

Vacation Care Booking Procedure

This procedure should be read in conjunction with the 'Partnerships with our Community Policy'

1. Vacation Care program bookings open for three weeks, closing one week prior to the commencement of the program.
2. Bookings can be made by completing the 'Booking Form' (including all excursion authorisations) and will be processed in the order they are received.
3. A booking confirmation is provided prior to the program starting along with important information about each day.
4. Once a booking confirmation is issued, parents are liable for all fees relating to the booking.
5. A quote will be issued based on the CCS rate valid at the time of booking, showing the out of pocket expense payable by the family.
6. Failure to finalise payments by 5 days after the program completion will result in late fees being charged to the account.

PROCEDURE VERSION AND REVISION INFORMATION



Authorised by GENERAL MANAGER

Current version 1

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