

# OCCASSIONAL CHILDCARE PERMANENT BOOKING FORM

MONDAY 7 OCTOBER - THURSDAY 19 DECEMBER 2019



## TERM 4

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
MONDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	<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
MONDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	<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)

NOTES (DAYS AWAY ETC)
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### IN PERSON

BRING ENROLMENT FORM AND PAYMENT TO:  
MSAC OCCASSIONAL CHILDCARE, 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 booking.
  2. Casual users can make permanent bookings.
  3. Payment for permanent bookings must be made by Friday 11 October 2019.
  4. No refund will be given if any confirmed bookings are missed (subject to illness). Please notify our childcare centre if you are likely to miss a booking.
  5. If you do not advise our childcare centre of non-attendance on three occasions, your permanent booking will no longer stand.
  6. The closing date for permanent bookings will be Friday 13 September 2019.
  7. New permanent bookings will be secured and confirmed by email by Friday 20 September 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 Occasional Childcare Centre 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 our 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 vacant.

### Office use only

ACCOUNT CODE

TAKEN BY

SIGNATURE