

BOOKINGS

All bookings will be handled in accordance with the Federal Government Guideline Priority of Access.

1. Children at risk.
2. Children of parents or a single parent who satisfies the Government work/training/ study test.
3. Any other child.

All bookings must be in writing.

CANCELLATIONS

Please choose your bookings carefully as fees still apply for days cancelled, unless a medical certificate is provided promptly or we are able to fill the place from our waiting list. Cancelled days can not be swapped for an alternative day.

FEES

Accounts are payable weekly following each attendance week (cash, cheque or Eftpos). Accounts may also be paid in advance.

Accounts that are outstanding will result in future access to the service being suspended until the account is paid or suitable arrangements made with the Director

CONFIRMATION

Families will be given a written confirmation notice of all the days booked either through the mail or class basket. Families will also be informed of bookings that were unsuccessful and placed on the waiting list. Notice will be given if a place becomes available.

MEDICATION

Medication will not be administered without correct documentation signed by a Doctor as per the service policy, available at the OSHC office.

PLEASE NOTE: A CHILD WHO HAS BEEN DIAGNOSED AS AT RISK OF ANAPHYLAXIS, IS ENROLLED AT THIS SERVICE.

HATS

All children are required to wear approved hats such as bucket or legionnaire hats for outside play and on excursion. If a child does not have a hat on Excursion days, one will be provided and the cost will be added to your account. NO CAPS.

STAFF/CHILD RATIOS

St Columba College staff/child ratios for excursions are as outlined in the Excursion Details table.

BEHAVIOUR

Children will be expected to follow the behaviour guidelines set out in our Behaviour Management Policy. When children consistently disrespect these guidelines, parents/guardians will be contacted and asked to collect the child from the service and all future bookings will be suspended.

RISK ASSESSMENTS

St Columba College OSHC plans a variety of excursions for the Vacation Care period. For all excursions, staff complete risk assessments. If you would like to see a copy of these risk assessments please ask a member of staff.

BOOKING AGREEMENT AND EXCURSION/BUS/PG MOVIES CONSENT

I have read the above information and understand the terms and conditions.

I am making the following written bookings in accordance with the terms and conditions.

I give permission for my child/ren to attend excursions during the holidays.

I am aware that my child/ren will be travelling to and from planned excursions by chartered bus.

I am aware that the Movies being shown maybe rated PG.

Signed:

Date: ___ / ___ / ___