



Rec: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Portfolio: Y

## Immanuel Lutheran College — Outside School Hours Care

### TERM 4 2017 CASUAL BOOKING FORM

Ph: 5477 3418 Fax: 5477 3407

Email: [oshc@immanuel.qld.edu.au](mailto:oshc@immanuel.qld.edu.au)

**PLEASE RETURN BY THURSDAY SEPT 28TH.**

SCHOOL ATTENDING:

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.

WK	Monday	Tuesday	Wednesday	Thursday	Friday
<u>1</u>	2 October QUEENS BIRTHDAY (PUBLIC HOLIDAY – CLOSED)	3	4	5	6
<u>2</u>	9	10	11	12	13
<u>3</u>	16 STUDENT FREE DAY (Separate Booking form)	17	18	19	20
<u>4</u>	23	24	25	26	27
<u>5</u>	30	31	1 November	2	3
<u>6</u>	6	7	8	9	10
<u>7</u>	13	14	15	16	17
<u>8</u>	20	21	22	23	24
<u>9</u>	27	28	29 LAST DAY ILC	30 STELLA ONLY (ILC VAC CARE)	1 December STELLA LAST DAY – 12PM FINISH (ILC VAC CARE)

- Accounts are emailed every fortnight from commencement of term and due within 14 days of issue.
- 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.
- You are required to provide us with a contact number you can be easily contacted on from 2.30-6pm.
- Stella Maris families – please refer the transport permission form.
- Changes to booked days will only be accepted via email. Therefore cancellations and additions will NOT be accepted over the phone or in person. Families are too email only.



Rec: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Portfolio: Y \_\_\_\_

## Immanuel Lutheran College – Outside School Hours Care

### 2017 After School Care Permenant Booking Form

Ph: 5477 3418 Fax: 5477 3407

Email: [oshc@immanuel.qld.edu.au](mailto:oshc@immanuel.qld.edu.au)

SCHOOL ATTENDING:

**PLEASE RETURN BY THURSDAY SEPT 28TH**

Child Name:		Class:
Child Name:		Class:
Child Name:		Class:

Mother:	Mobile:	Signature:
Father:	Mobile:	Signature:

Please tick the days that you require care for the year. This is an option for families who wish to enrol for permanent bookings. Therefore, families who have consistent bookings will not need to redo an ASC booking form each term however, 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. This option will still be 24 hours' notice for a cancellation, so by or before 3pm the day before.

Monday	Tuesday	Wednesday	Thursday	Friday

- Accounts are emailed every fortnight from commencement of term and due within 14 days of issue.
- It is OSHC policy that 24 hours' notice (3.00pm the day before) for cancelation 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.
- You are required to provide us with a contact number you can be easily contacted on from 2.30-6pm.
- Stella Maris families – please refer the transport permission form.
- Changes to booked days will only be accepted via email. Therefore cancellations and additions will NOT be accepted over the phone or in person. Families are too email only.

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.