



# PATTERSON LAKES PRIMARY SCHOOL

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## Outside School Hours Care – Casual Bookings Policy

### RATIONALE

The provision of casual care in before and after school programs is dependent on the availability of vacancies.

### AIM

To ensure the effective use of vacant places within the programs and to have procedures in place to enable families requiring casual care to seek bookings.

### IMPLEMENTATION

These procedures apply to program staff and parents.

- Parents are to advise the program supervisor that a casual booking is required 24 hours in advance by calling and leaving a message on the mobile phone or in person at the program.
- The program supervisor is to assess if there are available childcare places in the program when the booking request is received.
- The program supervisor then needs to contact and inform the parents if there is or isn't an available place in the program.
- Casual bookings cannot be accepted unless there are available childcare places on the day care is required.
- If a casual booking is made with the program and there is a change of mind or a child is absent there will still be a full casual fee charged for that session.

### EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

### CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November 2018.

Signed.....  
  
School Council President

Signed.....  
  
Principal