

# ST MARGARET'S OSHC SCHOOL HOLIDAY INFORMATION GUIDE

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## How do I book?

Please book in your required days using the QKEnrol app.

#### information page.

- Email/phone/verbal bookings will not be accepted.
- We are unable to accept walk-ins on the day.
- If your child has not attended
- this School Holiday Program, enrolment forms and DebitSuccess form must also be completed. Your booking is not finalised until these forms have been received.
- \* Additional costs for incursions/ excursions apply. These are compulsory for all students.

#### Cancellations:

Unfortunately, we are unable to accept cancellations once you have placed a booking. Except for excursion and incursion days, we are happy to change the date of your booking. Changes to your current booking must be made within 48 hours of the booking date, in writing.

Excursions and incursions are set out in the program which is issued at least 3 weeks before the school holiday period. Once booked, excursions and incursions are not able to be cancelled as we have in many cases prepaid for these activities.

## Excursions:

for excursion information.

#### Payments:

Payment for the School Holiday Program will be debited from your nominated bank account or credit card weekly through DebitSuccess. If you have not provided details for payment via a DebitSuccess form, your booking will not be accepted until that is received. If you have outstanding fees prior to the start of the School Holiday program, these need to be paid before your booking will be accepted.

Important: If you have outstanding fees from the term, your school holiday booking will not be accepted until these have been paid in full.

#### Child Care Subsidy:

Our service is registered with Centrelink, so you will be able to claim Child Care Subsidy on your fees. For further information please visit www.education.gov.au/childcare-FAQ

# Pick up and Drop off Routine

All OSHC drop off and pick up will occur at the Atrium entrance on Butler Street. The iPad will be located at the Atrium entrance. An OSHC educator will collect your child from you in the mornings and bring your child to you in the afternoons.

We ask that there is only one parent or guardian picking up or dropping off. All siblings not at OSHC will need to stay with a parent and not enter the dassroom or Atrium.

Further Information Contact: Palu Ingram, OSHC Co-ordinator P: 0423 547 653 or 0432 653 728 E: oshc@stmargarets.qld.edu.au





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**BOOKING PROCESS** 

PLEASE COMPLETE YOUR VACATION CARE BOOKING FORM VIA THE MY FAMILY LOUNGE APP

n online Booking and Waitlist