



Blackmans Bay Childrens Services

Dear Families,

Our primary concern at our OSHC and Vacation Care Services is always the safety and wellbeing of your child. Part of ensuring your child's safety is having sufficient staff rostered during Vacation Care to ensure the ratios of adults to children is appropriate, particularly when we are on outings. To help us achieve this, we request that all Vacation Care bookings are made a minimum of one week prior to the start of the holiday period (that is, by the due date).

Whilst the majority of families make every effort to book by the due date, we are finding that increasingly, bookings are being made without sufficient notice. This has an impact on being able to roster appropriate numbers of staff. In order to address this issue, we will be introducing a higher price fee for those bookings received after close of business on the due date. All bookings received after the due date will be deemed a "casual" booking and incur an additional fee of \$5.00 per day.

For example: The Term 3 School holidays commence on 2nd October 2017. Bookings are due by close of business on Monday 25th September 2017. All bookings received after close of business on the 25th of September will be subject to the casual vacation care day fee of \$59 per day (normally \$54 per day).

In accordance with current procedures, all bookings after the due date must be received and approved by the OSHC Director. We also understand that in exceptional circumstances, you may not be in a position to book by the due date and this will be taken into consideration by the OSHC Director.

Confirmation of bookings is available in the week prior to commencement of Vacation Care by viewing your bookings in the Xplor app.

Regards,

Scott Norris
OSHC Director