

# The Early Learning Centre

## Observation Booking Form 2012



The University of Melbourne's Early Learning Centre  
40 Clarke St, Abbotsford 3067. PH : +61 03 9419 4089 FAX : +61 03 9419 4308

THE UNIVERSITY OF  
MELBOURNE

Observation sessions operate during Victorian School Terms only Sessions are strictly 10.00 – 11.30

Please complete & return to CONFIRM your booking.

A TAX INVOICE will be forwarded upon receipt of booking form. Payment to be made no less than 7 days prior to attendance or the booking may be cancelled. If your requested day is not available, you will be contacted by ELC staff.

Day, Date : \_\_\_\_\_

### Group Observation Booking

1-5 people \$330.00 [inc GST]       6-13 people \$660.00 [inc GST]       14-20 people \$1100.00 [inc GST]

### One on one mentoring - Non Play Room [Maximum 3 people]

1.5 Hours 10.00 -11.30 \$330.00 pp inc GST       3 Hours 10.00 – 1.00 \$660.00 pp inc GST

Full Day PD Personalised Training as per client request – POA please contact service 9419 4089 to confirm pricing

Minimum charge 1-2 people \$660.00 inc GST

Additional \$110.00 per person (inc GST) max 5 people

INVOICE INFORMATION: PLEASE PRINT CLEARLY – IF FAXING FORM – PLEASE COMPLETE WITH BLACK INK

Organisation Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

BH Tel Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Course students are undertaking: \_\_\_\_\_

Year Level: \_\_\_\_\_ Total Group Size: \_\_\_\_\_

Number of teachers / lecturers /supervisors INCLUDED in total group size. \_\_\_\_\_

**Purpose / Objectives of visit:** Please indicate specific information required, or issues to be addressed during the briefing session prior to observation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for arranging to visit The Early Learning Centre.  
Please remember the Centre is an operational kindergarten.  
The staff and children appreciate your adherence to the  
observation timeslot.

**Early Learning Centre**  
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The University of Melbourne  
40 Clarke Street Abbotsford Victoria 3067 Australia  
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