

Parent / Caregiver Name		Today's Date		Booking Type	
				Regular <input type="checkbox"/> Casual <input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2	
Child's Name		Child Current Age		Child's Primary School	
REGULAR BOOKING		Before School Care From 7am		After School Care Until 6pm	
Monday		<i>Enter your children's names if you require this day & session</i>		<i>Enter your children's names if you require this day & session</i>	
Tuesday		<i>Enter your children's names if you require this day & session</i>		<i>Enter your children's names if you require this day & session</i>	
Wednesday		<i>Enter your children's names if you require this day & session</i>		<i>Enter your children's names if you require this day & session</i>	
Thursday		<i>Enter your children's names if you require this day & session</i>		<i>Enter your children's names if you require this day & session</i>	
Friday		<i>Enter your children's names if you require this day & session</i>		<i>Enter your children's names if you require this day & session</i>	
CASUAL BOOKING		Before School Care From 7am		After School Care Until 6pm	
<i>Exact dates will be communicated via School Newsletters</i>		<i>Please enter the date(s) you require casual care</i>		<i>Please enter the date(s) you require casual care</i>	
EXPRESSION OF INTEREST			Pupil Free Day Care From 7am until 6pm		
Term 1		Term 2		Term 3	Term 4
<i>Enter your children's names if you require this care</i>		<i>Enter your children's names if you require this care</i>		<i>Enter your children's names if you require this care</i>	<i>Enter your children's names if you require this care</i>

Conditions: Before & After School Care session cancellations must be provided with at least 24 hours of notice to avoid being charged the full session fee. Casual bookings are subject to place availability. Pupil Free Day Care is only offered where we can secure a minimum of 10 children and once confirmed we are unable to offer cancellations. For more information, please refer to our 2022 OSHC Family Handbook.

I have read the information regarding the new 2022 Term 3 fee increase and charges detailed on page 2 and understand that the OSHC service has the right to refuse care if invoice payments are not made within 4 weeks of issue.

Name (please print) : _____

Signature: _____ Date: _____

Office Use Only	Date Form Received	<input type="checkbox"/> Booking request processed	<input type="checkbox"/> Bookings confirmed to Family
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Fees & Charges

Session Fees

Effective Term 3 2022, our session fees are as follows:

Before School Care	\$20 <i>less CCS discount</i>
After School Care	\$30 <i>less CCS discount</i>
Pupil Free Days	\$60 <i>less CCS discount</i>
After School End of Term Early Finish	\$33 <i>less CCS discount</i>

Family Assistance & Child Care Subsidy CCS

Our 2023 OSHC Family Handbook explains how to apply for Child Care Subsidy.

Regular bookings | term by term



Bookings are made for the **same days every week of the term**. This secures your place in our OSHC.

Please nominate your days and service on page 1.

Please **complete a new booking form each term** and submit a minimum of 2 weeks in advance.

Casual bookings



We welcome casual bookings when spaces are available and appreciate 24 hours notice.

Please email or text us to book your place.

Casual Fees

An additional **\$3 casual fee per session** is charged for occasional Before & After School Care.

Late Collection Fees

Fees will be charged for children who are **not collected before 6pm**.

6:00 – 6:10pm	\$10 <i>with no CCS discount</i>
After 6:10 pm	\$15 per 15 mins increment or part <i>with no CCS discount</i>



To avoid these penalties, **please phone staff** and organise for your child to be collected before 6pm by one of your Authorised Persons.



If you do not pick up your child by 6:30 pm and have not contacted us, we will **assume there is an emergency** and contact the police.

Cancellation Fees for Before & After School Care



To avoid paying for unused care and to cancel sessions, **please notify us via text or email as soon as you can and no later than 24 hours**.



We place a **high priority on the health** of our children and staff, so we ask that you **don't use our OSHC service when your child is unwell**.

We therefore provide a generous cancellation period, waiving your regular session fee when you cancel with at least **24 hours of notice**.

If a session is cancelled due to illness and you are unable to provide 24 hours of notice, you will be required to **pay the CCS gap for the first day** with **subsequent session fees waived**.

Cancellation Fees for Pupil Free Days



There is **no refund** available for cancellation of Pupil Free Day sessions.