



**December  
WEEK 1**

Daily Program  
8.00am to 6:00pm

Name of Child/ren  
attending

Age/s

Venue

Daily Fee

Excursion/  
Incursion Fee

Total  
Charge

**Week 1 - Bookings are required NO later than Wednesday 2 December**

Thursday 10 Dec	<u>Airtime 360*</u> Join us for a private session at Airtime! Please bring Airtime socks if you already have them!			23 Racecourse Crescent, Launceston Depart at 10am Return at 12noon	\$76.00	\$14.00	\$90.00
Friday 11 Dec	<u>Let's Get Wet!</u> Pack your bathers, sunscreen, hat & towel ready for a swim in the pool (Water play for children under 5).			SOC Elphin Campus	\$76.00	N/A	\$76.00

PLEASE NOTE: Booking forms must be completed and returned to Scotch Oakburn College by Wednesday 2 December to confirm your child's place. Bookings made after this date are NOT guaranteed and will incur a late booking fee of \$20.00 per family per day booked (to a max of \$100). All bookings placed after this date will need to be emailed to OSHC@soc.tas.edu.au, an OSHC staff member will confirm your booking. Refunds for cancellations will only occur if a minimum of 1 weeks' notice is provided. A 2020 Outside School Hours Care Enrolment Form must be completed for all Vacation Care bookings to be confirmed, only required to be completed once each calendar year. All Children need to bring a packed healthy morning tea, lunch and a full water bottle, no nuts or nut products please. Children must wear safe, supportive footwear and weather appropriate clothing on days of attendance. Please bring a hat. \*See Excursion page notes



December  
WEEK 2

Daily Program  
8.00am to 6:00pm

Name of Child/ren  
attending

Age/s

Venue

Daily Fee

Excursion/  
Incursion Fee

Total  
Charge

**Week 2 - Bookings are required NO later than Wednesday 9 December**

Monday 14 Dec	<u>Box Building</u> Join us as we make Robots, Cars and Cubby Houses out of boxes!			SOC Elphin Campus	\$76.00	N/A	\$76.00
Tuesday 15 Dec	<u>Pouring Paint</u> Let's join the paint pouring craze and see what amazing prints we can make!			SOC Elphin Campus	\$76.00	N/A	\$76.00
Wednesday 16 Dec	<u>Launceston Lanes*</u> We are heading to Launceston Lanes for a morning of bowling and games. <b>Please wear socks today</b>			20 Innocent Street, Kings Meadows Depart 10am Return 1pm	\$76.00	\$14.00	\$90.00
Thursday 17 Dec	<u>Let's Get Wet!</u> Pack your bathers, sunscreen, hat & towel ready for a swim in the pool (Water play for children under 5).			SOC Elphin Campus	\$76.00	N/A	\$76.00
Friday 18 Dec	<u>Group Games at Claremont Park</u> Let's play group games and enjoy eating your packed lunch outdoors – picnic style!			SOC Elphin Campus	\$76.00	N/A	\$76.00

PLEASE NOTE: Booking forms must be completed and returned to Scotch Oakburn College by Wednesday 9 December to confirm your child's place. Bookings made after this date are NOT guaranteed and will incur a late booking fee of \$20.00 per family per day booked (to a max of \$100). All bookings placed after this date will need to be emailed to OSHC@soc.tas.edu.au, an OSHC staff member will confirm your booking. Refunds for cancellations will only occur if a minimum of 1 weeks' notice is provided. A 2020 Outside School Hours Care Enrolment Form must be completed for all Vacation Care bookings to be confirmed, only required to be completed once each calendar year. All Children need to bring a packed healthy morning tea, lunch and a full water bottle, no nuts or nut products please. Children must wear safe, supportive footwear and weather appropriate clothing on days of attendance. Please bring a hat. \*See Excursion page notes



December  
WEEK 3

Daily Program  
8.00am to 6:00pm

Name of Child/ren  
attending

Age/s

Venue

Daily Fee

Excursion/  
Incurtion Fee

Total  
Charge

**Week 1 - Bookings are required NO later than Wednesday 16 December**

Monday 21 Dec	<u>Let's Get Wet!</u> Pack your bathers, sunscreen, hat & towel ready for a swim in the pool (Water play for children under 5).			SOC Elphin Campus	\$76.00	N/A	\$76.00
Tuesday 22 Dec	<u>Christmas Craft</u> Join us to celebrate Christmas! We will make cards and gifts for our families.			SOC Elphin Campus	\$76.00	N/A	\$76.00
Wed 23 Dec	<u>End of Year Party!</u> Time to enjoy a day of party games and music! Have fun on our last day of Vacation Care for 2020.			SOC Elphin Campus	\$76.00	N/A	\$76.00

