

## A-7 Bookings

### NQS

QA.2.2.1	Supervision.
QA.4.1.1	Organisation of educators
QA. 4.2.1	Professional Collaboration.
QA.6.1.1	Engagement with the service.
QA.6.1.3	Families are supported.
Q.A. 7.1.1	Service philosophy and purpose.
QA.7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

### National Regulations

Reg. 145 - 151	Staff and Educator Records
Reg. 158 – 162	Attendance and Enrolment Record
Reg 165	Record of visitors
Reg. 167	Record of service's compliance
Reg. 177	Prescribed enrolment and other documents to be kept by approved provider
Reg. 181 - 184	Confidentiality and storage records

### My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
LO. 2	Children and young people develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary as active and informed citizens
LO. 5	Children and young people interact verbally and non-verbally with others for a range of purposes

### Policy Statement

If a child is to attend Sylvania Heights BASC on a regular basis a permanent booking is required. A permanent booking must be paid for whether or not the child attends. There is a small discount (relative to the casual booking rate) for booking a child or children in on a permanent basis.

### Related Policies

- Sylvania Heights BASC Policy A-4: Enrolment
- Sylvania Heights BASC Policy A-6: Fees
- Sylvania Heights BASC Policy A-8: Dropping off and Picking Up
- Sylvania Heights BASC Policy A-10: Acceptance and Refusal of Authorisations

- Sylvania Heights BASC Policy A-16: Financial Management
- Sylvania Heights BASC Policy A-17: Privacy and Confidentiality
- Sylvania Heights BASC Policy D-10: First Aid
- Sylvania Heights BASC Policy D-11: Management of Incident, Injury and Trauma
- Sylvania Heights BASC Policy D-12: Death of a Child
- Sylvania Heights BASC Policy D-13: Illness and Infectious Diseases
- Sylvania Heights BASC Policy D-14: Immunisation
- Sylvania Heights BASC Policy D-15: Allergies
- Sylvania Heights BASC Policy D-28: Workplace, Health and Safety
- Sylvania Heights BASC Policy E-2: Programs
- Sylvania Heights BASC Policy E-5: Excursions

## **Procedure**

Changes to bookings are made through the Centre's portal using individual log-in information. Last minute changes for transfers, casual bookings and absences that are made after the cut off time can be made by contacting the Centre.

There are three types of bookings for Before and After School Care - Permanent, Casual and Alternate bookings; And two types of Vacation Care bookings – Early Bird and Normal bookings.

### **Permanent Bookings**

Bookings are considered permanent if they are made for the same session for a minimum of two consecutive weeks. These are chargeable despite attendance.

Changes to permanent bookings, either cancellations or session additions, must be made through the Centre's portal by 9am of the Friday prior to the week that the changes are to take place. Additions not put through by this time will at the discretion of the Centre Director. Cancellations not put through by this time will be charged. Permanent bookings must be cancelled for a minimum of 2 weeks. Where a session is required during this two-week window, parents may book the child in casually (please see Casual booking section below).

An "Away" booking change must be entered through the Centre's portal by 12pm (midday) the day prior to the session the change is to take place for. "Away" notifications after this time must be made to the Centre via email or phone. "Away" Permanent sessions are chargeable. Non-notification of a child's absence from a session may incur additional fees (See Policy A-6: Fees).

Permanent bookings may be transferred from one day to another in the same week (Monday to Friday) providing the change is logged online by 12pm (midday) the day prior to the session being transferred from or to and that they are for the same session type (i.e. Morning for Morning, Afternoon for Afternoon). Transfers are subject to availability.

Permanent bookings falling on a public holiday or day of closure are non-chargeable.

### **Casual Bookings**

Bookings are considered casual if they are made irregularly or occasionally.

Casual bookings must be made online by 12pm (midday) the day prior to the required booking. After this time, bookings must be confirmed directly with the Centre, and must be made prior to the commencement of the session required.

Casual bookings may be cancelled online by 12pm (midday) the day prior to the booking. Casual booking cancellations after this time can be made without charge provided the centre is advised prior to the end of the morning session or the commencement of the afternoon session, by phone or email. If the centre is not informed by this time the casual session will be charged.

### **Alternate Bookings**

Where a parent/guardian is involved with shift or rostered work, or have a split family arrangement, the Centre will activate alternating booking rights for their children on the portal. Parents/guardians should advise the Centre Director of their position and appropriate arrangements will be put in place to accommodate these situations.

Alternate bookings should be logged online by Friday 9am prior to the week that they bookings are to take place. Alternate bookings do not carry over at the end of each school term and must be re-submitted via the portal for bookings to occur.

### **Vacation Care Bookings**

The Vacation Care program is usually open for bookings during week 7 of the school term. The opening date and vacation care program will be circulated to families via email, the Centre's website, and will also be available on the portal.

Vacation care bookings are able to be made via the portal until such time as the day is fully booked, or the cutoff date for changes to bookings is reached. Families from Sylvania Heights BASC are given one week in which to book, before bookings for children from other schools is made available. Early Bird rates are usually available until the Friday in the second last week of Term. After this date, all bookings will be made at the normal rate. The early bird dates and costs, along with the normal rate costs will be published on the Vacation Care Program. The cut-off date for changes to bookings, is usually 2 business days prior to day being booked, although this may change based on factors outside the Centre's control, such as outside provider cut off dates, staffing concerns, etc. Any bookings after the online cut off date must be made via email to the Centre Director and are subject to availability.

Bookings can usually be cancelled via the portal up until the Friday the second last week of term. After the cancellation period is passed, all bookings are chargeable despite attendance, unless a child is absent due to illness. Where a child is absent due to illness, a medical certificate must be supplied to the centre either 24 hours in advance (if an excursion day will be missed) no later than the Friday of the week of the absence (for incursion or incentre days), or full fees will apply. The last date cancellations are available will be published on the Vacation Care Program.

In the event of unforeseen circumstances, such as inclement weather, heatwaves, lockdowns, or infectious disease outbreaks etc. the centre reserves the right to adjust the activity of the day, to ensure the safety of all in attendance. Where these changes are made, as much notice as possible will be provided to the parents, with information around whether cancellations will be available.

### **Sources**

- Education and Care Services National Regulations (2011)

- My Time, Our Place – Framework for School Age Care in Australia V2.0
- Office of the Children’s Guardian Working with Children Check
- Licence Agreement

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