

# Samford Steiner School OSHC Vacation Care December 2021



**Hours of Operation:** 6:30am – 6:00pm Monday – Friday

**(Late Fee- after 6:00pm: \$10 per child for the first minute and \$2 for every minute after that. Your account will be debited the funds and you are required to pay upon receiving your next Account.**

## Parents/Guardians

Should you have any queries / concerns about the planned activities included in the program, please feel free to contact Kylie, the OSHC Coordinator.

**Ph: 34309614 M: 0435864505**

**Email: [oshc@samfordsteiner.qld.edu.au](mailto:oshc@samfordsteiner.qld.edu.au)**

To ensure **staff/child ratios** as per licensing agreement are met, bookings and cancellations are essential.

**Staff/child ratios:** Max. 1:15 while at Centre, 1:8 while on excursion.

**Bookings Close – Monday 29<sup>th</sup> November 2021**

## Fees Policy:

Fees are payable by EFTPOS or Direct Debit.

One week payment in advance is required on the first day of attendance of each week that your child/ren attend.

**Daily Fee: \$60.00** for permanent bookings (before the booking end date), and **\$75.00** for casual bookings (after the booking end date.) If you have made a permanent booking and wish to cancel, you will need to do so before the Wednesday in the last week of term. If you do not cancel your bookings by this day, you will still be charged as an absent day and will be charged the full permanent fee. If the cancellation is an Excursion day, you will need to give at least 2 working days notice. All casual booking cancellations must be notified to the OSHC Coordinator, 24hrs before the booked in date, 48hrs if it is an Excursion day. If you don't give the required time to cancel your casual booking, you will still be charged the full casual fee.

**Fees include morning and afternoon tea and some lunches.** For excursions there will be an extra charge. Children must bring their own lunch daily, unless otherwise specified on the program.

**Full fees** will apply until the service receives **ALL** relevant information regarding parent and child, and confirmation from CCSS.

**CCS (Child Care Subsidy)** is available to all eligible families that are registered with Centrelink

**Cancellations** Fees will not be charged if notice of cancellation is received 2 days prior to the child's attendance.

**Cancellations emailed through on weekends and public holidays will not be accepted. They will be time and date stamped on the day when the centre re-opens for business.**

**Full Fees** will apply in all other instances.



## Essential Information for All Children:

- Personal effects such as mobile phones/ hand held computer games / video games/ iPod or walkman or any other form of electronic equipment **must not** be brought to this service.
- Labelled **Water Bottle** and **Sun Safe Hat every day.**
- Shoes, sunscreen, spare change of clothes **every day.**
- Bring your own, lunch and drinks **every day** unless specified on the program. We provide morning and afternoon tea **every day** during Vacation Care.
- Please label **all** belongings, as OSHC accepts no responsibility for your goods becoming lost, damaged or stolen.

# Samford Steiner OSHC Vacation Care December 2021

## PARENT DECLARATION and BOOKING FORM

**This form must be returned to OSHC – Phone bookings will not be accepted.**

**Bookings Close – Monday 29<sup>th</sup> November 2021**

I, \_\_\_\_\_ hereby give permission for my child/ren listed below to attend the specified excursions and activities as organised for the December 2021 Vacation Care. I am aware of the types of activities / excursions included in the program and what they entail. I give consent for my child/ren to participate in the program.

I therefore agree to delegate my authority to the staff involved. I further authorise the coordinator or representative to obtain such medical attention as may be deemed necessary and understand that I am responsible for the costs that may be incurred.

### Emergency Daytime Contacts:

CONTACT PERSON WORK PHONE NUMBER MOBILE PHONE NUMBER

1

2

### Booking Details:

Please enter your child/ren's names and **TICK ONLY** the appropriate boxes to register bookings.

<i>CHILD'S NAME</i>	<i>MONDAY 6<sup>th</sup> December</i>	<i>TUESDAY 7<sup>th</sup> December</i>	<i>WEDNESDAY 8<sup>th</sup> December</i>	<i>THURSDAY 9<sup>th</sup> December</i>	<i>FRIDAY 10<sup>th</sup> December</i>
<i>CHILD'S NAME</i>	<i>MONDAY 13<sup>th</sup> December</i>	<i>TUESDAY 14<sup>th</sup> December</i>	<i>WEDNESDAY 15<sup>th</sup> December</i>	<i>THURSDAY 16<sup>th</sup> December</i>	<i>FRIDAY 17<sup>th</sup> December</i>

We are closed from Monday the 20<sup>th</sup> of December 2021 to Monday the 3<sup>rd</sup> of January 2022. Monday the 3<sup>rd</sup> we are closed for the New Years Day Public Holiday. Vacation Care resumes on Tuesday the 4<sup>th</sup> of January 2022.

### PLEASE TICK:

Permanent booking \$60 (must be before closing date)

Casual booking \$75 (Booking can be cancelled if 24hrs notice is given or 48hrs notice given for an Excursion)

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: \_\_\_\_\_