



*St Nicholas* OOSH

DIOCESE OF MAITLAND-NEWCASTLE

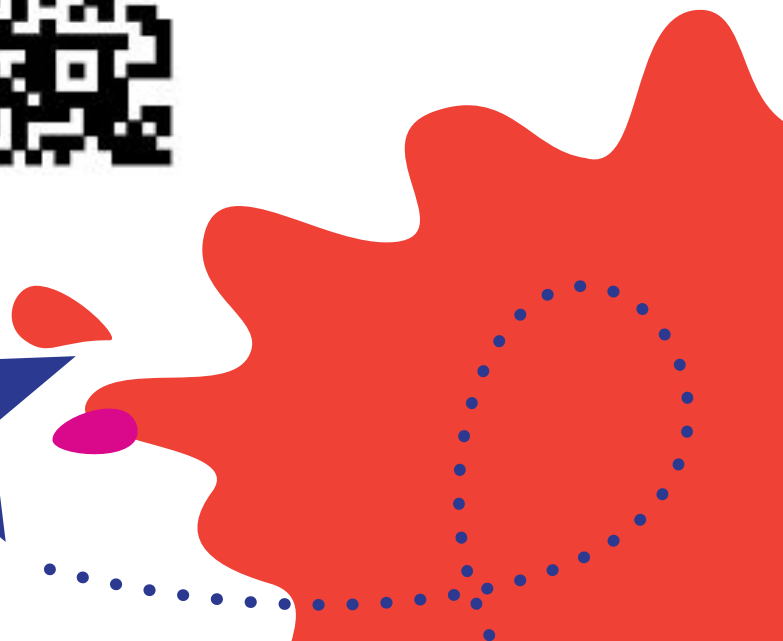


# PUPIL FREE DAY SHORTLAND WATER PLAY DAY MONDAY 24 NOVEMBER

7am - 5pm

Join us for a relaxing day as you sit back and relax with your friends to enjoy your favourite films.

REQUEST A BOOKING





## IMPORTANT INFORMATION

REQUEST A BOOKING



### WHAT TO BRING

- ▶ **Wide-brimmed hat** – School hats are usually best. When the UV is 3 or above, children will be required to wear a hat. Sunscreen is provided and routinely applied as per our Sun Protection Policy. If your child is sensitive to standard broad-spectrum 30+ sunscreen, please provide appropriate sunscreen clearly labelled with your child's name.
- ▶ **Morning tea and lunch** – OOSH staff are not able to heat or cook food. Please ensure anything sent can be eaten straight from their lunch box. Our service is a nut-free zone. Breakfast and afternoon tea are provided.
- ▶ **Enclosed shoes** must be worn, such as joggers or sneakers.
- ▶ **Refillable water bottle.**
- ▶ **Spare set of clothes** in case of an accident or excessive mess.
- ▶ **Jumper or jacket**

### BOOKING CHECKLIST

No booking is accepted until all the following items have been completed and you have received emailed confirmation from your service's Nominated Supervisor:

Complete our online booking request form, located at [stnicholasoosh.org.au/shortland](https://stnicholasoosh.org.au/shortland)

Confirm your enrolment details are up to date through Xplor (if you are not yet enrolled with St Nicholas OOSH, you will be sent a link)

Any outstanding fees have been paid

### CHILD CARE SUBSIDY (CCS)

Did you know you are entitled to a discount of up to 85% (90% from July 2023) off your fees through the Australian Government's Child Care Subsidy?

To ensure you receive your entitled subsidy, remember to confirm your CCS enrolment via the **Centrelink website** or app.

### CANCELLATIONS AND ABSENCE

To change your booking, simply submit a new online booking form with your updated preferred days.

To cancel a booking, you can contact our Admin and Client Services team via email – [vacationcare@stnicholasmn.org.au](mailto:vacationcare@stnicholasmn.org.au).

Please note, our cancellation policy requires notice of five (5) business days for cancellation of Vacation Care bookings. If you cancel within 5 business days of your booking, you will be charged the full rate.

If your child is sick or otherwise unable to attend for one of your bookings, please let us know with as much notice as possible by phoning or texting the service's mobile number. Please note, you will still be liable for any fees incurred on this day. If children are unwell, please refrain from bringing them to care.

### ADDITIONAL INFORMATION

Risk assessments are completed for all excursions and are available onsite for viewing. An OOSH staff member can provide a copy of any risk assessments to parents/caregivers upon request.