



BEFORE SCHOOL CARE - 2016

Centre Name and School: _____

Child 1 Name: _____ Child's 2016 Class: _____

Child 2 Name: _____ Child's 2016 Class: _____

Please circle with pen the After School Care dates which your child/ren are attending

Term 1	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
Monday	Vac Care	Feb 01	Feb 08	Feb 15	Feb 22	Feb 29	Mar 07	Mar 14	Mar 21	Easter Monday	Apr 04
Tuesday	Aust Day	Feb 02	Feb 09	Feb 16	Feb 23	Mar 01	Mar 08	Mar 15	Mar 22	Mar 29	Apr 05
Wednesday	PFD	Feb 03	Feb 10	Feb 17	Feb 24	Mar 02	Mar 09	Mar 16	Mar 23	Mar 30	Apr 06
Thursday	Jan 28	Feb 04	Feb 11	Feb 18	Feb 25	Mar 03	Mar 10	Mar 17	Mar 24	Mar 31	Apr 07
Friday	Jan 29	Feb 05	Feb 12	Feb 19	Feb 26	Mar 04	Mar 11	Mar 18	Good Friday	Apr 01	Apr 08

Do you need Vacation care? Our fantastic Vacation Care Program will be available from 7th March, in week 7

Term 2	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Monday	Anzac Day	May 02	May 09	May 16	May 23	May 30	Jun 06	Queen's Bday	Jun 20	Jun 27
Tuesday	PFD	May 03	May 10	May 17	May 24	May 31	Jun 07	Jun 14	Jun 21	Jun 28
Wednesday	Apr 27	May 04	May 11	May 18	May 25	Jun 01	Jun 08	Jun 15	Jun 22	Jun 29
Thursday	Apr 28	May 05	May 12	May 19	May 26	Jun 02	Jun 09	Jun 16	Jun 23	Jun 30
Friday	Apr 29	May 06	May 13	May 20	May 27	Jun 03	Jun 10	Jun 17	Jun 24	Jul 01

See our **Vacation care program** available from 6th June, in week 7

Term 3	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Monday	PFD	Jul 25	Aug 01	Aug 08	Aug 15	Aug 22	Aug 29	Sep 05	Sep 12	Sep 19
Tuesday	Jul 19	Jul 26	Aug 02	Aug 09	Aug 16	Aug 23	Aug 30	Sep 06	Sep 13	Sep 20
Wednesday	Jul 20	Jul 27	Aug 03	Aug 10	Aug 17	Aug 24	Aug 31	Sep 07	Sep 14	Sep 21
Thursday	Jul 21	Jul 28	Aug 04	Aug 11	Aug 18	Aug 25	Sep 01	Sep 08	Sep 15	Sep 22
Friday	Jul 22	Jul 29	Aug 05	Aug 12	Aug 19	Aug 26	Sep 02	Sep 09	Sep 16	Sep 23

See our **Vacation care program** available from 29th August, in week 7

Term 4	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
Monday	Oct 10	Oct 17	Oct 24	Oct 31	Nov 07	Nov 14	Nov 21	Nov 28	Dec 05	Dec 12	PFD
Tuesday	Oct 11	Oct 18	Oct 25	Nov 01	Nov 08	Nov 15	Nov 22	Nov 29	Dec 06	Dec 13	PFD
Wednesday	Oct 12	Oct 19	Oct 26	Nov 02	Nov 09	Nov 16	Nov 23	Nov 30	Dec 07	Dec 14	VAC CARE
Thursday	Oct 13	Oct 20	Oct 27	Nov 03	Nov 10	Nov 17	Nov 24	Dec 01	Dec 08	Dec 15	VAC CARE
Friday	Oct 14	Oct 21	Oct 28	Nov 04	Nov 11	Nov 18	Nov 25	Dec 02	Dec 09	Dec 16	VAC CARE

See our **Vacation care program** available from 21st November, in week 7

The Annual Registration Fee **\$40** per family will be debited to your account at the beginning of the year (incorporates Before/After School & Vacation Care).

