

# CRÈCHE PERMANENT BOOKING FORM

TUESDAY 29 JANUARY – SATURDAY 6 APRIL 2019 (not including school holidays) /  
THURSDAY 18 APRIL 2019 (including school holidays)



CHILD INFORMATION	
FIRST NAME	SURNAME
HOME ADDRESS	
SUBURB	POSTCODE
DATE OF BIRTH	AGE (AT START OF TERM)
PARENTS NAME	
HOME NUMBER	MOBILE NUMBER
EMAIL ADDRESS	
MEMBERSHIP NUMBER	

PLEASE INDICATE BELOW THE AGE GROUP AND PERMANENT SESSIONS YOU WOULD LIKE TO HOLD FOR THE TERM:

AGE GROUP  6 wks - 12 mths  12 mths - 18 mths  18 mths - 3 yrs  3 yrs and over

FIRST PREFERENCE				
DAY	SESSION 1 9.00AM- 10.30AM	SESSION 2 10.30AM- 12.00PM	SESSION 3* 12.00PM - 1.30PM	COMBINED SESSION* 9.00AM - 1.30PM
MONDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SATURDAY	<input type="checkbox"/>	<input type="checkbox"/>		

SECOND PREFERENCE				
DAY	SESSION 1 9.00AM- 10.30AM	SESSION 2 10.30AM- 12.00PM	SESSION 3* 12.00PM - 1.30PM	COMBINED SESSION* 9.00AM - 1.30PM
MONDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SATURDAY	<input type="checkbox"/>	<input type="checkbox"/>		

\*Session 3 & Combined Session offered Monday – Friday only  
Saturdays will operate throughout the Victorian public school term only (not available during school holidays)

I AM CONTINUING MY BOOKING UNTIL:

6 April 2019 (not including school holidays) OR  18 April 2019 (end of school holidays)

NOTES (DAYS AWAY ETC)
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**IN PERSON**  
BRING ENROLMENT FORM AND PAYMENT TO:  
MSAC CRÈCHE, AUGHTIE DRIVE, ALBERT PARK, 3206  
MONDAY – FRIDAY 9.00AM – 12.00PM

**BY EMAIL**  
EMAIL ENROLMENT FORM TO: CRECHE@SSCT.COM.AU

## HOW DID YOU HEAR ABOUT US?

- Member email     Leaflet     Regular MSAC Visitor (area): \_\_\_\_\_
- Referred by friend     Website     External Publication (please specify): \_\_\_\_\_
- Other: \_\_\_\_\_

## TERMS AND CONDITIONS

1. Members receive priority when making a permanent crèche booking.
  2. Casual users can make permanent bookings.
  3. Payment for permanent bookings must be made by 1 February 2019.
  4. No refund will be given if any confirmed bookings are missed (subject to illness). Please notify the crèche if you are likely to miss a booking.
  5. If you do not advise the crèche of non-attendance on three occasions, your permanent booking will no longer stand.
  6. The new closing date for permanent bookings will be Monday 21st January 2019.
  7. New permanent bookings will be secured and confirmed by email on Thursday 24th January 2019. Once you receive a confirmation letter, your permanent booking is final and cannot be changed. Any changes must be made in writing before this date.
  8. Once the confirmation letter has been sent, any changes or cancellations will incur a fee. You will be required to pay 30% of your booking if you change or cancel after the confirmation but before the start of term. Any changes or cancellations made after the term has begun will require full payment of the term fees.
  9. Children aged between 6 weeks - 18 months are limited to a single or double session booking only.
  10. As per Victorian state guidelines, children can only attend occasional care for a maximum of 5 hours care per day and 15 hours per week per child.
- I understand that my child/ren can only be enrolled at MSAC Crèche for a maximum of 5 hours per day per child and a total of 15 hours per week per child.
- I will make sure my booking requests are in line with these guidelines.
- I AGREE TO THE ABOVE TERMS AND CONDITIONS

DATE

SIGNATURE

### PRIORITY POLICY

If there are more children wanting a certain session than what is available, please contact the crèche staff to put your child's name and your details onto a wait list. You will be notified about an available space if one becomes available.

### Office use only

ACCOUNT CODE

TAKEN BY

SIGNATURE