

BOOKING FORM

Date: From: To:

Educator Name:

Family Name:

Permanent ☐ **Casual** ☐ **School Term** ☐ **School Holidays** ☐

Casual Rate ☐ Yes ☐ No

Children Requiring Care	MON		TUE		WED		THU		FRI		SAT		SUN	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To
e.g. Jo Blogs	07.00	17.00			09.00	14.00					07.00	17.00		

- This form **must be updated** every time there is an alteration to booked hours.
- Educator cannot guarantee to be available to meet all requests for casual care.
- School aged children are booked on a school term basis.
- School holiday care requires a new booking form.
- 14 days’ notice is required of changes to booked hours or cancellation of care.
- Casual Bookings require 24 hours’ notice of cancellation or agreed booked hours will be charged.

Does travel apply? Yes ☐ No ☐

Educator will supply meals/snacks? Yes ☐ No ☐

I have received a copy of the Educator Fee Schedule Yes ☐ No ☐

Travel, meals and snacks will be charged as per Educator Fee Schedule and does not receive CCS

CHILD CARE SUBSIDY (CCS) is a payment made by the Commonwealth Government to assist families with the cost of care. You will need to register for Child Care Subsidy through your MYGOV account. Full fees will apply if your CCS has not been pre approved.

ABSENCES are charged at the normal rate and CCS is paid for 42 allowable absences, across all services per financial year (which includes public holidays, illness, curriculum days, etc.).

- Full payments must be made on a fortnightly by IPAY.
- By signing this booking form I acknowledge that I have read, understood and agreed to all Fees, Payments and terms as outlined in the Fee Procedure and Educator Fee Schedule.

Educator has updated Hubworks Yes ☐ No ☐

Signed: *Parent/Guardian* **Date:**

Signed: *Educator* **Date:**