Dear Parents and Guardians,

The Surfers Paradise Outside School Hours Care facility recently went to tender and the Gold Coast Police-Citizens Youth Club (PCYC) has been successful with their application. Our service will take over at the Surfers Paradise State School location on the 23rd of January 2012.

The Gold Coast PCYC currently conducts two other Outside School Hours Care facilities, one at our club at 180 Monaco Street, Broadbeach Waters and one at the Broadbeach States School. Our club is a registered charity and a not for profit organization. That means all the proceeds from the service will be put back into the facility or back into the local community.

The association works in partnership with the Queensland Police Service and our club is lucky enough to have two Police Officers positioned in the club. I am the Branch Manager and Senior Constable David Brown is the Assistant Manager. We will be visiting the children in the school as a result of this new partnership and delivering educational information that will assist the children in their development. We also look forward to developing a relationship with your children by providing a number of discos through the year.

We are part of a large association with 52 clubs state wide. This means that we have the support from experts in the areas of childcare, fitness, training, human resources, finance and technology. The benefit to you is that your child will receive the best care there is to offer and you will be part of the PCYC community who care about their locals members. We can also offer you low cost Sport and Recreational activities at our club with a fully equipped weights gym and we have something for the whole family.

We hope to make the transition to our service as easy and as simple as possible. However I’m sure you understand we do need to gather information regarding your child. **If you need care in the January 2012 we will need you to email an expression of interest to megan.mcdowell@pcyc.org.au.** We will send you the enrolment form for the Surfers Paradise venue and payment details. Once we are established you will be able to enroll online. So that there is no additional cost in changing over to our service, we are offering every child at the Surfers Paradise State School a **FREE one year State Wide PCYC Membership valued at $20.** All children attending our facilities must be a member of our club. Please fill out the membership form and return it to the office by the end of this term so we can have them process for you as soon as possible. The FREE club membership is for all children at Surfers Paradise State School regardless of whether they intend on using the Surfers Paradise Outside School Hours Care or one of our regular PCYC activities.

There are further details on the attached document or if you need assistance please contact the Gold Coast PCYC on 55385201 or see our website listed above.
Just to cover the main points again.

1/ Gold Coast PCYC will be commencing Outsides School Hours Care at the Surfers Paradise State School location on the 23rd of January 2012.

2/ If you need care please email megan.mcdowell@pcyc.org.au and ensure you have complete a PCYC membership form and handed it into the administration area at the school or the Gold Coast PCYC.

3/ We will send you the enrolment form and further instructions when you contact us.

Yours Sincerely

Linda Baade
Branch Manager
Gold Coast Police-Citizens Youth Club
OBJECTIVES OF OUR PROGRAMME

The Gold Coast Police-Citizens Youth Club Outside School Hours Care Services aims to provide a quality service for children and their families. We promote learning and development while recognizing the importance of social interaction and recreation. We encourage the principles of good citizenship. We will continually improve our knowledge, improve our practices and maintain a positive relationship with our families.

PARENT/CHILD INFORMATION CONFIDENTIALITY

All records relating to families using our services are secured in a safe location where unauthorized persons will not have access to this information.

HOURS OF OPERATION/ LATE FEES

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Time</th>
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<tbody>
<tr>
<td>Before School Care</td>
<td>6.30am – 8.45am</td>
</tr>
<tr>
<td>After School Care</td>
<td>3.00pm – 6.00pm</td>
</tr>
<tr>
<td>Vacation Care and Pupil Free Days</td>
<td>6.30am – 6.00pm</td>
</tr>
</tbody>
</table>

A late fee applies for children left after the **6.00pm** closing time. After this time, an additional charge of $5 per minute will be incurred per child/family. This fee will be invoiced to the family's child care fees.

CONDITIONS OF ATTENDANCE

Preps children will be collected from their classrooms by educators while other students walk to the OSHC facility directly after the finish of school. Staff must be aware when the child is leaving the premises for the day, therefore the child must be “signed out” by a parent/guardian.

Children are required to wear a hat during outside play and enclosed shoes.

**IMPORTANT: THIS SERVICE HAS A NO HAT - NO PLAY POLICY**

‘PCYC’-Enhancing Communities Through Youth Development

Revised 24-Nov-11
**Vacation Care Daily Fee**
$48 per day and a deposit is required at the time of booking of $30 per child.
Vacation care fees need to be paid in advance of commencement program.

<table>
<thead>
<tr>
<th>Before and After School Care Fees 2011</th>
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<tbody>
<tr>
<td>Before School Care: $11.00 including breakfast.</td>
</tr>
<tr>
<td>After School Care Fees: $15.00 includes afternoon tea.</td>
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<tr>
<td>All fees need to be paid a week in advance.</td>
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**Child Care Benefits**
Families are entitled to CCB (childcare benefit) Full fees must be paid until confirmation of entitlements has been received. If claiming Child Care Benefits, it is essential that your child is registered as using our service with Centrelink. If you are uncertain, please contact Centrelink on 136150 before booking your children into our program.