PLEASE NOTE: Booking forms must be completed and returned to Scotch Oakburn College by Wednesday 16 December to confirm your child's place. Bookings made after this date are NOT guaranteed and will incur a late booking fee of \$20.00 per family per day booked (to a max of \$100). All bookings placed after this date will need to be emailed to OSHC@soc.tas.edu.au, an OSHC staff member will confirm your booking. Refunds for cancellations will only occur if a minimum of 1 weeks' notice is provided. A 2020 Outside School Hours Care Enrolment Form must be completed for all Vacation Care bookings to be confirmed, only required to be completed once each calendar year. All Children need to bring a packed healthy morning tea, lunch and a full water bottle, no nuts or nut products please. Children must wear safe, supportive footwear and weather appropriate clothing on days of attendance. Please bring a hat.



On **Thursday 10 December** we will visit Airtime 360 (located at 23 Racecourse Crescent, Launceston). We will depart the Elphin Campus at 10am returning by 12noon. We will travel by bus fitted with three-point seatbelts to and from Airtime 360. A risk assessment for this excursion has been completed by Dom Pennell (OSHC Coordinator). Carer/Adult to Child Ratios for this excursion will be in accordance with the Tasmanian Licensing Standards for Centre Based Child Care, Class 5 - Standard 4.4.

On **Wednesday 16 December** we will visit Launceston Lanes (located at 20 Innocent Street, Kings Meadows). We will depart the Elphin Campus at 10am returning by 1pm. We will travel by bus fitted with three-point seatbelts to and from Launceston Lanes. A risk assessment for this excursion has been completed by Dom Pennell (OSHC Coordinator). Carer/Adult to Child Ratios for this excursion will be in accordance with the Tasmanian Licensing Standards for Centre Based Child Care, Class 5 - Standard 4.4.



## **CONDITIONS OF ENROLMENT – OUTSIDE SCHOOL HOURS CARE**

1. Parents and guardians agree: (a) to accept the authority of the Board of Governance and of the Principal to run the College and for that purpose from time to time to impose, modify, rescind and apply in their unfettered discretion rules, policies and regulations hereinafter referred to as "the Rules". (b) To be bound by and observe the Rules.
2. Fees are invoiced fortnightly in arrears and are payable by direct debit only via financial institutions or credit card. Fees will be invoiced for every day of your child's enrolment, including days on which your child does not attend due to sickness or other reasons. Should you be eligible for CCS from Centrelink, this will be paid directly to Scotch Oakburn College as a fee reduction. You will then only pay the gap fee.
3. Declined fees of \$3.50 per transaction will apply should your direct debit payment be declined due to insufficient funds or any other reason.
4. A fee of \$25.00 will be charge for a late payment of account.
5. A late pickup fee of \$15.00 for After School Care (short) will be charged after 10 minutes. For After School Care (long) and Vacation Care, a late pickup fee for \$15.00 for the first 10 minutes and \$25.00 per 15 minutes (or part thereof) thereafter will be charged.
6. Full fees will be charged for OSHC where the following notice period of cancellation has not been given: Vacation Care - 1 week, After School Care – by noon on the day, Before School Care – by noon of the previous day.
7. The liability of the signatories to this Application for Admission Form is joint and several.
8. The College reserves the right in its complete discretion and for any reason to suspend or to dismiss any student from the College and without limiting the generality of such discretion, such suspension or dismissal may be upon the grounds of unsatisfactory conduct or performance on the part of such student and/or upon a failure of the student or his or her parent or guardian to obey or comply with the Rules or these conditions of Enrolment.
9. Parents are responsible for ensuring that students' personal possessions brought to the College are adequately insured against loss or damage. The College is not responsible for, and does not accept liability for, damage to or loss of any personal possessions of students.

## **COLLECTION OF PERSONAL INFORMATION**

1. The College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a students' enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for students.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask parents to provide relevant medical information about sons/daughters from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the College, including visiting specialist teachers and sports coaches.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of the student.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in College publications such as newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include when access would have an unreasonable impact on the privacy of others, where access may result in a reach of the College's duty of care to the student or where students have provided information in confidence.
9. The College, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to parents. Information may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose personal information to third parties for their own marketing purposes without parental consent.
10. If parents provide the College with the personal information of others, such as doctors or emergency contacts, we encourage parents to inform those people that they are disclosing that information to the College. I have read the Scotch Oakburn College the Terms and Conditions as outlined above and fully understand all my requirements. I agree to abide by all requirements, including payment of fees, cancellations and absences. I have completed an OSHC Enrolment Form and read the Excursion details associated with bookings and where my bookings involve excursions, I hereby provide my consent for my child(ren) to attend the nominated excursion.

Parent Signature: \_\_\_\_\_ Parent Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_