIXED ACTIVITIES	

Week 3	Activities (9am to 3pm)	Selection
Mon 13 <sup>th</sup> JAN	KIDS IN STEM – SCIENCE EXPERIMENTS – MINI TERRARIUM – PAPER PLANE COMP - (\$55.00)	
Tues 14 <sup>th</sup> JAN	CRAZY CRAFT – POMPOM CRAFT – DIY LAVA JARS – DIY SUN CATCHER – (\$55.00)	
Wed 15 <sup>th</sup> JAN	BETTER TOGETHER – FRIENDSHIP BRACELETS – ICE BREAKER GAMES – TEAM BUILDING (\$55.00)	
Thurs 16 <sup>th</sup> JAN	ART LOVERS – SHAVING CREAM PAINTING – BUBBLE PAINTING – PAPER MATISSE – (\$55.00)	
Fri 17 <sup>th</sup> JAN	LET'S GROOVE – ZUMBA – DIY CHEER POMPOMS – DANCE GAMES – (\$55.00)	

Week 4	Activities (9am to 3pm)	Selection
Mon 20 <sup>th</sup> JAN	LIL' GARDNERS – BUNNINGS WORKSHOP – GARDENING ACTIVITY – DIY PINWHEELS – (\$55.00)	
Tues 21 <sup>st</sup> JAN	CLOWING AROUND – CIRCUS WORKSHOP – DIY CLOWN MASKS – DIY JUGGLING BALLS – (\$55.00)	
Wed 22 <sup>nd</sup> JAN	WHEN I GROW UP – SOLVE MYSTERY – CHARADES – FOSSIL PRINT – (\$55.00)	
Thurs 23 <sup>rd</sup> JAN	CREEPY CRAW-LEES – REPTILE SHOW – DIY LIZARD PUPPETS – CHAIN SNAKES – (\$55.00)	
Fri 24 <sup>th</sup> JAN	SUMMER WATER FUN – MINI AQUARIUM – OUTDOOR WATER GAMES – KINETIC SAND - (\$55.00)	

Week 5	Activities (9am to 3pm)	Selection
Mon 27 <sup>th</sup> JAN	NO MIXED ACTIVITIES	
Tues 28 <sup>th</sup> JAN	COOKING MANIA – MINI DAMPER ROLLS – FRUIT SALAD – DIY PAPER CHEF HATS – (\$55.00)	
Wed 29 <sup>th</sup> JAN	BALLOON BONANZA – BALLOONIST WORKSHOP – BALLOON PET CRAFT – BALLOON LAUNCHER – (\$55.00)	
Thurs 30 <sup>th</sup> JAN	MINI OLYMPICS – MOCK AWARD CEREMONY – COMP DAY – TORCH CRAFT – (\$55.00)	
Fri 31 <sup>st</sup> JAN	NO MIXED ACTIVITIES	

<b>TOTAL</b>	
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**GYMNASTICS ACTIVITIES**

To enrol please place your child's number (1,2,3,4) in the selection column		
Week 1	Gymnastics Activities	Selection
Mon 30 <sup>th</sup> DEC	NO GYMNASTICS ACTIVITIES	
Tues 31 <sup>st</sup> DEC	NO GYMNASTICS ACTIVITIES	
Wed 1 <sup>st</sup> JAN	NO GYMNASTICS ACTIVITIES	
Thurs 2 <sup>nd</sup> JAN	NO GYMNASTICS ACTIVITIES	
Fri 3 <sup>rd</sup> JAN	NO GYMNASTICS ACTIVITIES	

Week 2	Gymnastics Activities	Selection
Mon 6 <sup>th</sup> JAN	NO GYMNASTICS ACTIVITIES	
Tues 7 <sup>th</sup> JAN	NO GYMNASTICS ACTIVITIES	
Wed 8 <sup>th</sup> JAN	GYMSKILLS + TRAMP & TUMBLE – 09:00AM – 03:00PM – (\$60.00)	
Thurs 9 <sup>th</sup> JAN	TRAMP & TUMBLE + FREE G PARKOUR – 09:00AM– 03:00PM – (\$60.00)	
Fri 10 <sup>th</sup> JAN	HOLIDAY FUN – 09:00AM – 03:00PM – (\$60.00)	

