



## OOSH NORTHERN BEACHES

A.B.N. 98 399 800 352

BEFORE, AFTER SCHOOL & VACATION CARE

Correspondence to: P.O. Box 1143 Dee Why NSW 2099

Telephone: 9984 8089 Facsimile: 9981 2745

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### 2012 Booking Form information

In response to parent feedback and in our pursuit of continual improvement to our service, bookings will only be confirmed (held) if the 2012 booking form is submitted with all 4 school terms completed. Places will not be guaranteed if you only book term by term. Bookings are not 'set in stone' and you are able to change bookings throughout the year. Casual bookings are not guaranteed and will only be accepted if there are any available places. The only payment option available in 2012 is a fortnightly direct debit from a nominated bank account/credit card or a payment for a term in advance made by cheque or credit card. No other forms of payment are available.

We are endeavouring to reduce/streamline our administration costs to reduce the pressure on having to increase fees to cover these costs, so in the long run every parent benefits from lower fees.

On the booking form:

- 1) Please circle only the days required. For example, if you require the majority of Fridays with an odd one or two days excluded, we do not expect you to book and pay for those odd days not required just to "secure" a Friday booking. You simply don't circle any days not required.
- 2) If your child/ren will **not** be attending the same days throughout the year please fill in as many days as possible, for the year and keep a record of the days booked, other days will be available depending on the availability of places.
- 3) Fill in the reverse page of the booking form and the direct debit form and sign where required. The direct debits are made fortnightly on a Tuesday.
- 4) We understand throughout the year after school activities change or extra pupil free days are included for example, please notify Head Office (9984 8089) of any after school activities as they arise so we can accommodate your child and/or amend your booking.

Some administration costs to keep in mind

<b>\$25.00</b>	Annual family registration fee paid prior to commencing.
<b>\$10.00</b>	Account service fee if the account is unpaid for 7 days after the day of attendance.
<b>\$2.00</b>	Per week, each week, an account remains unpaid.
<b>\$5.00</b>	It's a parent's responsibility to inform us if a child is not attending on any given booked day. Should your child be on the attendance roll and OOSH Northern Beaches has not been notified of a non-attendance and a telephone call has to be made to confirm your child's whereabouts, this fee is applicable.
<b>\$2.00</b>	Re-booking/cancellation fee. To change any booked days or add extra days

As a general rule, we do not give "credits" for days not attended. Should your child not be attending, for example student camps, holidays etc, 1 weeks prior notice in writing is requested otherwise payment will continue for these days.

2011 brought about a number of increases to our costs none more than our own internal performance/salary reviews and the mandatory reviews issued by Federal and State governments which have been passed onto our hard working team. As such, in order to continue to provide resources into our program that we pride ourselves on, we reviewed our daily fees for 2012 and we have increased the fees slightly by \$1 for the afternoon but a nil increase for the morning.

To be eligible for CCB, families must be CCB assessed by ringing the FAO on 136150 and provide this information to OOSH Northern Beaches, otherwise full fees will apply.

Please note afternoon tea is usually served around 4.00pm and normally will not be available for children being collected prior to 3.50pm.