

2022 LCOOS EXTRA CURRICULAR BOOKING FORM

Child's name	
Class/ Year	K 1 2 3 4 5 6 (circle one)

Day of activity	Date Starting (ie week 3)	Activity	Location/ Classroom	Contact name + number of activity coordinator	Time starting	Escort Required (Circle one)		Finishing time	Escort required (Circle one)		Child returning to centre. (Circle one)	
						YES	NO		YES	NO	YES	NO
						YES	NO		YES	NO	YES	NO
						YES	NO		YES	NO	YES	NO
						YES	NO		YES	NO	YES	NO

I give permission for my child to attend these activities listed above and understand that LCOOS takes no liability for my child whilst they are attending these activities. If my child is self-delivering (no request for staff to escort your child) to an activity I understand staff will remind your child to attend the Extra Curricular activity, however, it is your child's responsibility to make it to their lesson on time. If there is a change in time or venue, I will inform the centre immediately, failure to advise may see your child miss their lesson. I will advise the service if I am going to collect my child from their activity when they would usually return to LCOOS.

- Senior Site: I understand that it is my child's responsibility to remember to attend their lesson on time if they are self-delivering (no escort) and to walk directly back to the centre immediately after their lesson finishes.
- Junior Site: children are not allowed to self-deliver to any activities unless the lesson commences straight after school and is on school premises.
- I understand that my child will be signed in and /or out by educators as they come and go to and from activities or not returning to the centre once they leave the centre and that LCOOS staff are not responsible for my child while they are not in attendance at the centre.
- Charges \$35 per drop/term and or pickup will be invoiced to your account each term, regardless of how many times they attend in the term. Parents need to advise LCOOS of any changes and the end date of the activity.
- Same day requests WILL not be processed in time for your child to start that day, the activity is confirmed once you have received written confirmation.
- Request for extra-curricular can only be made for a term. No one off/ ad hoc/ casual request will be accommodated. Any rooms/ venue changes must be advised prior, children will be bought back to the service if activity coordinator is not present in location.
- This service is not provided during before school care or vacation care. No drop offs are provided in after school care from 5:45pm
- Areas we service are listed below.
- Depending on demand your child may be delivered or collected by an educator (MIN ratio: 1 Educator :1 child, Max ratio one educator: 10 child)
- I understand a risk assessment has been conducted and available to view upon request.

• By signing below, I have read all the transportation details below on page 2 and understand I can view the Transport Risk Assessment and Transport Policies and Procedures at the service. I also agree to the above conditions listed.

Parent/ Guardian completing the form	Parent/ Guardian Signature	Date

Activity/ Location	Route
Lane Cove Public School	<p>Extra-Curricular Venue: Lane Cove Public School Address: 145-153 Longueville Road Lane Cove Purpose: Attending Extra Curricular Activity Method of Transport: Walking by foot from LCOOS Inc/ Inc1, crossing at Longueville Road/ Austin Street traffic lights and continuing Longueville Road entering School premises on the most direct route. Returning along same route. Ratio: 1 adult to 10 children Max. # of Children attending 10. I understand a risk assessment has been prepared and is available at the centre</p>
Venues along Longueville Road and Lane Cove Plaza:	<p>Extra-Curricular Venue: Lane Cove Dance Academy Address: 119 Longueville Road Lane Cove Extra-Curricular Venue: Kumon Address: 5-6/34 Burns Bay Road Lane Cove Extra-Curricular Venue: Uber Tutoring Address: 1/133 Longueville Road Lane Cove Extra-Curricular Venue: Lane Cove Library Address: Library walk Lane Cove Extra-Curricular Venue: Syrinx music / Flute Connections Address: Suite 18, 105-109 Longueville Road Lane Cove Purpose: Attending Extra Curricular Activity Method of Transport from Junior site: Walking by foot from LCOOS Inc, crossing at Longueville Road/ Austin Street traffic lights and continuing down Longueville Road through Lane Cove Plaza on the most direct route. Returning along same route. Method of Transport from Senior site: Walking by foot from LCOOS Inc1, crossing at Austin Street Pedestrian crossing and continuing along Longueville Road through Lane Cove Plaza on the most direct route. Returning along same route. Ratio: 1 adult to 10 children Max. # of Children attending 10. I understand a risk assessment has been prepared and is available at the centre</p>
Living Learning Centre / Gallery Lane Cove	<p>Extra-Curricular Venue: Living and Learning Centre Address: 180 Longueville Road Lane Cove Extra-Curricular Venue: Gallery Lane Cove Address: 164 Longueville Road Lane Cove Purpose: Attending Extra Curricular Activity Method of Transport from Junior site: Walking by foot from LCOOS Inc up the side drive and continuing along Longueville Road to activity location on the most direct route. Returning along same route. Method of Transport from Senior site: Walking by foot from LCOOS Inc1, along Austin Street and crossing at the Longueville Road/ Austin Street traffic lights and continuing down Longueville Road on the most direct route. Returning along same route. Ratio: 1 adult to 10 children Max. # of Children attending 10. I understand a risk assessment has been prepared and is available at the centre</p>

OFFICE USE ONLY

Date Received:

Date Processed:

Invoiced to account: