



Maitland Baptist Church
Child Care Limited

Out of School Hours Care

Rutherford OOSH

18-22 December

8-31 January

Booking Information

WHAT TO BRING

- Wide Brim Hat
- Sun-Safe Clothing
- Morning Tea and Lunch
- Refillable Drink Bottle
- Enclosed Shoes

CONTACT US

- 🏠 Main Office: 226A High Street, Maitland
- ☎ Main Office Number: 49391840
- ✉ Main Office Email: admin@mbcoosh.org.au
- 🌐 Website: <http://mbcoosh.org.au/>

SESSION TIMES & FEES

Centre Opening Hours: 6:30am to 6pm

Main Office Hours: 9am to 5pm

2024 Fees:

Daily Fee: \$63.00

Big Day In: \$73.00 (11th, 15th, 25th, 31st January)

Excursion: \$63.00 daily fee plus \$25 Surcharge (Friday 19th January-Reading Cinemas)

Excursion: \$63.00 daily fee plus \$32 Surcharge (Tuesday 23rd January-Australian Reptile Park)

BOOKINGS

- A 2024 enrolment/re-enrolment form needs to be completed prior to VC forms being processed.
- Completed forms are to be emailed to admin.
- Booking Confirmations will be sent via email. If you have not received confirmation within 5 business days, please contact us.
- Any changes to bookings are required to be emailed to admin. We cannot accept changes/additional bookings over the phone due to Government Regulation Changes.
- Bookings for December (18th-22nd) will close 5pm Wednesday 13th December
- Bookings for the first week of January (8th-12th) will close 5pm 20th December.
- Fees are due on your first day of care for that week. Please budget accordingly.

BIG DAY IN & EXCURSIONS

Big Day In (9/1): Composting Presentation (normal daily fee-no extra cost)

Big Day In (11/1): Petting Farm

Big Day In (15/1): Rockpool Adventures

Excursion (19/1): Reading Cinemas & Maitland Park

Excursion (23/1): Reptile Park

Big Day In (25/1): Pet Dinosaurs

Big Day In (31/1): AFL Auskick

- All excursions require a separate form to be signed, with limited numbers.
- All children booked for excursions will be required to bring a wide brim hat, drink bottle, morning tea and lunch, appropriate clothes for jumping and climbing, and enclosed shoes.
- Children will not be eligible to go on excursions if they have been recently suspended, absconded, or exhibited violent behaviours or had consistent incidents in the term/VC prior.

CCS INFORMATION

In order to claim CCS you will need to provide the following information to the office if you haven't already:

- Parent & Child Date of Birth
- Parent Customer Reference Number (CRN)
- Child Customer Reference Number (CRN)
- **Confirm enrolment through your my.gov.au account. You will need to do this for EACH vacation care period that hasn't been used in 14 weeks. If you do not do this, you will be charged full fees.**
 - e.g. if you use East Maitland B&ASC and attend Metford VC, you may need to re-confirm your enrolment. If you use Rutherford BASC and attend Rutherford VC, you will not need to re-enrol unless you haven't attended in the previous 14 weeks.
- **If your child is absent on the last day of vacation care, the Government may not pay fee relief for that day, or any absences immediately before that day.**
- CCS is not eligible on Excursion Surcharges.

CANCELLATIONS

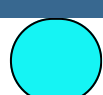
- Any bookings made after Thursday 8th December (for 18th-22nd December) or Thursday 28th December (for 8th-31st January) are unable to be cancelled unless 5 working days notice has been provided. If your child is on standby for the excursion, this does not void the rule and fees for care will still be charged. (The main office will be closed 25/12-5/1. Any cancellations received during this time will be backdated to the date the email was received. Emails will not be checked/responded to during this closure period.
- To cancel a booking without incurring charges you must provide 5 full working days notice.
(Public Holidays, Weekends, and Day of Cancellation not included)
- If your child is sick or not attending on the day, please let the main office know via phone or email. Please note, you will still be liable for any fees for this day.

Date Booked	18/12	19/12	20/12	21/12	22/12
Cancellation must be received on or by	8/12	11/12	12/12	13/12	14/12

Date Booked	8/1	9/1	10/1	11/1	12/1	15/1	16/1	17/1	18/1	19/1	22/1	23/1	24/1	25/1	29/1	30/1	31/1
Cancellation must be received on or by	28/12	29/12	2/1	3/1	4/1	5/1	8/1	9/1	10/1	11/1	12/1	15/1	16/1	17/1	18/1	19/1	22/1



Regular Day



Big Day In Day



Excursion Day

We believe we are the H.E.A.R.T of the Community



Rutherford Christmas 2023 Vacation Care Booking Sheet Authorisation Form

SE:00013330

Places are limited so bookings will be prioritised firstly on Priority of Access guidelines, then on a first come first served basis. i.e., the earlier you submit your form, the better chance the places will be available.

Note: 5 Full Working Days Written Notice must be given to the Main Office to cancel bookings, or full fees must be paid

The day of cancellation is not counted as a Full Working Day-

Working Days are Monday to Friday, 9am – 5pm excluding Public Holidays

All Vacations Care forms to be returned via email: admin@mbcoosh.org.au

FEES:

Daily Fee- \$60

Big Day In- \$70

Excursion- \$60 +

Excursion Fee

(Please see
Excursion forms for
pricing)

Session Times:

6:30am-6:00pm

Monday 18 th December	Tuesday 19 th December	Wednesday 20 th December	Thursday 21 st December	Friday 22 nd December

As part of the Child Care Subsidy, could you please complete and confirm acceptance of the following terms and conditions so that our Service can receive Child Care Funding on your behalf and reduce your fees.

One Child per Booking Form

Child's Name: _____ Child's DOB: _____ Child's Class in 2023: _____

Parent/Guardian Name: _____ Daytime Contact Number: _____

Postal Address: _____

Email: _____ Allergies, Disabilities/Health Needs: _____

Approximate time of arrival each day: _____ Approximate time of departure each day: _____

School Attending: _____ Are you an Ezi Debit customer at any of our centres: Yes ☐ No ☐

Reason for using child care (Please Tick)

Social Activity for Children ☐ Studying Parent/s ☐ Other (Please Specify) _____

Respite Care ☐ Working Parent/s ☐

I Confirm:

- The details I have provided on this form are true and correct
- I have agreed to the days of care and the start and end times of these sessions
- Care may be provided on a casual or flexible basis where available at the Service in addition to routine care as requested by myself (Parent/Guardian) and;
- I am liable to pay fees for my child's care as indicated on this form and in line with other information the service makes available to me (such as a Fee Schedule) which are subject to change over time based on advice from the Provider.

Children will not be allowed to attend any service if they are showing any signs or symptoms of a cold/fever

I accept the terms and conditions of this booking sheet and the Booking Information Sheet and understand that confirmation will be received via email.

Signed Parent/Legal Guardian: _____ Date: _____