



## Immanuel Lutheran College – Outside School Hours Care

### TERM 2 2019 CASUAL BOOKING FORM

COMPLYING WRITTEN AGREEMENT (CWA) between ILC OSHC and enrolled family (as per below)

**Ph: 5477 3418    Mob: 0499 996 931**

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

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>	Easter Monday Public Holiday	23 April	24	25 ANZAC Day Public Holiday	26
<u>2</u>	29	30	1 May	2	3
<u>3</u>	6 Labour Day Public Holiday	7	8	9	10
<u>4</u>	13	14	15	16	17
<u>5</u>	20	21	22	23	24
<u>6</u>	27	28	29	30	31
<u>7</u>	3 June	4	5	6	7
<u>8</u>	10	11	12	13	14
<u>9</u>	17	18	19	20	21
<u>10</u>	Vacation Care				

- 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).
- You are required to provide us with a contact number you can be easily contacted on.
- Please ensure your MyGov details up-to-date and you're enrolled correctly in the Immanuel OSHC service on MyGov. Remember your enrolment will be ceased by the government if your child has not attended OSHC in an 8 week period.
- The After School Care full session fee is \$25.00. Invoices are emailed every fortnight from commencement of term and due within 14 days of issue.
- The following payment options are available:
  - Payway (Details and payment link on the OSHC webpage)
  - 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*).
  - Credit Card (In person or via Telephone)
  - Cash



Rec: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Immanuel Lutheran College – Outside School Hours Care

### 2019 After School Care

### Permanent Routine Booking Form

COMPLYING WRITTEN AGREEMENT (CWA) between ILC OSHC and enrolled family (as per below)

**Ph: 5477 3418    Mob: 0499 996 931**

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

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 routine After School Care bookings. Vacation Care will still require a booking form to be completed. 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

- 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).
- You are required to provide us with a contact number you can be easily contacted on.
- Please ensure your MyGov details up-to-date and you're enrolled correctly in the Immanuel OSHC service on MyGov. Remember your enrolment will be ceased by the government if your child has not attended OSHC in an 8 week period.
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- The following payment options are available:
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  - 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

**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.**