

# Enrolment PROCEDURE

## Bookings Open:

9.30am on Monday 25 March 2019

@ The Youth Resource Centre  
(86 Derrimut Rd, Hopper Crossing)

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

**WE DO NOT ACCEPT ENROLMENTS VIA EMAIL – IN PERSON OR BY FAX ONLY.**

- 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 complete 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.
- Payments can be made with Cash, Cheque (made payable to Wyndham City), Credit, Debit Card 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.*

## 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)



COME ALONG TO  
OUR HOLIDAY  
PROGRAM!

12 – 15 Year  
Olds ONLY



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 25 MARCH 2019. WE DO NOT ACCEPT ENROLMENTS VIA EMAIL. See back for enrolment 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 2pm. Please ensure young people are picked up at the times, noted on the activity day.

# 8-12 APRIL 2019

TEENAGE HOLIDAY PROGRAM FOR  
12 TO 15 YR OLDS ONLY

## Holiday ACTION WEEK 1



\$15  
\$11 (conc.)

### HORSE RIDING - Monday 8

9.30am - 3.30pm

From beginners to the experienced, take a leisurely ride through the forest and take in the breathtaking views and abundant wildlife

BYO lunch & snacks ONLY. (No shops available).

- Wear appropriate clothing & shoes for activities
- Bring sunblock, sunglasses, hat
- Bring light raincoat
- Location: Upper Plenty/ Kinglake State forest

**GROUP ACTIVITY:** Young people are generally in a large group and participate in activities/lunch together.

### YRC COOKING DAY - Tuesday 9

10am - 3pm

Another popular cooking day at the YRC, come and have a go at helping out in the kitchen to make breakfast, lunch or afternoon snacks.

Breakfast, Lunch & Snacks are provided.

- Wear appropriate clothing & shoes for activities
- Lunch: Chefs special
- Location: Youth Resource Centre (YRC DAY)

**GROUP ACTIVITY:** Young people are generally in a large group and participate in activities/lunch together, with option of free time, if time permits.



\$9



\$15  
\$11 (conc.)

### OUTDOOR LASER SKIRMISH - Wednesday 10

9.30am-4pm

Outdoor Laser Skirmish is Friendly combat team sport, set in the bushlands OF Wallan Estate.

BBQ lunch is provided BYO lunch and/or snacks if required. (No shops available).

- Wear appropriate clothing & shoes for activities (No open toe/scandals allowed)
- Bring light raincoat
- Bring sunblock, sunglasses & hat

**GROUP ACTIVITY:** Young people are generally in a large group and participate in activities/lunch together.

### RUSH HQ - Thursday 11

9.30am - 3.30pm

2 hours of unlimited bouncing, plus dodgeball basketball, rock climbing & ropes!

BYO lunch and/or money.

- Wear appropriate clothing & shoes for activities.
- Location: Rowville

**GROUP ACTIVITY WITH SOME LIMITED SUPERVISION:** Young people are generally in a large group and participate in activities/lunch together, with free time to roam for lunch at the shopping centre nearby after activity. Staff are nearby/contactable during lunch but not with young people directly.



\$15  
\$11 (conc.)



\$9

### DVDS & GAMES @ YRC - Friday 12

9.30am - 3pm

Relax at the YRC and watch new release DVDs with time to chill out with games.

Breakfast, Lunch & Snacks are Provided.

- Wear appropriate clothing & shoes for activities
- Lunch: Pizza
- Location: (YRC DAY)

**GROUP ACTIVITY:** Young people are generally in a large group and participate in activities/lunch together, with option of free time, if time permits.

# 15-18 APRIL 2019

TEENAGE HOLIDAY PROGRAM FOR  
12 TO 15 YR OLDS ONLY

## Holiday ACTION WEEK 2



\$15  
\$11 (conc.)

### LUNA PARK - Monday 15

9.30am - 3.30pm

Enjoy a day of rides at the world famous funpark!

BYO lunch and / or money

- Wear appropriate clothing & shoes for activities
- Bring sunblock, sunglasses, hat, bring light raincoat
- Location: St Kilda

**LIMITED SUPERVISION:** Young people are free to roam the fun park with friends (with boundaries set by staff). Staff are nearby/ contactable but not directly with the young people.

### Games & Comps with prizes @ YRC - Tuesday 16

10am - 3pm

It's a day of friendly comps with prizes at the YRC!

Breakfast, Lunch & Snacks are provided.

- Wear appropriate clothing & shoes for activities
- Lunch: Hot dogs
- Location: YRC Day

**GROUP ACTIVITY:** Young people are generally in a large group and participate in activities/lunch together, with option of free time, if time permits.



\$9



\$15  
\$11 (conc.)

### TREES ADVENTURE- Wednesday 17

9.30am - 5pm

Challenge yourself with this epic journey amongst the trees.

BBQ lunch provided & snacks ONLY

- Wear appropriate clothing & shoes for activities
- Bring sunblock, hat, light raincoat also
- Location: Otway Park

**GROUP ACTIVITY:** Young people are in a large group and participate in activities/lunch together.

### MOVIES & SHOPPING @ HIGHPOINT - Thursday 18

9.30am - 4.30pm

Back by popular demand: See the latest movies and hang out with your friends

BYO lunch and / or money for lunch & shopping

- Wear appropriate clothing & shoes for activities.
- Location: Highpoint

**LIMITED SUPERVISION:** Young people are free to roam the Shopping Centre with friends (with boundaries set by staff). Staff are nearby/ contactable but not directly with the young people.



\$15  
\$11 (conc.)

### NO PROGRAM - PUBLIC HOLIDAY- Friday 19

# Holiday ACTION