



## Immanuel Lutheran College – Outside School Hours Care

### TERM 2 2023 Before and After School Care Booking Form

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**Please return booking form by COB Monday 10 April 2023**

#### Casual Booking:

Child Name:		Class:	
Child Name:		Class:	
Child Name:		Class:	
Child Name:		Class:	
Mother:	Mobile:	Signature:	
Father:	Mobile:	Signature:	

*Please tick the dates and session (BSC – Before School Care or ASC – After School Care) that you require care on a casual basis.*

WK	Monday		Tuesday		Wednesday		Thursday		Friday	
<u>1</u>	17 April <b>BSC</b>	<b>ASC</b>	<b>18 BSC</b>	<b>ASC</b>	19 <b>BSC</b>	<b>ASC</b>	20 <b>BSC</b>	<b>ASC</b>	21 <b>BSC</b>	<b>ASC</b>
<u>2</u>	24		25 PUBLIC HOLIDAY-CLOSED		26		27		28	
<u>3</u>	1 May PUBLIC HOLIDAY-CLOSED		2		3		4		5	
<u>4</u>	8		9		10		11		12	
<u>5</u>	15		16		17		18		19	
<u>6</u>	22		23		24		25		26	
<u>7</u>	29		30		31		1 June		2	
<u>8</u>	5		6		7		8		9	
<u>9</u>	12		13		14		15		16 PUBLIC HOLIDAY-CLOSED	
<u>10</u>	Vacation Care		Vacation Care		Vacation Care		Vacation Care		Vacation Care	

#### Permanent Routine Booking:

Please tick the days that you require care for the year. This is an option for families who wish to enrol for permanent routine bookings. Vacation Care requires a booking form to be completed each Vacation Care program. Please note: Student free days will be a separate booking form and you will not be charged for public holidays.

Monday		Tuesday		Wednesday		Thursday		Friday	
BSC	ASC	BSC	ASC	BSC	ASC	BSC	ASC	BSC	ASC



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**Office use only: Booking alterations (please email us if you require booking alternations)**

Day	Session - BSC or ASC	Date	Added	Removed	Absent

**Please read - COMPLYING WRITTEN AGREEMENT (CWA) between ILC OSHC and family:**

*By signing this form you agree to the following-*

- Service operation session hours are 6.30am to 8.30am and 3-6pm.
- It is OSHC policy that 24 hours' notice (6.30am and 3.00pm the day before) for cancellation is required. Otherwise the full fee will be charged.
- Email notification to OSHC if your child will be absent from a booked After School Care session. Cancellations and additions will NOT be accepted over the phone or in person. Families are to provide email confirmation of booking alterations.
- Children must be signed in and out before departure by an authorised adult each time they attend.
- Children will only be released into the care of an authored nominee (as listed in the enrolment form). If an alternative person is to collect children, parents/guardians must inform the Service through email listing the alternative person's name and contact number. The alternative person must bring photo ID and show this to an Educator before collecting the child.
- Parents/guardians are required to provide us with a contact number you can be easily contacted on.
- The OSHC program accesses various areas of the College Grounds. These are – Hall, Blue Courts, Playground, rugby Oval, Prep area, and Village Green. The ratio in these areas are 1 educator to 15 children. Risk assessments are available upon request.

*In relation to account management and the payment of fees the signed parent acknowledges and agrees that:*

- The Before School Care fee is \$16.00 and After-School Care full session fee is \$32.00. Invoices are emailed every fortnight from commencement of term and due within 14 days of issue.
- I, as the nominated person(s) responsible for paying the account, agree to pay all fees in accordance with the Service's Policies and Procedures (These can be found in the bookshelf near the kiosk at the service).
- Our Service offers the following payment options:
  - o Payway (Details and payment link on the OSHC webpage)
  - o Direct Debit
  - o Direct Deposit - BSB No: 034198 Account No: 214658 (When internet banking, please note your child's full name so payment can be allocated to you).
  - o Credit Card (In person or via Telephone)
  - o Cash
- All accounts that do not have a zero balance prior to the next statement run will incur an *Overdue Account Fee of \$10*
- Bookings will not be accepted if there is an amount outstanding.