



School booking intake

1) School details

- School name & campus:

- Address, ABN: _____
- Principal name and email: _____
- Wellbeing lead name, role, mobile, email:

- Accounts contact name, email, phone: _____
- Purchase order number (if required): _____

2) Program selection

Please circle:

- Incursion type: Single | Half-day | Full day | 8-week (part-day) | 8-week (full-day)
- Preferred date(s) and backup date(s)
- Bell times and yard-duty windows
- Session length: 45 | 60 minutes
- Sessions per day: 1–5
- Year levels and estimated numbers per group (cap 30/class; targeted groups 6–12)

3) Student considerations

- Allergies: dogs/dander confirmed; list students with Anaphylaxis/ASCIA plans: _____
- Asthma, epilepsy, diabetes or other medical alerts present: _____
- Phobias, cultural or religious considerations around dogs: _____
- Sensory needs or triggers (noise, touch, movement): _____
- Behaviour support plans or safety plans in place: _____
- Students requiring 1:1 support or EA presence: _____
- Media consent status managed by school (yes/no)



4) Supervision and ratios

- Teacher present for every session (yes/no)
- Additional staff assigned for high-needs groups (names/roles): _____

5) Risk and compliance

- School will complete or adopt Sebtus risk assessment for local activity (yes/no)
- Sebtus staff will present WWCC and photo ID at sign-in (acknowledge)
- School child-safety code of conduct accepted by visitors (acknowledge)
- Infection-control agreement: hand hygiene before/after sessions;
- No feeding the dog; students briefed on rules (acknowledge)

6) NDIS participants (if any)

- Provider name(s) and contact(s) _____
- Participant initials and goals focus: _____
- Billing route: school | provider | parent plan-managed | self-managed
- Consent to share attendance notes with provider (yes/no)

7) Dog welfare on site

- Cool, quiet rest area available
- Water bowl point available
- Agree to schedule short breaks between sessions

8) Documentation required (upload fields)

- School purchase order (if used)
- List of students with medical plans (anaphylaxis/health)
- Site induction or contractor rules (if applicable)

9) Pricing confirmation

- Selected package and day rate: _____
- Travel included within Greater Bendigo; quote if outside
- Cancellation terms: 48–24 h = 50%; <24 h = 100% (tick to accept)



10) Invoicing

- Legal entity to invoice: _____
- Postal address (if needed): _____
- Payment terms accepted: 14 days EOM (tick)

11) Approval and contacts

- On-day contact (mobile): _____
- Principal or delegate approval name and role: _____
- Approval email for booking confirmation: _____
- Signature checkbox: "I confirm the above and authorise Sebtus Poodles to deliver the program on the stated dates." _____