



Immanuel Lutheran College – Outside School Hours Care

TERM 1 2021 After School Care Booking Form

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Please return booking form by COB 21ST January 2021

Casual Booking:

Child Name:		Class:
Child Name:		Class:
Child Name:		Class:
Child Name:		Class:
Mother:	Mobile:	Signature:
Father:	Mobile:	Signature:

Please tick the dates that you require care on a casual basis.

WK	Monday	Tuesday	Wednesday	Thursday	Friday
<u>1</u>	25 January Vacation Care: Inventor Day	26 January Public Holiday	27 First Day of Term 1	28	29
<u>2</u>	1 February	2	3	4	5
<u>3</u>	8	9	10	11	12
<u>4</u>	15	16	17	18	19
<u>5</u>	22	23	24	25	26
<u>6</u>	1 March	2	3	4	5
<u>7</u>	8	9	10	11	12
<u>8</u>	15	16	17	18	19
<u>9</u>	22	23	24	25	26
<u>10</u>	29	30	31	1 April Last day of Term 1	2 Good Friday

Permanent Routine Booking:

Please tick the days that you require care for the year. This is an option for families who wish to enrol for permanent routine After School Care booking. Vacation Care will still require a booking form to be completed each Vacation Care program. Please note: Student free days will be a separate booking form and you will not be charged for public holidays.

Monday	Tuesday	Wednesday	Thursday	Friday



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2021 After School Care

Office use only: Booking alterations

Day	Date	Added	Removed	Absent

Note: changes of booking can only be accepted via email – i.e. no over the phone or in person changes can be accepted.

COMPLYING WRITTEN AGREEMENT (CWA) between ILC OSHC and family:

- Service operation session hours are 3-6pm.
- It is OSHC policy that 24 hours' notice (3.00pm the day before) for cancellation is required. Otherwise the full fee will be charged.
- Please notify OSHC if your child will be absent from a booked After School Care session. Cancellations and additions will NOT be accepted over the phone or in person. Families are to provide written confirmation of booking alterations (preference via email).

In consideration of booking my child at the Service, by signing the previous page (page 1 of this booking form) you acknowledge and agree that:

- My child must be signed out before departure by an authorised adult each time they attend.
- My child will only be released into the care of an authored nominee (as listed in the enrolment form). If I require an alternative person to collect my child, I will inform the Service through email listing the alternative person's name and contact number. The alternative person must bring photo ID and show this to an Educator before collecting the child.
- You are required to provide us with a contact number you can be easily contacted on.

In relation to account management and the payment of fees the signed parent acknowledges and agrees that:

- The After-School Care full session fee is \$26.00. Invoices are emailed every fortnight from commencement of term and due within 14 days of issue.
- I, as the nominated person(s) responsible for paying the account, agree to pay all fees in accordance with the Service's Policies and Procedures (These can be found near the kiosk at the service).
- Our Service offers the following payment options:
 - o Payway (Details and payment link on the OSHC webpage)
 - o Direct Debit
 - o Direct Deposit - BSB No: 034198 Account No: 214658 (*When internet banking, please note your child's full name so payment can be allocated to you*).
 - o Credit Card (In person or via Telephone)
 - o Cash
- All accounts that do not have a zero balance prior to the next statement run will incur an *Overdue Account Fee*.
- Booking will not be accepted if there is an amount outstanding.