

# OUT OF SCHOOL HOURS CARE (OSHC) & STUDENT FREE DAY BOOKING POLICY

## Introduction:

Regular bookings are a necessity for the Service to have a firm operating budget and to plan staff rosters.

## Procedures:

- 1. Regular bookings** can be made term by term; they need to be made by the end of the second week of first term and the end of the first week for terms 2, 3 and 4. Regular bookings can be made for the same days each week or for various days during a term (e.g for children whose parents work irregular shifts, or for particular OSHC activities).
- 2. Casual bookings** can be made up to 1pm on the day OSHC is required, or later at the discretion of the Director. Each casual booking will attract an additional \$3.00 charge per child and is subject to the availability of spaces with regard to the staffing capacity/legislative requirements of the OSHC service.

A student enrolment form **must** be completed prior to the acceptance of a casual booking.

- 3.** All regular and casual bookings will be charged for, regardless of attendance, unless an **amendment** to the booking is made.
  - a. Amendments** to regular bookings require 10 working days' notice and must be made in writing.  
Approved amendments include:
    - o holiday notification
    - o changes to regular bookings
    - o withdrawal of child from the Service

N.B. It is recognized that circumstances may arise where 10 working days' notice is not possible (e.g. illness, sudden changes to family or work commitments). In such cases it **may** be possible to change a regular booking to another day within that same week without extra cost. Requests of this nature are at the discretion of the Director and are subject to the availability of spaces with regard to the staffing capacity/ legislative requirements of the OSHC service.

## 4. Requests for extra bookings

If you have a regular booking, and require additional bookings, there will be an additional charge of **\$3.00 per child** for the **additional** session, unless 10 working days' notice (in writing) has been given.

## 5. Pupil Free Days

A decision to run the OSHC service on a Pupil Free Day will be made based on the number of bookings received by the date advertised as the last day to book. We can only commit to running the service if we have a minimum of 12 bookings. Any cancellations after the last day to book date will attract the full fee.