Week 3	Gymnastics Activities	Selection
Mon 13 <sup>th</sup> JAN	COME TRY TEAM GYM – 09:00AM – 12:00PM – (\$45.00)	
	SOLTO WORKSHOP – 12:30PM – 2:30PM – (\$30.00)	
Tues 14 <sup>th</sup> JAN	HOLIDAY FUN – 09:00AM – 03:00PM – (\$60.00)	
Wed 15 <sup>th</sup> JAN	GYMSKILLS + TRAMP & TUMBLE – 09:00AM – 03:00PM – (\$60.00)	
Thurs 16 <sup>th</sup> JAN	NO GYMNASTICS ACTIVITIES	
Fri 17 <sup>th</sup> JAN	NO GYMNASTICS ACTIVITIES	

Week 4	Gymnastics Activities	Selection
Mon 20 <sup>th</sup> JAN	COME TRY WAG – 09:00AM – 12:00PM – FEMALE PARTICIPANTS ONLY – (\$45.00)	
	SOLTO WORKSHOP – 12:30PM – 2:30PM – (\$30.00)	
Tues 21 <sup>st</sup> JAN	BARS + BEAM CLINIC – 09:00AM – 12:00PM – (\$45.00)	
	HANDSPRING WORKSHOP – 12:30PM – 2:30PM (\$30.00)	
Wed 22 <sup>nd</sup> JAN	GYMSKILLS + TRAMP & TUMBLE – 09:00AM – 03:00PM – (\$60.00)	
Thurs 23 <sup>rd</sup> JAN	TRAMP & TUMBLE + FREE G PARKOUR – 09:00AM– 03:00PM – (\$60.00)	
Fri 24 <sup>th</sup> JAN	HOLIDAY FUN – 09:00AM – 03:00PM – (\$60.00)	

Week 5	Gymnastics Activities	Selection
Mon 27 <sup>th</sup> JAN	NO GYMNASTICS ACTIVITIES	
Tues 28 <sup>th</sup> JAN	VAULT + FLOOR CLINIC – 09:00AM – 12:00PM – (\$45.00)	
	FLIPS & TRICKS WORKSHOP – 09:00AM – 12:30PM (\$30.00)	
Wed 29 <sup>th</sup> JAN	GYMSKILLS + TRAMP & TUMBLE – 09:00AM – 03:00PM – (\$60.00)	
Thurs 30 <sup>th</sup> JAN	HOLIDAY FUN – 09:00AM – 03:00PM – (\$60.00)	
Fri 31 <sup>st</sup> JAN	NO GYMNASTICS ACTIVITIES	

TOTAL	
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Late Pick Up 3:00pm till 4:00pm - \$10 per child  
 Early Drop Off 8:00am till 8:30am - \$10 per child  
 Pick up by 4:00pm or an additional fee of \$10 per child will be charged  
**Mixed Activities Only**

**Lunch Order Options  
 (ORDER AND PAY ON THE DAY) \**

CHEESE PIZZA (\$4)	MEAT PIE (\$5.50)	NOODLES (\$5)
HOT DOG (\$5)	SAUSAGE ROLL (\$4)	SAUCE (\$0.50)

**PCYC HAWKESBURY SUMMER HOLIDAY ACTIVITIES**

PLEASE TICK EACH BOX - I acknowledge and agree:

- There is an annual **\$15 PCYC membership fee** for my child to participate in the school holiday program.
- DROP OFF: 8:30-9:00 PICK UP: 3:00pm**
- Late pick up available from 3:00pm till 4:00pm for an additional \$10 per child**
- I agree to the school holiday activity fee, and I understand that it is to be paid in full when booking to secure a spot and is non-refundable.
- I accept full responsibility for my child/ren's personal belongings.
- PCYC Hawkesbury 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, understand that any water sports days require an extra pair of clothes including (shirt, pants, undergarments and socks) if these are not brought your child will not be able to participate until they are brought in.
- 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.
- I, the parent/guardian, have read and agree to the attached Essential Information and agree to terms and conditions outlined.**

I \_\_\_\_\_ declare that I understand and agree to the indemnity statement acknowledgements and terms and conditions of school holiday activities at PCYC Hawkesbury. I have read and understood the terms and conditions.

