Welcome to the
Organ Factory
Holiday Program!
6-10 Page Street, Clifton Hill 3068.
Phone 03 9486 2675

*IMPORTANT INFORMATION*

How To Make A Booking

- A completed enrolment form and payment secures a space. All bookings must be received no later than Thursday 17th September, 2009 so excursions & staffing can be finalised. Be aware there are limited spaces within the program.
- A NEW enrolment form must be completed for each holiday program to ensure staff have up to date emergency contact and medical details.
- Select the days you would like your child/ren to attend by ticking the boxes on the enrolment form.
- Please note excursion departure times as we are unable to wait if children are late.
- Excursions and activities are subject to variation depending on the number of confirmed bookings as of Thursday 17th December, 2009.
- Bookings and payment are essential and can be made by completing and returning the attached enrolment form to either:
  ~ The Organ Factory, 6-10 Page Street, Clifton Hill
  ~ the School Office, Gold St, Clifton Hill Primary
  ~ PO Box 468, Clifton Hill 3068

Program Fees

Daily Full Fee Rates: $34.00 per child

Fees are charged according to gross family income. Families eligible for Childcare Assistance will pay daily fees that range between $2.30 and $19.50

Incursion/Excursion Fees

Incursion/Excursion fees range from $3 to $35, and are included on your invoice, therefore no payment is needed on the day unless stated otherwise. Please keep in mind your child’s safety & enjoyment is our foremost priority.

Program Hours

The program operates from 7.30am–6.00pm Monday to Friday. All children must be collected by 6.00pm or a late fee of $1 per minute will be incurred after this time.
What To Bring
- Morning snack, lunch and drinks unless otherwise stated in the program. Drink bottles for excursions are a must.
- Appropriate warm, wet weather clothing & sensible footwear
Please bring all items in a clearly named bag.

Behaviour
Program staff reserves the right to telephone a parent/guardian to collect a child immediately if unacceptable behaviour repeatedly occurs. Discontinuation in the program may be necessary in extreme cases.

Cancellations
Cancellations or absences of booked days, without a doctor’s certificate or not within 48 hours notice, must still be paid for in full.
Phone: 03 9486 2675 (voice message may be left).

Please do not send your child if….
- She/He is ill as they will not enjoy the day and may infect others.
- She/He has a communicable condition eg. Head Lice.

Payment
Direct Payment can be made at the Clifton Hill Primary School Office during school hours. Fees are to be paid at the time of enrolment. We accept:
- Cash
- Cheque
- Mastercard
- Visa
- Eftpos

Program Staff
Our expert team all have current Working With Children Checks, and will ensure your child has a safe and enjoyable time at the program.
At least one first-aid qualified staff member is present at all times.

Program Coordinators: Diana Domonkos
Program Leader: Meredith Bryant
Program Leader: Tanya Maroun
Program Leader: Alex Chambers
Program Leader: Emma Litchfield
Program Leader: Jarred Courtney
Program Leader: Leah Mariani
Program Leader: Lauren Whitley
Program Leader: Laura Redman
Program Leader: Regan Schulz
Program Leader: Jackson Castiglione
Program Leader: Nellie Montague
Program Leader: Paul Millican