

Early Learning Before and After Care Booking Form 2021

Child's name:

Class:

Child's date of birth:.....

Date care is required from:.....

Please tick the days you would like to book:

Before Care

Monday	Tuesday	Wednesday	Thursday	Friday
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After Care

Monday	Tuesday	Wednesday	Thursday	Friday
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Fees (charged to your school fee account):

Before Care 7.30am to 9am	\$10 per session	Casual rate: \$33 per session
After Care 3pm to 6pm	\$25 per session	Casual rate: \$33 per session

CRN Details (if applicable):

Parent/Caregiver name:

Parent/Caregiver CRN:

Parent/Caregiver date of birth:

Child CRN:

Important information

- All Out of Hours Care forms are annual forms and need to be completed at the beginning of each year (they do not carry over from one year to the next). Bookings carry over to each term in the current year.
- Permanent bookings are made and billed per term.
- If any changes need to be made to permanent bookings to before and or after care, such as increasing days booked, a new form must be submitted to Reception by the end of the first week of each new term. Changes to permanent bookings cannot be made during the term.
- All cancellations must be in writing.
- If a child is picked up late (after 6pm) a late fee of \$5 per minute is applicable.
- If a child is picked up late a second time, the parent/carer will be charged a late fee of \$5 per minute and issued a final written warning. If a parent/carer then continues to pick up their child after 6pm, the School will require an interview with the parent/carer in order to discuss and resolve the issue.

Child Care Subsidy

- Eligible families are able to claim the Child Care Subsidy for Extended Hours Care at IGS.
- As of July 2018, parents and caregivers will have their Child Care Subsidy paid to the provider (IGS) to then pass on as a fee reduction during the school fee billing cycle – Term 1: April school fees, Term 2: July school fees and Term 3 and 4: November school fees.
- The Department of Education and Training advises that in any cases where a payment is made directly to the parent, the parent will be able to see a record of this payment through Centrelink Online.

Parent/caregiver name:

Parent/caregiver signature:

Date submitted: