

## ENROLMENT PROCEDURE

**Bookings Open:**  
**9.30am on Monday 10 September 2018**

**@ The Youth Resource Centre  
(86 Derrimut Rd)**

**ENROLMENTS WILL NOT BE ACCEPTED BEFORE THE ENROLMENT DATE UNDER ANY CIRCUMSTANCES.**

- There are **LIMITED PLACES**. Waiting Lists may be available (You will be contacted if you are able to be accommodated)
- **ENROLMENTS ARE TAKEN ON A 'FIRST IN, FIRST SERVED' BASIS.**
- **WE CANNOT HOLD PLACES UNDER ANY CIRCUMSTANCE.**
- Bookings can be made between **9.30am to 5.30pm Weekdays Only** (excluding public holidays) No earlier than the above noted opening date.
- **Enrolments are finalised only upon receipt of full payment of the young persons enrolment.**
- Once a booking has been made, a Credit Note will **ONLY** be given on presentation of a Doctors Certificate.
- If a young person has any medical/additional supports either already in place or you have information you feel may be useful for staff to support them during the program, please ensure you completed a supplementary information form for highest quality support.
- Please ensure young people are picked up no later than end of program also. Times may vary- please take note.
- Agencies: Please ensure you provide information on supports already in place for young people and any behavioural/ supplementary/medical information.
- Participants are responsible for their own belongings. Participants are advised not to bring valuables. Wyndham City Council and its staff will not be held responsible for the loss of property or the loss of, or misuse of spending money.
- Excursions may be altered at late notice due to external factors. **Wyndham City Youth Services reserves the right to make changes to the program without notice.**

### PAYMENT METHOD:

#### In person (preferred Method):

- Bring Completed Enrolment Form and Payment to: Youth Resource Centre, 86 Derrimut Rd, Hoppers Crossing 3029.

### FEES (all prices include GST)

#### YRC Days

- Flate Rate of \$9 per day.

**Includes basic breakfast, lunch, drinks, snacks & activities.**

#### Excursion Days

- \$15 per day
- \$12 per day: Second child discount
- \$11 per day: Third Child discount
- \$11 per day: Concession rate

(only available on presentation of Health Care/ Pension Card)

- Payments can be made with Cash, Cheque (made payable to Wyndham City), Credit, or Eftpos. Enrolments are not confirmed until payment has been made.
- If an enrolment cannot be accommodated you will be contacted by Wyndham City Council Youth Services.

**PLEASE DO NOT SEND CHEQUES/MONEY ORDERS OR ENROLMENT FORMS IN THE MAIL. THEY WILL NOT BE ACCEPTED!!**

### OTHER METHODS:

#### 1. FAX

- Should you wish to enrol via fax Please contact the YRC Reception **FIRST** on 8734 1355.
- Once you have spoken to reception please fax all completed and signed forms (including any supplementary information) to Fax Number (03) 8734 1386.

**NOTE:** *If the fax does not go through, please contact reception first. We do NOT accept enrolments via emails.*

- Once the fax has been received, YRC reception will then contact you to arrange payment via Credit Card.

**NOTE:** *Enrolment forms that have been faxed are not confirmed until payment has been made and cleared.*

- If an enrolment cannot be accommodated you will be contacted by Wyndham City Youth Services.

#### 2. CHEQUES:

These must be paid in person at the YRC only. Please note **WE DO NOT** accept cheques via email.

#### 3. AGENCIES ONLY:

Funding providers can be invoiced for the cost of Young People attending Holiday Action Program.

- Please have the staff member/worker contact Holiday Action Coordinator Directly on 8734 1355.
- We do **NOT** provide invoices to parents or guardians (non-agencies) under any circumstances.

**AGENCIES NOTE:** *Full payment must still be paid if no doctors certificate is provided. The same rules for enrolments & credits apply to agencies. This is to ensure all young people are provided equal opportunities with enrolments.*

### ADDITIONAL INFO:

The following Youth Services locations will be open for young people to drop-in during various times throughout the holiday period.

