

Dear Parents,

Once a child is registered for the Out of School Care Program, parents can book the child in as a Permanent or Occasional Booking.

Permanent Bookings for Before or After School Care are preferred as it guarantees a place for your child, helps to ensure we have adequate resourced afternoon tea and activities and helps to ensure an appropriate staff/student ratios for **the safety of your child**.

Permanent bookings also assist in keeping costs down for parents by reducing costly overheads.

Occasional Bookings can be made through the office, but <u>we are limiting the number</u> of Occasional Bookings, therefore it is imperative you make a permanent booking if you wish to use the program.

Permanent Bookings can be made by completing the form below, listing child's name and ticking the days that your child will need.

Your assistance is much appreciated.

Angie O'Hare Principal

After School

Care

Tess Morris Out of School Hours Coordinator

<u>PS. You must cancel a booking (Permanent or Occasional) at least 24 hours</u> <u>prior to the session or provide a Doctor's Certificate. If this is not done, you</u> <u>can be charged for the session. Permanent Bookings status can be reversed</u> <u>at any time by advising the OSHC Staff</u>

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Marlborough Primary School OSHC <u>Permanent Booking Form</u>

Child(ren)'s Name: Parents Name : Signature :				_	
				_	
				Date://	
	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					

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