

Communities@Work

Malkara 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** at Malkara School 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 31st March 2017 to assess availability and staffing. Please complete and return this booking form (or email us at 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 5th 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.

NDIS Fees will be processed and charged at the end of the holiday period in accordance with you Communities@Work Service Agreement. NDIS funds do NOT cover entry to activities each day (ie: movies, bowling etc), foods, internal activities and transport provided within the program. These costs are charged a daily rate of \$60 which you are able to claim CCB/CCR (Child Care Benefit/Child Care Rebate), if eligible.

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. The activity fee will be charged at the end of the school holiday period.

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 Team by calling 6293 6500.** You will be able to speak with the Team Leader on site on a daily basis.
- **All emails should go to disability@commsatwork.org** to ensure that the Management Team see the emails if a particular person is away.

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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 CLOSED Public Holiday
17 April CLOSED Public Holiday	<input type="checkbox"/> 18 April	<input type="checkbox"/> 19 April	<input type="checkbox"/> 20 April	<input type="checkbox"/> 21 April
24 April CLOSED				