



Immanuel Lutheran College – Outside School Hours Care

TERM 4 2018 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

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>	8 October	9	10	11	12
<u>2</u>	15	16	17	18	19
<u>3</u>	22 Student Free Day See separate booking form	23	24	25	26
<u>4</u>	29	30	31	1 November	2
<u>5</u>	5	6	7	8	9
<u>6</u>	12	13	14	15	16
<u>7</u>	19	20	21	22	23
<u>8</u>	26	27	28	29	30
<u>9</u>	3 December	4	5	6 Summer Vacation Care	7 Summer 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) as per the new legislation laws.
- You are required to provide us with a contact number you can be easily contacted on.
- Please ensure your MyGov details are the same as what you have provided OSHC. Additionally, please link your account to the Immanuel OSHC service to ensure you receive the child care subsidy.
- The After School Care full session fee is \$23.00. Invoices are emailed every fortnight from commencement of term and due within 14 days of issue.
- Our Service offers the following payment options:
 - 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: ____/____/____

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2018 After School Care Permenant Routine Booking Form

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Email: 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 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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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.