

**Marlborough Primary School OSHC** 

## Permanent Booking Form

Dear Parents,

Once a child is registered/a completed enrolment form has been received for the Out of School Hours Care Program, parents can book the child in on a permanent or casual basis.

Permanent Bookings for Before or After School Care are preferred as it guarantees a place for your child, helps to ensure we have adequate catering and resources in place, assists in planning/programming and ensures correct staff/child ratios (thus complying with National Quality Framework guidelines and ensuring 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. There are times, however, where we can not accommodate occasional bookings, so it is therefore imperative that 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/sessions that your child will attend.

Your assistance is much appreciated.

Shaun McClare Principal Tess Morris. Out of School Hours Director.

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

Marlborough Primary School OSHC **Permanent Booking Form** Child(ren)'s Name: Parents Name : Signature : Date:\_\_\_/\_\_/\_\_\_ Friday Monday Tuesday Wednesday Thursday Before School Care After School Care

EWC/Letters/OSHC