

# Kelvin Grove State College OSHC



## Booking Policy Information Sheet

Phone: 3352 6007

Email: [kgoshc@bigpond.com](mailto:kgoshc@bigpond.com)

Opening Times:

7am-8:45am

3pm-6pm

Vacation Care /Pupil Free Day:- 7am -6pm

	Permanent Booking	Casual Booking
Before School Care	\$14.00	\$17.00
After School Care	\$19.00	\$21.00
Pupil Free Day	\$43.00	

Vacation Care	Daily Rate: For Bookings made before Due Date specified in Vacation Care Booking Package <b>\$43.00</b>	Daily Rate: For bookings made after Due Date specified in Vacation Care Booking Package <b>\$47.00</b>
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Additional Costs may be incurred for excursions and incursions

Discounted family rates are available for families with 3 or more children booked in for the same day.	<b>Discounted Daily Rate:</b> For bookings made before Due Date specified in Booking Package <b>\$37.00</b> for the 3 <sup>rd</sup> Child <b>\$27.00</b> for the 4 <sup>th</sup> child and any subsequent children	<b>No discounts for bookings made after the due date specified in the Vacation Care Package</b>
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<b>Late Pick Up Charges.</b> The service closes at 6.00 pm	A fee of \$15.00 within the first 5 minutes per child \$1.00 per minute per child after this	For 3 or more, late collections within each Term an additional fee of \$50.00 will be charged to the account.
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Permanent Booking Cancellations require 5 working days' notice in writing to avoid being charged.

If less than 5 working days' notice in writing is given, permanent fees will still apply for days booked, and 5 days from the date notice was given.

Casual cancellations require notice the day before the session booked, to avoid being charged.

If less than 5 working days' or no notice is given the day before fees will still apply for the sessions booked.

Cancellations for Vacation Care Bookings, permanent or casual require 5 working days' notice in writing

We ask for your cooperation by collecting your child/ren before 6.00pm. Late pick-ups are upsetting for the child and stressful for all staff.

There is an additional late fee for families who are late more than 3 times per term.

The process for this fee being charged is as follows:

1. 1<sup>st</sup> Late Fee - usual late charges will apply
2. 2<sup>nd</sup> Late Fee – usual late charges will apply
3. 3<sup>rd</sup> Late Fee – usual late fee will apply and an additional fee of \$50.00 will be added to your account.

Parents/Authorised persons who collect their children after 6.00pm will incur late fees. This fee includes parents who call and advise they will be late. Due to staffing, programming and availability of places, No Swapping of Days will be permitted.