Please contact the locations listed below for more information on opening times:

**Youth Services @ point cook:** Level 1, suite 703, Main Street, Point Cook Town Centre, Ph: (03) 8375 2346

**Tarneit Community Learning Centre:** 150 Sunset Views Boulevard, Tarneit, Ph: (03) 9748 9822

**Manor Lakes Community Learning Centre Youth Space:** 86 Manors Lakes, Wyndham Vale, Ph: (03) 8734 8958

# HOLIDAY ACTION

**TEENAGE HOLIDAY PROGRAM FOR 12 TO 15 YR OLDS ONLY - GRADE 6 WELCOME SEPT ONLY**

**Monday 24th September – Friday 5th October 2018**



## COME ALONG TO OUR HOLIDAY PROGRAM!

Wyndham City Youth Services operates the Holiday Action program each School Holidays for Young People that live work or attend school in the Wyndham area between the ages of 12 - 15. Young people can participate in leisure & recreational activities in an environment which is safe, supportive & lots of fun.

For More Info & Enrolment Forms go to:

<http://youth.wyndham.vic.gov.au>

**For any questions or concerns, call the Youth Resource Centre on 8734 1355**

**ENROLMENTS OPEN NO EARLIER THAN MONDAY 10TH SEPT 9.30AM (See back for procedures)**

### ESSENTIAL INFORMATION PRIOR TO ENROLMENT

**PLEASE NOTE:** Youth services support young people in their transitional years into independence.

**HOLIDAY ACTION DOES NOT PROVIDE INDIVIDUALISED SUPERVISION TO YOUNG PEOPLE.** Young people have the freedom to explore venues, theme parks and shopping centres with their friends or on their own, with boundaries set by staff. Youth services staff are at the venues and contactable but not directly with the young people.

**HOLIDAY ACTION DOES NOT OPERATE AS A DAY CARE SERVICE. YOUNG PEOPLE MUST BE PICKED UP DIRECTLY AT THE PROGRAM FINISH TIME, OR BE ALLOWED TO LEAVE ALONE.** Times will vary and can be as early as 3pm. Please ensure young people are picked up at the times, noted on the activity day.

Please also see attached **Holiday Action Important Information Form** for young peoples behavioral guidelines.



# HOLIDAY ACTION

24 - 28 SEP 2018





# WEEK ONE

DATE	ACTIVITY	DESCRIPTION	COST	WHAT TO BRING & OTHER IMPORTANT INFO!
<b>MON</b> 24 Sep 10am-3.30pm <b>SCIENCEWORKS &amp; LUNCH AT DOCKLANDS</b>		Explore the interactive exhibitions at the historic Pumping Station. Includes a special 'From the Bolt' lightning show!	\$15.00 \$11.00 CONC.	<b>BYO lunch and/ or money</b> Wear appropriate clothing for climbing <b>LEVEL OF SUPERVISION: LIMITED:</b> Young people are free to roam the venue & shopping centre with friends (with boundaries set by staff). Staff are nearby/ contactable but not directly with young people. <b>Location:</b> Spotswood & Docklands
<b>TUE</b> 25 Sep 10am-3pm <b>GAMES DAY</b>		Enjoy a day playing pool, Nintendo, basketball, air hockey, table tennis etc, or watch movies at the YRC.	\$9.00	<b>Breakfast, Lunch &amp; Snacks are Provided.</b> Wear appropriate clothing & shoes for activities. <b>LEVEL OF SUPERVISION: Group activity:</b> Young people are generally in a large group and participate in activities/lunch together at the venue, with option of free time. <b>Lunch:</b> Burgers, chips & salad <b>Location:</b> YRC Day
<b>WED</b> 26 Sep 10am-4pm <b>ARCHERY ATTACK</b>		With just a foam-tipped arrow you can immerse yourself in an epic battle on the fields with your mates!	\$15.00 \$11.00 CONC.	<b>BBQ Lunch is provided.</b> (sausages & veggie burgers) BYO additional snacks or lunch if required. Wear appropriate clothing & shoes for activities. <b>LEVEL OF SUPERVISION: Group activity:</b> Young people are generally in a large group and participate in activities/lunch together at the venue, with option of free time if time permits. <b>Location:</b> Reservoir
<b>THURS</b> 27 Sep 10am-4pm <b>MELBOURNE SHOW</b>		Back by popular demand it's the annual Royal Melbourne show, a fun day out for all!	\$15.00 \$11.00 CONC.	<b>BYO lunch and/or money. BYO money for rides &amp; show bags etc.</b> Wear appropriate clothing & shoes for activities. <b>LEVEL OF SUPERVISION: LIMITED:</b> Young people are free to roam Showgrounds with friends (with boundaries set by staff). Staff are nearby/ contactable but not directly with young people. <b>Location:</b> Flemington
<b>FRI</b> 28 Sep 10am-4pm <b>PUBLIC HOLIDAY NO PROGRAM</b>				

