



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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OSHC – 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, October 18, 2016.

Signed.....


School Council President

Signed.....


Principal