

Please make sure you read the information sheet and are aware of all the requirements and instructions prior to completing the Booking Form.

St Nicholas OOSH Rutherford

Booking Procedures

Conditions of your booking

- St Nicholas OOSH Rutherford opening hours are between 6:30am and 6:00pm. Collecting your child later than 6:00pm, without notification may incur a late fee.
- Any changes made to your bookings are required to be in writing.
- Vacation Care Fees are \$65 a day. This includes incursions, breakfast and afternoon tea. Excursions may attract additional costs. Please refer to the Vacation Care program for additional cost information.
- **Please complete the Booking Form and return to a Staff member by Wednesday 11th December 2019. Your bookings are approved unless notified otherwise.**

Booking Cancellation Instructions

- To cancel a booking without incurring charges, you must give five full working days written notice. (Public holidays, weekends, closure dates and the day of cancellation are not included.)
- If your child is sick or not attending on the day, please let us know that morning by phoning the service mobile number. Please note that you will still be liable for any fees incurred on this day.

Last week of term

Date Booked				19/12	20/12	
Cancellation must be received on or by	Monday	Tuesday	Wednesday	Thursday	Friday	
				11/12	12/12	

Week 1

Date Booked	6/1	7/1	8/1	9/1	10/1	
Cancellation must be received on or by	Monday	Tuesday	Wednesday	Thursday	Friday	
	20/12	20/12	20/12	3/10	20/	

Week 2

Date Booked	13/1	14/1	15/1	16/1	17/1	
Cancellation must be received on or by	Monday	Tuesday	Wednesday	Thursday	Friday	
	6/1	7/1	8/1	9/1	10/1	

Week 3

Date Booked	20/1	21/1	22/1	23/1	24/1	
Cancellation must be received on or by	Monday	Tuesday	Wednesday	Thursday	Friday	
	13/1	14/1	15/1	16/1	17/1	

Week 4 (Pupil Free Day)

Date Booked		28/1				
Cancellation must be received on or by	Monday	Tuesday	Wednesday	Thursday	Friday	
		20/1				

Excursion Instructions

- If your child is booked in on a day when there is an excursion, please have your child at the service by the required time. Please note these times are listed below.
 - Child are required to have the following items, to be able to attend the excursion:
 - A **hat**. This is compulsory
 - Morning tea, lunch and a water bottle
 - We are a nut and egg aware service – please do not bring eggs or nuts into the service (including Nutella)
 - Enclosed shoes** must be worn
- Spending money for excursions is not required.

Excursion & Incursion Times	Time child/ren are required to be at the Service	Bus departing the Service
20/12 Christmas Lego	1pm-3:30pm	NA
8/1 hoyts	8am	TBC
9/1 Inflatable world	8am-1pm	8:30am
13/1 ice skating	9:30am-1pm	9am
17/1 ninja parc	11am-3pm	11am
21/1 Kavon Restaurant	10:30 am	11am
28/1 Super camp	9:30-11:30	NA

Everyday Information for Your Child/ren

- At St Nicholas OOSH we aim to lower the risk of sun cancer and in line with our Sun Protection Policy when the **UV is 3 or above** children will be required to wear a hat and suitable clothing when outdoors.
- Your child is required to bring the following to Vacation Care:
 - Morning tea, lunch and a water bottle (We are a **NUT and EGG AWARE** service – please do not bring foods containing nuts, this includes Nutella)
 - **Breakfast and Afternoon tea is provided.**
 - **Enclosed shoes** must be worn at all times; such as joggers
 - **A brimmed hat** (School hat is best)
 - **Appropriate clothing** for sun protection and weather conditions. (**Shirts with sleeves**)
 - Please bring **gum boots** and **rain jacket with a hood** if you wish you child to play out in the rain.