

Outside School Hours Care
BOOKINGS & CANCELLATIONS
2021



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After School Care – Permanent Bookings

To make a permanent booking you need to complete the permanent [booking form](#).

A day's attendance fee will be charged for all permanent days booked. The only exception is if you are going on holidays, when the service requires two weeks' notice for fees to be reduced to a holiday rate (50% rate).

Should you wish to end your child's place at the service, or should management make the decision to terminate your child's place, two weeks' written notice is required from the ending/terminating party. If this does not occur, two weeks' fees will be billed to you.

If you wish to make changes to your booking you must email the OSHC Director to have them actioned.

After School Care – Casual Bookings

At your earliest convenience please phone OSHC on 8334 1268 or email oshc@pac.edu.au.

Alternatively, we encourage the use of the Xplor Home app to make a booking for your child/ren.

Bookings must be completed before 2pm of the day of attendance.

The more notice that can be given will assist in securing a place and planning for staffing, food and activities.

A day's attendance fee will be charged once you have made your booking for your child.

24hrs notice is required to cancel a casual booking with no fee.

Vacation Care Bookings

Once you have booked your child/ren into the Vacation Care Program, your booking is considered 'confirmed' unless you hear from the Director or Assistant Director.

A day's attendance fee will be charged even if your child/ren are cancelled or absent.

However, if enough notice is given and we are able to fill the spot with someone on our waitlist, you will not be charged.