Fees: Permanent - \$14.00 per child per afternoon morning (less any applicable CCB)

Casual - \$16.00 per child per morning (less any applicable CCB)

To validate this booking form, payment options & all details on page 2 & 3 must be completed

IMPORTANT INFORMATION:

By signing below and/or submitting this booking form I agree the following terms are understood and accepted:

- This booking form will not be valid and therefore a permanent place is not guaranteed unless it is accompanied with a payment or one of the payment options completed in full and signed.
- Payments due, which will be calculated at the appropriate rate, will be drawn in accordance with the payment option selected (either option 1,2 or 3), and will be available on request.
- With expected heavy demand for places in 2016, childcare places will only be guaranteed according to this booking form. If a booking is made for an entire year, amendments for each following term will be accepted but with at least 7 days' notice in writing before the end of the preceding term. Cancellations of a permanent booking are of course accepted, with 7 days' notice in writing. Bookings are of a permanent nature & without 7 days' notice in writing, any absences will be charged.
- To receive the CCB discount or the 50% childcare rebate, it is the parent's responsibility to ring the Family Assistance Office on 136150 and be CCB assessed and then provide this information (family/parent CRN and child/ren's CRN) to OOSH Northern Beaches, otherwise full fees will apply. We encourage all families to be CCB assessed.
- A \$10.00 account service fee applies if an account is outside our trading terms and then thereafter a further charge of \$2.00 per week each week that the account remains unpaid/outstanding.
- It is a parent's responsibility to inform the Kids Club of a non attendance on any given day. If a staff member has to telephone to verify/confirm the absence of a child at roll call, a \$5 fee applies and will be charged to your account.
- All enquiries (casual bookings/non-attendances/extra bookings etc) should be directed to the individual centre.
- 'Extra/late bookings/late changes' for bookings made within 24hours of requirement will attract a \$2.00 admin fee.
- Any outstanding monies at the end of a term will be automatically deducted from your credit card or bank account. As a rule, we do not issue "invoices" in advance. Receipts are not issued for individual payments but accounts are available at the end of each term (email a request is the most efficient way) or request one at the centre. Your account is available at any other time by sending an email request to manager@ooshnb.com.au
- THE STATED DATES OF PUPIL FREE DAYS ETC MAY CHANGE AT THE DISCRETION OF EACH SCHOOL.
- If a payment option is not selected below, then the fortnightly direct debit payment system will apply.
- The direct debit payment system operates on a "previous week plus the current week" schedule. It is charged in the 'even' school weeks of the term on a Tuesday in weeks 2,4,6,8,10.
- Please contact Head Office during normal business hours only (9am to 5.30pm) or your centre outside of these hours.

I understand and agree with the all of the above terms **Signature:** **Date:**

PAYMENT METHOD - please select payment option 1,2 or 3

1. DIRECT DEBIT FROM BANK ACCOUNT or CREDIT CARD FOR PERMANENT (& casual) BOOKINGS -

Charged fortnightly on each even school week, on a Tuesday.

(direct debit payments attract a 0.72c surcharge and credit card payments attract a 1.87% surcharge)

Please debit my bank account / credit card (please circle one) fortnightly on a Tuesday..... YES / NO
(commencing in the 2nd week of each term).

Please note: The separate direct debit authorisation form **MUST** be completed (if required, request one by emailing manager@ooshnb.com.au). I authorise EziDebit Australia Milton as the nominated representative to process payments.