\_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_ Staff member

***SCHOOL HOLIDAY ACTIVITY PAYMENT ONLY: for staff***

Office Use only:			
Total paid:	Date:	Receipt #:	Staff:
Payment method:	CASH	CARD	CKR

**BOOKING IS NOT CONFIRMED UNTIL YOU HAVE MADE FULL PAYMENT.**

### **Terms and Conditions:**

- Please return the enclosed enrolment form to the PCYC Hawkesbury as soon as possible. Places are limited and will book out.
- Forms can be submitted by either handing them into the club, or emailing them to [hawkesbury@pcycnsw.org.au](mailto:hawkesbury@pcycnsw.org.au) Subject: **SUMMER SCHOOL HOLIDAY ACTIVITIES**
- Enrolment will only be confirmed upon full receipt of payment and completion of booking forms.
- All participants must be a current PCYC member to take part in the holiday program.
- Full payment is required upon booking, **bookings will not be confirmed or reserved without full payment.**
- Creative/Active Kids Vouchers can be used in some programs (please check with your local centre). All vouchers must be downloaded via Service NSW before they can be used to book programs. No programs can be booked using a voucher if you have not provided a copy of the voucher to PCYC NSW and the full monetary value must be paid.
- All participants must be signed in and out of the program each day. You will be asked to check medical details, contact number and ensure that the child has adequate food for the day.
- Please provide details of person picking up child at the end of the day on the sign in process. If circumstances are to change then please contact the centre to provide details of who will be picking up if listed differently on the form.
- Children aged 15 and over (only) can be permitted to make their own way home on conditions that: 1. A written, and signed letter is provided outlining the details by the Guardian, and 2. The individual situation is discussed with the centre manager, who has the ability to approve or not approve each individual case. The participant will still be required to sign themselves out of the program at the end of the day.
- Except for any liability which cannot be excluded by law, PCYC is not liable for any loss or damage suffered by any person as a result of that person's participation in the holiday program.

### **Program Times:**

- Children must be signed in and out of all programs by a parent/caregiver. Sign in 8:30am and sign out 3pm.
- Program officially starts at 9:00am and finishes at 3:00pm.
- Late pick up available from 3:00pm till 4:00pm for an additional \$10 per child. **Staff MUST be made aware if you plan on utilizing the late pick-up option.**

### **Class Cancellations:**

- Once booked in for holiday program, all bookings are non – refundable, including change of mind or days. A child can be provided with 'family credit' to the value of booking if a valid medical certificate can be provided for the day scheduled to attend prior to the start of the day.
- A family credit booking can be used within 12 months from the date of issue, however, cannot be used to book into any program that is at full capacity. All bookings are subject to availability.

### **Inappropriate Behaviour:**

- Rules are established for the safety and well-being of all participants. Disregarding rules may result in exclusion from the program following consultation with program staff and parents/guardians.
- 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 and required to collect their child from the facilities.

### **What to bring:**

- Enclosed shoes appropriate for a wide range of activities
- Appropriate comfortable clothing suitable for activities and weather conditions
- Morning tea, lunch, afternoon tea and a refillable water bottle.
- Any medicines or medical equipment required (see medical notes below)
- 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 to label all personal belongings.

### **What not to bring:**

- No mobile phone / electronic devices.
- If, for safety, reasons your child needs to have their phone with them this will need to be put in writing.

