

Hours of Operation**6:30am – 6:00pm, Monday to Friday****Late Fee:**

A late fee will apply for pick-ups after 6:00pm \$10 per child for the first minute, plus \$3 for every minute thereafter. Late fees will be automatically debited from your account and must be paid upon receipt of your next statement.

Contact Information

If you have any queries or concerns about the planned activities or the program, please contact:

Georgia Walter: OSHC Coordinator **Phone:** (07) 3430 9614 **Email:** oshc@samfordsteiner.qld.edu.au

Bookings & Ratios

To ensure staff-to-child ratios are maintained as per licensing requirements, bookings and cancellations are essential.

Staff/Child Ratios:

- At the Centre: 1:11
- On Excursions: 1:8

Early Bird Bookings Close: Monday March 23rd
(Casual fees will apply after this date.)

Fees Policy

Fees are payable by EFTPOS or Direct Debit.

- **Early Bird (Permanent Booking):** \$100.00
- **Staff Discount:** \$95.00
- **Casual Booking:** \$115.00

Cancellations:

- Permanent bookings: Must be cancelled before Wednesday in the last week of term. Cancellations made after this date will be charged as an absent day at the full permanent fee.
- Excursion days: Require at least 2 working days' notice for cancellation.
- Casual bookings: Must be cancelled at least 48 hours in advance, and 48 hours for excursions. Late cancellations will incur the full casual fee.

Additional Information:

- Fees include morning and afternoon tea, and some lunches.
- Extra charges apply for excursions and incursions.
- Children must bring their own lunch daily, unless otherwise stated in the program.
- Full fees will apply until all required enrolment information and CCSS confirmation are received.

Child Care Subsidy (CCS):

CCS is available to all eligible families registered with Centrelink.

Cancellation Policy:

- Cancellations received at least 2 days prior to attendance will not incur a fee.
- Cancellations submitted on weekends or public holidays will be time-stamped and processed on the next business day.
- Full fees apply in all other cases.

Essential Information for All Children:

- Personal items such as mobile phones, smart watches and other electronic devices are not permitted at the service.
- Please bring a **clearly labelled water bottle** and a **sun-safe hat** each day.
- Ensure your child has **enclosed shoes, sunscreen, and a spare change of clothes** every day.
- **Lunch and drinks** must be brought from home each day unless otherwise stated on the program. Morning and afternoon tea are provided daily during Vacation Care. Please ensure ice bricks are in children lunch boxes.
- Please **label all belongings**. OSHC is not responsible for any lost, damaged, or stolen items.
- **No toys from home.**

Parent declaration and booking form:

This form must be returned to OSHC **via email or in person.**

Phone bookings will not be accepted.

Early Bird Bookings Close: Monday March 23rd
(Casual fees will apply after this date.)

I, _____,

hereby give permission for my child/ren listed below to attend the excursions and activities organised as part of the **2026 April Holiday Program**

I have read and understand the details of the program, including the types of activities and excursions involved, and I give my consent for my child/ren to participate.

I authorise the staff members and coordinator in charge to act on my behalf should my child/ren require medical attention. I understand that any associated medical costs will be my responsibility.

I acknowledge that I have read and agree to all terms and conditions outlined in the OSHC Vacation Care information.

Booking Details:

CHILD'S NAME	MONDAY 6th April	TUESDAY 7th April	WEDNESDAY 8th April	THURSDAY 9th April	FRIDAY 10th April
	EASTER				
	MONDAY				
	CLOSED				
CHILD'S NAME	MONDAY 13th April	TUESDAY 14th April	WEDNESDAY 15th April r	THURSDAY 16th April	FRIDAY 17th April
MONDAY 20th April					

SCHOOL STARTS Tuesday 21st April

PLEASE TICK:

Early Bird (Permanent booking) \$100.00 (must be booked before closing date)

Staff Discount \$95.00

Casual booking \$115.00

Excursions and incursions will be added additionally to your daily booking! *See program for prices.*

What times will you be requiring care? _____ to _____

NB: Enrolment Form completed. Yes / No (Please circle)

If I do not inform the service within the time frame, I agree to pay the Daily Fee and all extra costs as indicated on the program.

I have read and I understand the TERMS of AGREEMENT and agree to these conditions.

Date: ____/____/____

Parent Name: _____

Parent Signature: _____