

**LNPS OSHC YEARLY PERMANENT BOOKING FORM**

Dear Parents,

To allow the OSHC service to run smoothly and to ensure appropriate staffing **2 weeks' notice is required for any cancellations.**

The cancellation policy applies to all sessions including:

- Before/After School Care
- Sport Day
- Camps
- Early School Dismissal.

The service is unable to swap days or sessions.

Families will not be charged for any Pupil Free or School Closure days.

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 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, please indicate the dates below:**

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

