



Booking Form

Term 3: 24th July – 29th September (10 weeks)

Child Name: _____

Account Holder's name: _____

Monday BSC	Tuesday BSC	Wednesday BSC	Thursday BSC	Friday BSC
Monday ASC	Tuesday ASC	Wednesday ASC	Thursday ASC	Friday ASC

My child attends Prospect Primary School

If your child is in Reception or Year 1 at Prospect Primary School please indicate their room number: _____

My child attends Rosary Primary School

My child is in Reception or Year 1 at Rosary Primary School

This information I have provided is true and I will accept any late fees should I not contact the OSHC via text message within 24 hours of the booking I wish to cancel.

Sign: _____ Date: _____

Booking Policy

Permanent bookings

To make a permanent booking, please fill in a booking form. A separate form for each term will need to be filled in and returned to staff. You will find these forms on the table by the front door.

Cancellations must be made with 24 hours' notice before the session is to commence

Before School Care: For Prospect Primary and Rosary students: 7am the day before the session (24 hours)

After School Care: For Prospect Primary students 3.15pm the day before the session (24 hours), and for Rosary students 3.00pm the day before the session (24 hours).

Notification must be given *VIA A TEXT MESSAGE* to the number 0456 966 460. This enables staff to accurately document the time that you cancelled your booking. Cancellations that are not made within this time frame will be charged.

Casual bookings

To make a casual booking please send a TEXT MESSAGE with the date you would like to book.

Cancellations must be made with 24 hours' notice before the session is to commence

Before School Care: For Prospect Primary and Rosary students: 7am the day before the session (24 hours)

After School Care: For Prospect Primary students 3.15pm the day before the session (24 hours), and for Rosary students 3.00pm the day before the session (24 hours).

Notification must be given *VIA A TEXT MESSAGE* to the number 0456 966 460. This enables staff to accurately document the time that you cancelled your booking. Cancellations that are not made within this time frame will be charged.

Note: Bookings and cancellations must be done via text message, not email or phone call. This allows for staff to be able to refer back to your text message for confirmation if needed. Phone calls cannot be clearly documented and emails can be lost in the inbox.