



# 2017

## Winter Holidays

# Holiday Sport Camp

The information package contained in this document includes costings, terms and conditions, booking procedures and all you need to know about enrolling your child in the Sport Camp program.



Angourie Road, Yamba NSW 2464  
Phone - 02 6646 8822  
Email: [rlsc@clarence.nsw.gov.au](mailto:rlsc@clarence.nsw.gov.au)  
[www.raymondlauriesportscentre.com](http://www.raymondlauriesportscentre.com)





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## **Enrolment and Booking Form:**

**Enrolment-** Enrolments and bookings for the 2017 RLSC (Raymond Laurie Sports Centre) NSW School Holiday Sport Camp are available now. The forms must be returned no later than 7 days prior to the starting day of the program. Enrollment and booking forms can be found from the reception desk at RLSC. Enrollments and bookings will not be accepted if the form is incomplete or if the applicant has outstanding fees.

**Booking Procedure-**to complete the booking process send via any of the following methods:

- Scan and email the completed enrolment form to: [rlsc@clarence.nsw.gov.au](mailto:rlsc@clarence.nsw.gov.au)
- Post enrolment form to Raymond Laurie Sports Centre 78 Angourie Road, Yamba NSW 2464
- Deliver the enrolment form to the Raymond Laurie Sports Centre reception area.

NB: Casual enrollments will be accepted with a minimum of 24hrs notice prior to attendance being required at the RLSC by the Session Supervisor. All forms **must** be completed prior to attendance.

## **Terms and Conditions**

**Payments** - Payment is required within 72 hours (3 days) of an invoice being received. **Enrolments wont be accepted until all fees have been paid.** Payments can be made in several different ways;

- Cash
- Eftpos
- Bpay/wireless transfer (see invoice)

**Sickness/Illness** - In accordance with the regulations from the department of health, **sick children with a contagious illness must not attend the sessions until they are healthy.** Please notify centre staff ASAP if your child is unable to attend due to illness.

**Medications**– Staff will only administer medication for a child if the medication has been prescribed by a doctor. Over the counter medications such as Panadol and cough medicine will not be administered. Parents must complete a medication form at the centre if prescribed medications are to be administered.

**Centre Hours**– The RLSC Sport Camp is open from 8:30am-3:30pm Monday –Friday during NSW School Holidays (Excluding public holidays). Children will not be allowed into the centre prior to 8:30am and must be collected at 3:30pm .

**Late Fee**- Children must be collected by 3:30pm , a late fee of \$1/minute will apply from 3:31pm onwards. A receipt will be available for collection after the payment of your late fee, if you know you are unable to collect your child please contact the RLSC prior to 3:30– 66468822.

**Sign in and Sign out**- Parents are required by the Commonwealth of Australia to sign their children in and out of the centre each day. Parents are also required to record the time of sign in and time of sign out for each child in attendance.

**Meals**– The centre does NOT provides meals for your child. Please provide your child/children with substantial and nutritious food that will last them the duration of the day, eg. Morning tea, afternoon tea and lunch. We do not recommend soft drinks and junk food. Children can keep their food fresh and cool in the fridge at the centre. **Please do not include nuts with your childs/childrens food.**

**Behaviour**– If a childs behaviour is deemed inappropriate or unacceptable, the Raymond Laurie sports Centre Staff reserve the right to suspend or terminate the childs enrolment after consulting with the session supervisor and Parents/Guardian.

**Emergency Contact**-The emergency contact enlisted on the enrolment form must be persons over the age of 18 who are authorised by the parent/guardian to collect and make decisions regarding a childs welfare. If you have a family friend or relative picking up your child/children, please make sure you alert the staff 24hrs in advance.

**Clothing**– All items of clothing should be clearly labelled, clothing should be practical. Covered shoes only-thongs and sandals are not considered appropriate footwear at RLSC Sport Camp. Children who fail to have the appropriate footwear may be unable to participate in all activities. Please Bring swim wear every day in case we take the children to the pool.

