



Dear Parents and Carers,

Vacation Care accounts will be paid after attendance. This means that accounts will be prepared on the Friday of each week, once attendance has been verified. Accounts will be ready for collection on Mondays.

These accounts will have a 7 day payment period. If accounts are not paid in full after the 7 day period, future Vacation Care and OSHC bookings may be cancelled until all fees have been collected. Prompt payment of fees is vital to the service's continued running.

If accounts are not paid within the specified time frame and no arrangements to make payment have been made with the OSHC Director the overdue account plan will be imposed.

It is important that you cancel your child's care as it gives other families on the waiting list the opportunity to receive care, and enables us to plan appropriately for staffing and excursion requirements. Any non cancellations will be charged as an allowable absence to families.

Parents who still wish to make payment deposits before the school holidays may do so, however exact charges will not be known until the end of each week's attendance.

Yours sincerely,

Joel Cooke  
Director

**Parents please note:**

Children need to bring a hat to wear each day and **must wear enclosed shoes/Sandals. Thongs are not appropriate.**

Children need to bring recess, lunch & drink bottle daily.

Please apply sunscreen to your child in the morning before they attend, we will reapply during the day.

**No cooked food** on any excursion days.

Students can bring electronic equipment, however the service takes no responsibility for lost or broken items.