



2023 PPS OSHC BOOKING FORM

Child/ren's Name(s): _____

Account Holder's name: _____

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

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

This information I have provided is true and I will accept any fees should I not contact the OSHC via text message within 48 hours of the booking I wish to cancel.

Sign: _____

Date: _____

PPS OSHC BOOKING POLICY

Children who do not have a booking will not be able to attend OSHC. If children are not collected from the school and the parent or guardian has not contacted OSHC to book in a session for the child, then duty of care rests with the school and DfE/SA Police will be notified.

Permanent Bookings

Permanent bookings are regular bookings that repeat each week for the remainder of the term. For example, after school care is required each week on a Friday. To make a permanent booking, a booking form needs to be completed and returned to OSHC staff. However, places are limited and therefore permanent spots cannot be guaranteed as we will accept bookings on a 'first in first served' basis. Once we reach 125 permanent after school care bookings for a session, we will cease accepting any further permanent bookings for that session, for the remainder of the term.

A permanent booking will cost:

Before School Care: \$14.00

After School Care: \$25.00

In applicable circumstances, such as where the parent/guardian is a shift worker, permanent bookings will be accepted with one month's notice where a parent's/guardian's roster is provided monthly and at the discretion of OSHC Leadership. Prior to booking, please arrange a meeting with OSHC Leadership to discuss individual circumstances. Any alterations to the permanent booking made during the term will be charged at the casual booking rate.

Casual Bookings

Casual bookings relate to any non-recurring, once off bookings. For example, one week the child requires before school care on Tuesday and Friday but the following week only requires before school care on Monday. To make a casual booking, a text message with the child's name, account holder's name, date of booking, and type of booking must be sent to the OSHC mobile before the booking is to commence, i.e. 7:00 AM for before school care and 3:00 PM for after school care.

A casual booking will cost:

Before School Care: \$19.00

After School Care: \$30.00

Cancellations

Cancellation of bookings must be made via text message 48 hours before the session is to commence. If a cancellation is made less than 48 hours before the booking or the child is absent without notice, the full fee will be payable. For example, if a casual after school care booking has been made for Thursday, the parent or guardian must send a text message to the OSHC mobile advising of the absence by Tuesday 3:00 pm or the full fee will be payable.

BSC: Before 7.00 AM 48 hours before a scheduled booking

ASC: Before 3.00 PM 48 hours before a scheduled booking

Cancellations of bookings made after this time will incur the full fee.

In applicable circumstances, such as where the parent/guardian is a shift worker, 24 hours' notice of cancellation will be accepted where a parent's/guardian's roster is provided monthly and at the discretion of OSHC Leadership. For example, if a booking is made for Wednesday after school care that requires cancellation, a message must be sent before 3:00 PM on Tuesday to notify OSHC of the cancellation to avoid being charged the full fee. Any cancellations made within 24 hours of the booking will incur the full fee. Please arrange a meeting with OSHC Leadership to discuss individual circumstances.

Pupil Free Day/Vacation Care Bookings and Cancellations

Pupil Free Day: Several weeks before a Pupil Free Day, a flyer will be made available online. Please make a booking via text message or email. A text message including the child's name, account holder's name and date of booking can be sent to the OSHC mobile.

Cancellation of these bookings must be via text message 48 hours before the session is to commence. This means that if a Wednesday booking requires cancellation, the text message must be sent before Monday at 7:00 am, when we open. Cancellations of bookings with less than 48 hours notice or without notice will incur the full fee.

Vacation Care: Vacation Care programs will be released in Week 5 during term time on Skoolbag and the PPS Website. Please complete the booking form and return to the OSHC email address.

Cancellations of any Vacation Care days must be made 14 days prior to the commencement of the program. Failure to do so will result in full sessional charge.

Cancellations can be made via text or email only.

Note: Bookings and cancellations must be made via text message, not email or phone call to enable staff to accurately document the time a booking was made or cancelled.