**Medication / Allergies /Special Needs:**

- PCYC NSW staff can only administer medications that are in the original packaging with original pharmacy label, or a script signed by a medical professional. We cannot administer medication without this information.
- Program staff will administer basic first aid where required and PCYC NSW has the right to contact an ambulance if deemed necessary by the staff.
- If a participant becomes ill or is displaying signs of cold or flu like symptoms a staff member will contact parent/carer and discuss appropriate action in line with current Government COVID-19 protocols.
- In the case of an emergency, staff will directly contact the participant's emergency contacts on the membership form.

## REFER A FRIEND CAMPAIGN

### **OVERVIEW**

- For the upcoming January School Holidays we are launching our refer and earn campaign: “Refer a Friend to get \$10 off School Holiday Bookings”
- Members will get \$10 off School Holiday Bookings per referral i.e.  
1 referral = \$10 credit 2 referrals = \$20 credit and so on

### **T&C's**

- Referrals must be new costumers i.e. cannot have attended SHA at **any**

### **PCYC club**

- Referrals/New customers must enrol into our full day School Holiday Program i.e. no workshops, half days etc. and pay in full for their booking to qualify for a credit
- Credit can only be used for our full day School Holiday Program
- Credit can only be applied for future bookings i.e. members cannot cancel bookings previous bookings in order to use newly earned credit
- Credit only valid for 12 months

# Health & Medical Form

Child's Full Name	DOB	PCYC Membership Number

## Parent/Guardian & Emergency Contact Information

Name & Relationship	
Address	
Phone	
Email	
Second Emergency Contact	
Name & Relationship	
Phone	

## Health, Medical Conditions & Complex Behaviour

### 1. Has your child been diagnosed with any of the following medical conditions?

- Epilepsy
- Anaphylaxis – Please provide ASCIA Action Plan for Anaphylaxis
- Asthma – Please provide Asthma Action Plan
- Sensory deficits – i.e. visually and/or hearing impaired
- Language delay – i.e. expressive or receptive communication delay

### 2. Has your child been diagnosed and/or known to display any of the following behaviors?

- Autism spectrum disorder
- Attention deficit order
- Challenging behaviors
- Physical and/or verbal aggression towards others
- Absconding
- Sexually abusive behaviors
- Self-harm
- Sensory aversion – i.e., hypersensitivity, loud sounds etc.



# Health & Medical Form

**3. Regarding any challenging behavior please fill out the table below to help better understand how to support your child**

Identified behaviour e.g. physical aggression	Warning Signs e.g starts pacing the room	Known triggers e.g opposition to any request	Strategies to manage behavior

## 4. Special Requirements & Dietary Needs

Please identify any special needs or requirements not listed above (eg. diet, wheelchair access etc.)

## Administration of Medication

If medication needs to be administered during the program, please complete the following section:

Name of Medication	Expiry Date	Storage Requirements
Dosage	Method of Self-administration	Frequency

# Health & Medical Form

Are there any circumstances that need to be considered in the administration/storage or delivery of the medication?

I authorise the staff at PCYC \_\_\_\_\_  
to supervise the self-administration of the medication(s) as recorded on the table.

## Office Use Only

Prior to administering any prescribed medication to a child, the following questions must be answered. In the event the answer to any of the below questions are 'no', a service will refuse self-administration.

- |  |                            |                            |                              |
|--|----------------------------|----------------------------|------------------------------|
| Is the medication in its original container or as dispensed by a pharmacist? | Y <input type="checkbox"/> | N <input type="checkbox"/> |                              |
| Is the dispensing label attached to the medication/container?                | Y <input type="checkbox"/> | N <input type="checkbox"/> |                              |
| Is the prescribing doctor's information on the label?                        | Y <input type="checkbox"/> | N <input type="checkbox"/> |                              |
| Does the name on the dispensing label match that of the child above?         | Y <input type="checkbox"/> | N <input type="checkbox"/> |                              |
| Does the expiry date on the medication match that on the box?                | Y <input type="checkbox"/> | N <input type="checkbox"/> |                              |
| Is there an Action Plan OR Medical Alert sheet for this child?               | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |