

Maitland Baptist Church Child Care Ltd

83-85 Weblands Street Rutherford
 Provider No. PR-00007689
 Email: admin@mbcoosh.org.au

ABN 94 288 377 301
 ACN 639 579 785
 Ph. 02 49391840



Until further notice, due to COVID, our centres will be limited to 50 children for families that are essential workers .

Booking Information Sheet

+++++ YOUR BOOKINGS ARE APPROVED UNLESS NOTIFIED OTHERWISE +++++

Outlined below are the terms and conditions of your bookings.

- **If you haven't used our services during this current year please ensure that you have filled out a 2021 Enrolment Form in addition to your **Spring 2021 Booking Sheet Authorisation Form****
- Any Bookings made after Thursday 16th September are unable to be cancelled unless the full 5 working days' notice is provided as per the table below.
- Any changes made to bookings are required to be in writing to our Main Office at: admin@mbcoosh.org.au in office hours 9am to 5pm
- We can no longer accept changes/additional bookings over the phone due to Government Regulation changes.
- Opening hours are between 6.30am and 6.00pm. Please do not leave your child unattended outside these times.
- Picking up later than 6pm may incur a late fee surcharge.
- Bookings for Monday 20th September will close on Wednesday 15th September at 6pm.
- Fees are due on your first day of care for that week. Please budget to pay accordingly.
- Please be aware if you want to claim childcare subsidy, you will need to ensure your child is enrolled via my.gov.au
- In order to claim your Child Care Subsidy 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 Account. You will need to do this if you haven't used care in 14 weeks.**
 e.g. If your child only uses vacation care or attends a different centre, you will need to re-enrol if you haven't used that centre before, OR if you didn't attend the previous holiday period if you normally attend a different centre.
- **If your child is absent on the last day of vacation care, the Government will not pay fee relief for that day, or any absences immediately before that day, if your child does not normally attend that centre.**

Booking Cancellation Instructions

- ◇ To cancel a booking without incurring charges, you must give **5 full working days written** notice.
- ◇ **Public holidays, weekends and the day of cancellation not included.**
- ◇ If your child is sick or not attending on the day, please let us know that morning by phoning the main office on 4939 1840.
- ◇ Please note that you will still be liable for any fees incurred on the sick day.

DATE BOOKED	20/09	21/09	22/09	23/09	24/09	27/09	28/09	29/09	30/09	01/10
CANCELLATION MUST BE RECEIVED ON OR BY	10/09	13/09	14/09	15/09	16/09	17/09	20/09	21/09	22/09	23/09

Everyday Information for your Child/ren

In aiming to balance the risk of skin cancer from too much sun exposure with maintaining adequate levels of Vitamin D, in line with our Sun Protection Policy that when the UV forecast is 3 or above, children will have to wear a hat and suitable clothing when outdoors. (No Hat Play in the Shade)

Your child should always bring with them to Vacation Care:

- **Morning tea and a drink**
- **Lunch and a drink (Remember we encourage a nut free zone)**
- Closed in shoes such as joggers
- Appropriate clothes for **sun protection** and **weather conditions** (No singlet tops)
- **A Brimmed Hat**

If you have any queries please contact the Main Office on (02) 4939-1840 between 9am and 5pm Weekdays, or email us at admin@mbcoosh.org.au



Thank you for taking the time to read these instructions
The Management Team

"Showing the Love of Jesus to the Community"