

Vacation Care Booking Form

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 Georgia Walter, the OSHC Coordinator.

Ph: 34309614

Email: 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. 1:11 while at Centre, 1:8 while on excursion.

Early Bird Bookings Close – September 15th *Casual fees will apply after this date*

Fees Policy:

Fees are payable by EFTPOS or Direct Debit.

Vacation Care Early Bird (Permanent Booking) \$85.00

Vacation Care Casual booking \$100.000

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 and incursions 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 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.

Vacation Care Booking Form

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 – September 15th *Casual fees will apply after this date*

I, _____ hereby give permission for my child/ren listed below to attend the specified excursions and activities as organised for the September/October 2025 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.

Booking Details:

CHILD'S NAME	MONDAY 22 nd September	TUESDAY 23 rd September	WEDNESDAY 24 th September	THURSDAY 25 th September	FRIDAY 26 th September
CHILD'S NAME	MONDAY 29 th September	TUESDAY 30 th September	WEDNESDAY 1 st October	THURSDAY 2 nd October	FRIDAY 3 rd October

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

SCHOOL STARTS Tuesday October 7th 2025

PLEASE TICK:

Early Bird (Permanent booking) \$85 (must be booked before closing date) ☐

Casual booking \$100 ☐

Excursions and incursions will be added additionally to your daily booking!

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: _____