# TEENAGE HOLIDAY PROGRAM FOR 12 TO 15 YR OLDS ONLY - GRADE 6 WELCOME SEPT ONLY

1 - 5 OCT 2018

# WEEK TWO

DATE	ACTIVITY	DESCRIPTION	COST	WHAT TO BRING & OTHER IMPORTANT INFO!
<b>MON</b> 1 Oct 9am-4pm <b>MELBOURNE ZOO</b>		Enjoy a day roaming the zoo with hundreds of wild life and species from australia and around the world!	\$15.00 \$11.00 CONC.	<b>BYO LUNCH OR MONEY</b> Wear appropriate clothing & shoes for activities. Bring light raincoat. <b>LEVEL OF SUPERVISION: LIMITED:</b> Young people are free to roam the zoo (with boundaries set by staff). Youth services staff are nearby and contactable but not directly with the young people. <b>Location:</b> Parkville
<b>TUE</b> 2 Oct 10am-3pm <b>CHEFS TABLE</b>		Enjoy a day full of cooking, games and movies at the YRC.	\$9.00	<b>Breakfast, Lunch &amp; Snacks are Provided.</b> Wear appropriate clothing & shoes for activities. <b>LEVEL OF SUPERVISION: Group Activity:</b> Young people are generally in a large group and participate in activities/lunch together at the venue, with option of free time if time permits. <b>Lunch:</b> Chefs Special <b>Location:</b> YRC Day
<b>WED</b> 3 Oct 10am-3:30pm <b>KEMIZO ENTERTAINMENT CENTRE</b>		Hours of unlimited roller skating, lasertag & rock climbing.	\$15.00 \$11.00 CONC.	<b>BYO lunch and/ or money</b> Wear appropriate clothing for skating and cooler climate and don't forget your socks <b>LEVEL OF SUPERVISION: LIMITED:</b> Young people are free to roam venue with friends (with boundaries set by staff). Staff are nearby/ contactable but not directly with young people <b>Location:</b> Caroline Springs
<b>THUR</b> 4 Oct 10am-4:30pm <b>MOVIES &amp; SHOPPING AT HIGHPOINT</b>		Enjoy a day at the movies with freetime to have lunch and go shopping with friends!	\$15.00 \$11.00 CONC.	<b>BYO lunch and/or money.</b> Wear appropriate clothing & shoes for activities. <b>LEVEL OF SUPERVISION: LIMITED:</b> Young people are free to roam venue with friends (with boundaries set by staff). ). Staff are nearby/ contactable but not directly with young people. <b>Location:</b> Highpoint
<b>FRI</b> 5 Oct 9am-5pm <b>WIN IT IN WYNDHAM YOUTH CUP</b>		Get a team of seven together to have a shot at the Youth Cup! Youth Services, in partnership with Football Federation Victoria are hosting the Wyndham Sports Fest YOUTH CUP. With plenty of free family activities for the whole family to do during tournament including: Food trucks, soccer skills activities, face painting and more! <b>NOTE: Must pre-register in teams of seven &amp; be aged 12-25 to compete in the tournament.</b>	*Rego to compete is: \$5 per player – payable on day (must be in teams of 7 & aged 12-25) *Free family friendly community activities during tournament.	Registrations are now open online only for our 7-a-side outdoor soccer competition via: <a href="https://www.wyndham.vic.gov.au/youthoutdoorsoccercomp">https://www.wyndham.vic.gov.au/youthoutdoorsoccercomp</a> For more info please contact Youth Services @ Point Cook directly on (03) 8375 2346. <b>Location:</b> Arndell Park Reserve, 29 - 49 Federation Blvd, Truganina