**Very Important Points to Remember**
- All children participating in our childcare programs must be members of the QPCYWA. This membership is normally $20 per child but is FREE at the moment. All that is needed is the attached Membership Form to be completed and returned to the school office.

- Payment - A deposit of $30.00 **per child** is required at the time of booking. This amount is deducted from your account. An invoice will then be issued for your child care fees for the program, please check that the bookings are correct. Your childcare fees must be paid in advance that is on the first day of the program. *Failure to comply with this policy may result in your child/children being removed from our rolls.*

- **Refunds and Changes in Bookings**
  All cancellations will be credited if made within 48 hours of the booking all only requests will only be considered by the Branch Manager on an individual basis.

- **Parents must notify our staff if children are not attending the service after a booking has been made**

**Your Feedback is welcome.**
- At Gold Coast PCYC-Surfers Paradise OHSC we are always endeavoring to improve our service to parents and their children so please assist us by providing any suggestions on our activities.
- We encourage any parent/guardian with any special talent that would like to volunteer their time to our service to please approach our Coordinator.

**The Queensland Police Citizens Youth Welfare Associations objectives**
To afford the young people of Queensland the opportunity to participate in clean healthy recreation.
To improve the standard of physical fitness
To encourage and foster music, literature, art and culture.
To encourage an interest in Australian flora and fauna
To encourage the principles of good citizenship
To awaken citizens to their responsibilities towards adolescents
To assist boys and girls to select their future vocations
To promote the physical, mental and social welfare of youth, who by physical or other handicaps or because of the indigent circumstances of their parents/caregivers, may be regarded as disadvantaged.

Our Parent Handbook and our Policy and Procedures are available via our website WWW.goldcoastpcyc.com
Thank-you and we hope your time with us is enjoyable.

‘PCYC’-Enhancing Communities Through Youth Development

Revised 24-Nov-11
Application for Membership

Member Details

/ / M / F
First name Middle name/initial Family Name Date of birth Gender

Street No Street Suburb Post code

Home Phone No Work No (if applicable) Mobile No (if applicable)

Email address

Occupation School or College Grade or Level

Activities in which the applicant will participate

Describe any Activity in which the applicant should NOT participate

Describe any relevant illness/allergies from which the applicant suffers

NB. If there are any relevant existing custody issues please attach details

Emergency Information (who should we contact if there is an accident or other emergency?)

First Name Family Name Relationship

Home Phone No Work No Mobile No (if applicable)

Doctor’s Name / Contact No

I authorise / do not authorise the PCYC to take and use any photographs, videos or sound recordings of me/ the child and any other reproductions or adaptations of my/the child’s likeness (“the Material”), either in full or part, in conjunction with any wording or drawings, in any PCYC publications, productions or presentations. I acknowledge that I have/ the child has no rights in the material or in any PCYC publications, productions or presentations that include the material.

I hereby certify the particulars I have provided are correct and I accept the conditions of clauses 1-4 which are detailed overleaf

Applicant (18 years and over) or Parent/Guardian (for child) Date

Are you willing to volunteer your skills or time to the PCYC? YES □ NO □

If yes: □ coaching □ administration □ other (please specify) □ cleaning □ gardening

N.B. Membership is valid for all PCYC Branches in Queensland
Conditions of Membership

Please sign overleaf that you accept these conditions;

1. I certify that the particulars provided overleaf are true and correct, and that I am willing (for the applicant) to become a member of the QPCYWA. I acknowledge that the Association is a drug-free environment and that the use of prohibited drugs will automatically result in cancellation of membership and expulsion from Association premises.

2. I/we the applicant/parent(s)/legal guardian acknowledge that all activities entered into by myself/my child/my ward contain an element of risk and I/my child/my ward must take reasonable care whilst participating in any activities offered by the Association.

3. I/we authorise the Association to obtain all necessary medical treatment which may be required by me/the member whilst in the custody, care or control of the Association. I/we acknowledge that the costs of any such treatment shall be my/the member’s responsibility solely.

4. I/we authorise the Association to exercise all reasonable discipline without physical punishment necessary in circumstances over the member whilst in the custody, care or control of the Association, including the right at the Association’s absolute discretion to return me/the member to my/their home address stipulated on the application form.

Office Use Only

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
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<tbody>
<tr>
<td>Member Number</td>
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<table>
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<tr>
<th>Year 3</th>
<th>Year 4</th>
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<tbody>
<tr>
<td>Member Number</td>
<td></td>
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</table>

Supervisor/Staff Signature

<table>
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<tr>
<th>Year 2 ENDORSEMENT</th>
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<tr>
<td>I have checked this membership form and made any necessary adjustments (specified below).</td>
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<th>Year 3 ENDORSEMENT</th>
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<th>Year 4 ENDORSEMENT</th>
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<td>I have checked this membership form and made any necessary adjustments (specified below).</td>
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I certify that the information supplied on this membership form is true and correct.

Member/Parent/Guardian  
Supervisor/Staff

Member/Parent/Guardian  
Supervisor/Staff

Member/Parent/Guardian  
Supervisor/Staff

Police-Citizens Youth Clubs - Improving Communities Through Youth Development