**Sun Smart Policy**-Please send your children with a water bottle, sunhat and your own sunscreen if your child is allergic to generic sunscreen.



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## **Sport Camp Enrolment and Booking Form:**

*Childs Name :-*

\_\_\_\_\_ DOB \_\_\_\_\_

*Address:*

\_\_\_\_\_

*Guardian/Parents Name*

\_\_\_\_\_

*Mobile Number*

*Work Number*

*E-Mail Address*

\_\_\_\_\_

*Emergency Contact*

\_\_\_\_\_

*Emergency Contact Mobile Number*

*Emergency Contact Work Number*

\_\_\_\_\_

*Allergies/ Medical Conditions*

\_\_\_\_\_

*Days: Please tick which days you would like your child to attend. Thank you*

Week 1	Mon 3rd	Tues 4th	Wed 5th	Thurs 6th	Fri 7th
	\$38 _____	\$38 _____	\$38 _____	\$38 _____	\$38 _____
Week 2	Mon 10th	Tues 11th	Wed 12th	Thurs 13th	Fri 14th
	\$38 _____	\$38 _____	\$38 _____	\$38 _____	\$38 _____

A minimum of 72 hours (3days) notice is necessary for booking children into Sport Camp.

I agree to the Terms and Conditions for vacation care at Raymond Laurie Sports Centre:

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

*Medications* - Staff will only administer medication for a child if the medication has been prescribed by a doctor. Over the counter medications such as Panadol and cough medicine will not be administered. Parents must complete a medication form at the centre if prescribed medications are to be administered.

*Centre Hours*– The RLSC Vacation Care is open from 8:30am-3:30pm Monday-Friday each week (excluding public holidays). Children will not be allowed into the centre prior to 9:00am and must be collected by 3:30pm **at the latest**.

*Late Fee*– Children must be collected by 3:30pm, a late fee of \$1/minute will apply from 3:31pm onwards. A receipt will be available for collection after the payment of your late fee, if you know you are unable to collect your child please contact the RLSC prior to 2:30pm—6646 8822.

*Sign In and Sign Out* - Parents are required by the Commonwealth of Australia to sign their children in and out of the centre each day. Parents are also required to record the time of sign in and time of sign out for each child in attendance.

*Meals* - The centre does not provide meals for your child. Please provide your child/children with substantial and nutritious food that will last them the duration of the day, eg. Morning tea, afternoon tea and lunch. We do not recommend soft drinks and junk food. Children can keep their food fresh and cool in the fridge at the centre. **Please do not include nuts with your childs/childrens food.**

*Behaviour* - If a child's behaviour is deemed inappropriate or unacceptable, the Raymond Laurie Sports Centre reserves the right to suspend or terminate the child's enrolment after consulting with the Session Supervisor and Parents/Guardians.

*Emergency Contact* - The emergency contact enlisted on the enrolment form must be persons over the age of 18 who are authorized by the parent/guardian to collect and make decisions regarding a child's welfare. If you have a family friend or relative picking up your child/children please make sure you alert the Staff 24 hours in advance.

*Clothing* - All items of clothing should be clearly labelled, clothing should be practical. Covered shoes only - thongs, slides and sandals are **not** considered appropriate footwear. Children who fail to have the appropriate footwear may be unable to participate in all activities.

*Sun Smart Policy* - Please send your children with a water bottle, sunhat and your own sunscreen if your child is allergic to generic sunscreen.

*Emergencies:*

*If your child should need medical attention, an Ambulance will be called.*

*Authority to publish:*

*Do you agree for Raymond Laurie Sports Centre to use photographs of your child for promotions. YES \_\_\_\_\_ NO \_\_\_\_\_*

*I agree to the Terms and Conditions for the RLSC vacation care at Raymond Laurie Sports Centre.*

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