

Surrey Downs OSHC – Term 2 2024 - Booking Form

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Surname: _____

Child: _____ Child: _____

Child: _____ Child: _____

Please indicate the number/ name of children attending in the boxes below.

Monday Before School	Tuesday Before School	Wednesday Before School	Thursday Before School	Friday Before School
Monday After School	Tuesday After School	Wednesday After School	Thursday After School	Friday After School

By booking into Before/After School Care I give permission for my child/ren to participate in all programmed activities at the Service:

I have read and understood the 'Family Information' and agree to the terms and conditions that are stated within.

Name: _____ Sign: _____

Date: _____ Ph: _____

Office Use Only

Entered into SPIKE

Signed _____ **Date** _____

Open Times & Bookings

- Open from 6:50am-8:50am and 3:10pm-6:10pm - Fees apply for late pick up, \$35 per 15min block or part thereof, please contact the service if you are running late.
- Spaces are limited and will be filled according to our priority of access guidelines, waiting lists are available if spaces are full on a particular day but there is no assuring you will get a place once bookings are full. **Limit of 30 for ALL days due to staffing limits.**
- Bookings are entered and confirmed when a filled in and signed booking form is physically returned to the service.
- New families wishing to book will need to fill in enrolment forms and pay a \$50 bond prior to care.
- By booking your child/ren into the Service you are agreeing to the terms, conditions, and fees.

Cancellations & Accounts

- All cancelations, absents or changes to bookings must be in writing via **SMS**
- In alignment with OSHC policies, 7 days' notice must be given for cancellations to bookings **or full charges will apply.**
- Please notify staff via **SMS** if your child is sick/absent on any day as soon as possible. Contact details are on the front of this form or as above.
- Invoices will be emailed out weekly each Tuesday (assuming there are no issues with processing) as per usual.
- Payments can be made at OSHC via EFTPOS.
- All children **MUST** be signed in/out of the service by an approved person listed on their OSHC enrolment form and use their allocated pin.

What to Bring/ What Not to Bring.

- **Drink bottles are compulsory, a \$2 fee will be charged to families who don't provide their child with a drink bottle and a disposable drink bottle will be provided. This fee is not subsidised by CCS.**
- Hats are provided at OSHC.
- Bring sunscreen, particularly if you are allergic to specific sunscreens. We provide Cancer Council 50+ at OSHC for those who do not have any.
- Personal items (i.e. toys, mobile phones, money, and electronic devices) are not encouraged to be brought, with the exception of planned days, and will be the responsibility of the child; it is at your own risk and staff will not be held accountable for damage or loss. Mobile phones/ electronic devices will need to be handed to the OSHC office upon arrival and will need to be collected when leaving.