

# Aldgate Primary School OSHC



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## Pupil Free Day Booking Sheet

PLEASE NOTE THAT THIS BOOKING SHEET SHOULD BE HANDED TO OSHC EDUCATORS. BOOKINGS WILL NOT BE TAKEN OVER THE PHONE UNDER ANY CIRCUMSTANCES. THANK YOU

Surname: \_\_\_\_\_ Child/ren's Names: \_\_\_\_\_

Date: *22<sup>nd</sup> July 2019*

Medical illnesses or allergies (please specify child) \_\_\_\_\_

Emergency Contact Numbers \_\_\_\_\_ AND \_\_\_\_\_

I give permission for my child/ren to view PG rated videos (selected by the staff) **Yes / No**

I have read the cancellation procedures and understand that:

- Cancellations must be received by 6.00pm 1 week before my child is booked to attend.
- Late cancellations will not receive a credit but will be charged at the full amount (minus CCB & CCR if applicable), even in the case of sickness where a sick certificate is not provided. This charge will appear as an allowable absence on your bill.
- Early cancellations will not be charged.
- A late booking fee of \$5.00 per family will be charged for all bookings received after the final booking date (i.e. 1 week before the date of the Pupil Free Day).
- Places are strictly limited due to Educator-to-Child ratios so please book as early as possible to avoid disappointment. In the event that more bookings are received than places available then places will be allocated according to the Commonwealth Priority of Access Guidelines. This means that you may be asked to vacate your place for a family with a higher priority, however you will receive 2 weeks' notice of the cancellation of your place.
- If we do not receive a minimum number of bookings to make the day financially viable you will receive a phone call from the Director to inform you that the service will be closed on that date.

Booking is due by Thursday 4<sup>th</sup> July 2019, 6:00pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_