

COME JOIN US FOR
OUR AWESOME
**SPLASH SPORTS
DAY!**



**STUDENT
FREE DAY!**



**4 SEP
2020**

BOOK NOW!

**ROB THE NEST, SPONGE RELAYS,
SPRINKLERS, WATER BOMB FIGHT, MINI
POOLS, WATER PISTOLS & A SLIP N
SLIDE!**



Immanuel Lutheran College

Outside School Hours Care

Important Information

Complying Written Agreement (CWA)

Bookings:

1

Child Care Subsidy is paid directly to the child care provider and passed onto families. In order for this to occur, all personal information provided to the Service must be exactly the same as your MyGov account. All families must be linked to the ILC OSHC via MyGov.

Please note, if you do not complete all requirements in MyGov the account will be charged full fees.

Information for families about CCS is available from the following link.

<https://www.education.gov.au/child-care-subsidy-0>.

Families can also contact Centrelink about CCS from Mon-Fri, 8:00am-8:00pm on 136 150.

2 To make a booking

1. Families must be enrolled in the service. Enrolment forms can be obtained from the webpage: <https://www.immanuel.qld.edu.au/community/outside-school-hours-care>
2. Families must be linked to the service through their MyGov account.
3. Complete and return the booking form and email to oshc@immanuel.qld.edu.au
4. Bookings will only be accepted if all fees are paid up to date and there is a nil balance.

3 Payment:

1. You will be emailed a statement fortnightly.
2. The statement is due for payment two weeks after the date of issue.
3. Payment can be made over the phone, in person or direct deposit.
BSB: 034 198
A/C No: 214 658
4. Payments can be made through Payway on our webpage—<https://www.payway.com.au/MakePayment?BillCode=225383>
5. When using direct deposit please note your family name in the reference.
6. Late payments will incur a \$10.00 fee every 14 days until payment is made.

4 Is your enrolment still valid?

As per the CCS, the government ceases an enrolment if the child has not attended the service in the past 8 weeks. You must re-enrol on MyGov before your child's first attendance. Otherwise you are expected to pay full fee.

5 Agreement:

By signing the booking form you are agreeing to this (CWA between ILC OSHC and yourself).

Program Dates

Student Free Day

Friday 4th September 2020

Cost

- \$54 per child per day (less CCS)
- \$27 per child for half day (indicate 1/2 am or pm day on booking form)
- Additional \$25 for an excursion
- Additional fees for incursions and activities as per program.

Operation Hours

Open: 8am

Close: 6pm. Late collection fee applies thereafter.

All children must be signed in and out by an authorised adult.

Excursions

Children are to arrive by 8:30am on excursion days

Specific child needs

We aim to provide an inclusive service. Please advise staff if your child requires additional support or has specific needs. (i.e dietary, neurologically)

Cancellation

- Cancellation must be made **5 working days** prior to the date of booking.
- Anytime after this, that day's fee will be incurred.
- Notify OSHC if your child is not able to attend the booked day

Late booking fee

Bookings that are received **after 8am the day before** a required day, a \$10.00 fee will be applied.

Bring

- Healthy rubbish-free morning tea and lunch
- Sun smart hat
- Apply sunscreen before attending & sign register on arrival
- Change of clothes
- Water bottle
- Covered shoes (thongs can be worn to walk to and from the pool)
- No heeies, skateboards or electronics.

Sign in and Collection

Children are to be signed in and collected by an authorised nominee. ID may be required to be sighted by Educators.

Behaviour

Disruptive behaviour will be discussed with parents/guardians with the view to resolve any problems. Constant disruption may result in a child's exclusion in some activities or the entire program.

Privacy

ILC OSHC collects personal and health related information for registering your child and providing the required care. We are committed to protecting confidentiality.

Booking Form # 1

Return this page to OSHC by COB 28 August

Family Name:

Child/ren's Names:	D.O.B	School	Year
1.			
2.			
3.			

Caregiver's Name:

Relationship to child:

Phone: H) W) M)

Email:

Caregiver's Name:

Relationship to child:

Phone: H) W) M)

Email:

Authority to collect/other approved contacts (in case of emergency):

1. Name:	Relationship:				
Phone: H)	W)		M)		
Emergency Contact:	Yes	No	Authorised Nominee (collection):	Yes	No
Authorised Nominee (Excursion):	Yes	No	Authorised Nominee (medical):	Yes	No
2. Name:	Relationship:				
Phone: H)	W)		M)		
Emergency Contact:	Yes	No	Authorised Nominee (collection):	Yes	No
Authorised Nominee (Excursion):	Yes	No	Authorised Nominee (medical):	Yes	No

Medical Detail; & Dietary Requirements:

1. Name:	Details:
2. Name:	Details:
3. Name:	Details:

Complying Written agreement:

I have read and understood the Complying Written Agreement as per page 2 (Booking Information) of this document. This includes information regarding fees payment, prices and payment conditions, operation hours, bookings and cancelations, and signing in and out children.

I give / do not give (please circle) permission for my child/children named above to participate in swimming activities at Immanuel Lutheran College pool through the Vacation Care period between 8:30am and 3pm. Children will walk 2 mins to the pool with staff. Children will be supervised by OSHC staff while in the water and on the pool deck. OSHC staff to child ratio 1:5. Risk Assessment is available upon request.

I give/do not give (please circle) permission for my child/children named above to participate in water based activities at Immanuel Lutheran College. Children will be supervised by OSHC staff while participating in activities.

Name: Signed: Date:

Photographic consent: Do you consent to photographs of your child appearing in promotional publications/media?
Yes No
