**Torquay Occasional Care Booking Form**

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**Please note**

**Due to the high demand of the Occasional Care Service all bookings will be made via a ballot system.**

 Booking Forms are to be returned to:

Torquay Children’s Services Hub, 27 Grossmans Road Torquay or

emailed to- torquaychildrenshub@surfcoast.vic.gov.au

 Booking Forms are available from Torquay Children’s Hub or Surf Coast Shire Council Website.

 Families will be informed of your child’s placement within 7 days of the booking closing date

 Strictly one form per family

 All enquiries can be made by phoning Torquay Children’s Hub 5261 0549

* If a family is offered a session (which they have selected on their ballot form) and you decline the position the family will be placed at the bottom of the waiting list.

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| **Parent/Guardian Contact Details** |
| **Name** |  |
| **Address** |  |
| **Phone/Mobile** |  |
| **Email** |  |
| **Note:** Once places have been allocated we will notify you by mail/email. If we have not received a response by the date indicated your offer will be reallocated to the next wait list position.  |

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| **Children’s’ Details** |
|  | **Child’s Name****(including Surname)** | **Age** | **D.O.B** |
| **Child 1** |  |  |  |
| **Child 2** |  |  |  |
| **Child 3** |  |  |  |
| **Has your child/children or siblings used the Torquay Occasional Care Service before** | **Yes No** |

**Requested Session (mark your preference from 1 to 7 in boxes)**

Monday 8:30am to 12:30pm

Monday 1:15pm to 4:15pm

Tuesday 8:30am to 12:30pm

Tuesday 1:15pm to 4:15pm

Wednesday 8:30am to 12:30 pm

Wednesday 1:15pm to 4:15pm

Friday 8:30am to 12:30 pm

*Privacy Statement: The Surf Coast Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy Act, 2000. The information will not be disclosed to any other party unless Council is required to do so by law.*

Torquay Children’s Services Hub: 27 Grossmans Rd / P.O. Box 350, TORQUAY, VIC, 3228

Ph: 03 5261 0549 / 1300 610 600

Email: torquaychildrenshub@surfcoast.vic.gov.au