



Dear Parents,

Can you please fill in the information below with your child's permanent bookings for Term 3 and return it to the service as soon as possible. To allow the OSHC to run smoothly and to ensure appropriate staffing **2 WEEKS NOTICE IN WRITING OR VIA E-MAIL OF ANY CANCELLATION** is required. This will apply to all sessions including Before/After School Care, Pupil Free Days, School Closures, Sport Day, Camps and Early School Dismissal. The service is unable to swap days or sessions.

Parents are required to notify the service if their child/ren will not be attending the session. Please call the service and talk to an educator or leave a message on the answering machine.

In regards to children's absences, parents/caregivers will be charged, as you will still receive benefits for that day.

***Parents/caregivers will be charged regardless, unless the service has been provided with 2 weeks' notice in writing or via e-mail.***

Thank you,  
Maria Morello

### **LOCKLEYS NORTH OSHC CARE PERMANENT BOOKING FORM TERM 3 2015**

Parents Name..... Mobile/Phone.....

Child 1 Name..... Learning Area .....

Child 2 Name..... Learning Area .....

Child 3 Name..... Learning Area .....

**Parents please be aware if no permanent booking form is received before the first booked session, you will be charged as a non-booked session.**

	Monday	Tuesday	Wednesday	Thursday	Friday
Session	Name of Child	Name of Child	Name of Child	Name of Child	Name of Child
Before School Care					
After School Care					

**If there is any period of time that you will not require our service in Term 3, please indicate the dates below:**

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Parent signature.....Date.....



**Government of South Australia**  
Department of Education and  
Children's Services