

# Communities@Work

## Teens School Holiday Program 2017 Booking Form

### Autumn 2017 school holidays

Dear Parents/ Carers/ Guardians

It is time to book the days in which your son/ daughter wishes to attend the Autumn School Holiday Program. This will run for **TWO weeks** both Gungahlin and Tuggeranong Hubs from Monday 10 April 2017 until Friday 21 April 2017 (excluding Saturday, Sunday and the Easter Public Holidays).

Please note that we need your expression of interest by Friday 31 March 2017 to assess availability and staffing. Please complete and return this booking form (or email us at [disability@commsatwork.org](mailto:disability@commsatwork.org)) – Please indicate clearly if you have any day/s that you would prefer over others, as the holiday program is very popular. We will confirm your booking request by the Friday 7th April 2017. If this is your first attendance, you will need to complete an enrolment form to be completed also which can be downloaded from our website. If we are unable to offer all the days you require, your son/daughter will go on a waiting list.

**Fees will be charged at the end of the holidays as per your Service Agreement with us. NDIS funds will NOT cover activities each day including internal activities and external entry fees so you will need to factor this cost into your budget when planning for attendance. Our daily activity fee is \$25 per day which covers in-house activities such as cooking and crafts, travel to and from activities and morning and afternoon teas. As per our schedule, these can be paid from your NDIS funds.**

**Please also bring with you your Companion Card to enable you to obtain free or discounted entry to places or cash where required for activities. You can choose to pay for activities on a daily basis OR invoiced at the end of the holidays. Please advise when making your booking.**

Please call to let us know if you are going to arrive in after 10am on any day during the holiday program, and if you need to leave before 4pm on any given day, so that we can plan community activities around these times.

### About the Autumn School Holiday Program:

- To comply with the Food Safety Standards and to ensure best practice in relation to allergies, food intolerances and dietary preferences, **participants with allergies are required to bring their own morning tea and lunch and advise Communities@Work of the same.** Fresh fruits and light snacks will be available to all clients. If cooking is part of an activity (such as BBQ/picnic), then lunch will be provided – please look at each day and prepare accordingly.
- Please check the activity each day and ensure the participant has the appropriate clothing with them. Always send a hat, sunscreen and a bottle of water please.
- Not all activities must be undertaken each day, in fact some may choose to only participate in 2-3 but will be encouraged to participate in as many as possible on the day OR choose to stay at the centre and participate in centre-based activities rather than the scheduled community activities.
- You can contact the Management Team by calling 6293 6500. You will also be able to make contact on a daily basis to the North and South Facilitators on site. **All emails should go to [disability@commsatwork.org](mailto:disability@commsatwork.org) to ensure that the Management Team see the emails if a particular person is away.**

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### Facilitator details are:

**Shiela**, Northern Hub Facilitator 0407 180 017

**Rogan**, Southern Hub Facilitator 0400 952 035

Please bear in mind that they may not be able to answer the call straight away as they are working with clients so please leave them a message and they will get back to you.

### Client Name

Title		Given Name		Surname	
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### School Holiday Program – Autumn 2017

Please tick the days you require during the holidays including approximate times of drop off and pick up. This must be completed and returned to finalise places.

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> 10 April	<input type="checkbox"/> 11 April	<input type="checkbox"/> 12 April	<input type="checkbox"/> 13 April	14 April <b>CLOSED</b> Public Holiday
17 April <b>CLOSED</b> Public Holiday	<input type="checkbox"/> 18 April	<input type="checkbox"/> 19 April	<input type="checkbox"/> 20 April	<input type="checkbox"/> 21 April
24 April <b>CLOSED</b>				

Please tick the days you require during the holidays including approximate times of drop off and pick up. This must be completed and returned to finalise places.

<input type="checkbox"/> Invoice Community Costs	<input type="checkbox"/> Pay Community Costs on the Day
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