



HOW TO ENROL IN HOLIDAY ACTION

The enrolment procedure is as follows:

Enrolments open Monday 7th September
from 9.30am until 5.30pm only weekdays
(Excluding Public Holidays)

In Person (Preferred Method):

Bring completed Enrolment Form and Payment to
Youth Resource Centre
86 Derrimut Road
Hoppers Crossing 3029.

Payments in person can be made with Cash, Cheque (Made payable to Wyndham City Council), Credit, or EFTPOS. Enrolments are not confirmed until payment is 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 YRC Reception on 9742 8155 first. Then please Fax completed Enrolment Form to 9748 8286. YRC Reception will then contact you to arrange payment via Credit Card. 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 Council Youth Services (Please note Cheques can only be accepted In Person at the YRC).

Agencies/Funding providers can be invoiced for the cost of Young People attending the Holiday Action Program. Please have your Worker contact the Holiday Action Coordinator to arrange this.

FEES

YRC Days

(All prices are G.S.T. inc)
Flat Rate of \$8.00
per young person per day
Includes Basic Lunch & Drink
and Activities

Excursion Days

(All prices are G.S.T. inc)
\$14.00 per day
Concession \$10.00 per day
Only available on presentation of a
Health Care/Pension Card
2nd child discount \$11.00 per day
3rd child discount \$10.00 per day

Enrolment Information

- There are limited places available on some days. 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.
- Once a booking has been made, a refund will only be given on presentation of a Doctor's Certificate and if staff are notified prior to the day commencing of the young person not attending (please call 9742 8155 prior to start time) or at the discretion of the Program Coordinator.
- Excursions may be altered at late notice due to external factors. Wyndham City Council- Youth Services reserves the right to make changes to the program without notice.
- Pick Up and Drop off points are at the Youth Resource Centre, 86 Derrimut Rd, Hoppers Crossing.



IMPORTANT

General Program Information

General

- Wyndham City Council- Youth Services reserves the right to make changes to the Holiday Action program without notice.
- Pick Up and Drop off points are at the Youth Resource Centre, 86 Derrimut Rd, Hoppers Crossing.
- Young People must stay with the program at all times. Young people cannot be dropped off or picked up from the venues. This is due to staffing ratios and safety issues.
- 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.

Time

- Please take note of the times above as they do vary depending on the travel time and distance.
- Participants need to arrive and leave the program at the set times.
- Parents/guardians can be charged \$5 for every five minutes that your young person is at the program before the starting time or after the finishing time. This contributes to the paying of overtime wages to staff for supervision.

Food

- Participants should bring their own lunches and snacks or money if facilities exist to purchase food, this will be indicated in the additional information sheet given upon enrolment, unless provided or otherwise stated in the program.
- Any food provided by Youth Services is to be shared equally amongst the group

Behaviour

Participant Behaviour Expectations

- Treat the program leaders with respect, respect others on the program and to respect the venue and the venues rules
- To make sure everybody feels welcome, comfortable and safe
- Not to touch other people's property
- Young people are to sign themselves 'in' on arrival and 'out' on leaving the program
- Council Programs do not allow young people to smoke and prohibit the use of alcohol and drugs

Youth Services operates under a "Three warning and you're out" Behaviour Management system.

1st Written Warning- reminder about behaviour expectations

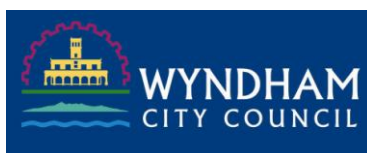
2nd Written Warning- time out for five (5) minutes from the activity and other young people to think about behaviour expectations followed by a discussion of expectations with key staff member.

3rd Written Warning: Appropriate disciplinary action will be taken. The young person will be informed of action to be taken and individual's parents may be notified and the outcome may result in expulsion from the program

However if the behaviour is totally unacceptable staff may ask young person to leave the program at any time. If staff deems any persons behaviour unacceptable, staff will contact parent/s/guardian to arrange for the young person to be transported home (as well as any associated cost).

Shuttle Buses

- Youth Services operates a Shuttle Bus service around the City of Wyndham to pick up and drop off participants on the Holiday Action program. There are designated pick up spots and there is a small cost each way. More information is available upon request. Please contact Youth Services on 9742 8155.



Services for Young People with Additional Needs

**Young People with Additional Needs are encouraged to attend the Holiday Action program.
Please contact Youth Services prior to enrolment to make arrangements.**

Wyndham City Council Youth Services is committed to supporting young people with additional needs. The Youth Services Holiday Action program in conjunction with the Breakaway Seniors program aims to provide an inclusive service to all young people who live, study, recreate or have significant ties to the Wyndham community.

Most activities during the program are suitable or can be adapted to suit all abilities. But as you know the specific abilities and needs of your young person, it is your responsibility to ensure that that the program/activities are suitable to ensure that the young person will have an enjoyable experience.

When booking into the Holiday Action program please advise (by letting reception/program coordinator know and via the enrolment form) if a 1:1 support worker or sight person is required. Youth Services will provide each young person with up to 3 days of 1:1 support at no additional cost. Any additional days must be payed for by parent/s/guardian/carers or funded by an agency at a cost of \$21.89 (inc. on costs) per hour. You will have to meet with the Program coordinator initially to do a Support profile and then each program meet briefly to discuss any changes to the young persons circumstances, needs etc.

The Breakaway Seniors program runs alongside the Holiday Action program. The Breakaway Seniors program operates for 2 days during the holidays and will be attending the same locations as the Holiday Action program and using the same transport. On the days when Breakaway is operating, Holiday Action will not be offering any 1:1 support to young people who have been assessed as eligible as Breakaway clients. Only young people who have been unable to be assessed or who are ineligible will be offered Holiday Action 1:1 supported places on these days. The reasoning for this is that Breakaway receives funding to provide support and this also ensures that Youth Services can provide appropriate staffing levels.