Signature: _____ Date of Signature: ___ / ___ / ___

2. DIRECT DEBIT FROM MY CREDIT CARD FOR THE FULL TERM PAYMENT (5% discount applies) or FOR CASUAL BOOKINGS

Please debit my credit card for the current term now & then on the Friday prior to each following termYES / NO

Cardholder Name: _____ Credit Card: Visa MasterCard

Card No: _____ / _____ / _____ / _____ Expiry Date on Card: ___ / ___

Signature: _____ Date of Signature: ___ / ___ / ___

(credit card payments attract a 1.87% surcharge)

Please note: The separate direct debit authorisation form **DOES NOT** have to be completed for full term bookings

3. CHEQUE / INTERNET TRANSFER FOR FULL TERM PAYMENT or for CASUAL USE PAYMENTS

Should you wish to pay for each term by cheque / direct deposit (internet transfer) in full in the 1st week of each term you will need to call Head Office to discuss arrangements on 9984-8089 or at manager@ooshnb.com.au

Signature: _____ Date of Signature: ___ / ___ / ___



Direct Debit Request

OOSH NORTHERN BEACHES

A.B.N. 98 399 800 352

P.O. Box 1143

Dee Why NSW 2099

T: 9984 8089

F: 9981 2745

E: manager@ooshnb.com.au

Request and Authority for EziDebit Australia (also known as EziDebit Milton) to debit the account named below to pay OOSH Northern Beaches

Request and Authority to debit

Surname or Company Name _____

Given names or ACN/ARBN _____ ("you")

Request and authorise OOSH Northern Beaches, or it's nominated representative, presently Ezi Debit Australia Pty Ltd acting on behalf of OOSH Northern Beaches, to arrange, through its own financial institution, for any amount OOSH NORTHERN BEACHES may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid to OOSH NORTHERN BEACHES and/or to authorize OOSH Northern Beaches or it's nominated representative, presently Ezi Debit Australia Pty Ltd acting on behalf of OOSH Northern Beaches to debit payments from my specified credit card below, subject to the terms and conditions of the Direct Debit Customer Service Agreement (and any further instructions provided below) and acknowledge that Ezi Debit Australia (or Ezi Debit Milton) will appear as the business name on my statements. I understand credit card payments may not always be processed by Ezi Debit Australia Pty Ltd and OOSH Northern Beaches may appear on my credit card statement.

How would you like to pay for your childcare?

Bank Account – Complete **Section A** - \$0.72 surcharge OR Credit Card - Complete **Section B** – 1.87% surcharge

Section A – Your full name: _____

Name of financial institution: _____

Financial Institution / Branch: _____

Name of account holder: _____

BSB Number: _____

Bank Account Number _____

Section B – Type of Card Master Card Visa

Credit Card Number: _____

Expiry date (MM/YY) _____

Name on card: _____

Acknowledgment

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you, OOSH Northern Beaches and it's nominated representative, presently Ezi Debit Australia Pty Ltd, but may change from time to time, as set out in this Request and in your Direct Debit Customer Service Agreement on the rear of this page.

Payment Details (this maybe completed / confirmed with the Centre Licensee)

The maximum amount to be debited at any one time is (optional):

\$ | | | | . | | | _____
(amount in words)

Please note Direct Debits will be made fortnightly on Tuesdays (but may not immediately show on your account ie: on Tuesdays) commencing the 2nd week of each term. Please note that the maximum amount stated above may not be reflective of the amount actually charged. In all cases the amount charged will be less than or equal to the maximum authorized amount unless there is a change to your booking. In the case of an increase in fees due to an increase in the days attended, the extra amount will automatically be added to the maximum amount to be deducted. The initial Direct Debit amount will be more to include the registration fee and may not fall on a Tuesday, and may be debited on the day the booking is received.

Insert your Signature (and Company details if using a Company bank account)

Signature: _____ Contact Phone Number: _____

Company Details (If applicable) _____

Date: _____ / _____ / 2016

OVER



Our commitment to you

- Transaction statements are available on request.
- Where the due date for a drawing falls on a non-business day, we draw the amount on the preceding business day.
- We will provide written notice of any proposed changes to your drawing arrangement in a particular year, providing no less than 14 days notice.
- In the event that OOSH Northern Beaches is required to debit an amount in excess of the maximum amount due to an increase in booked days, OOSH Northern Beaches is authorised to increase your nominated (if any) maximum amount in accordance with the increase fees.
- We may charge you a dishonour fee for drawings that are returned unpaid. Where drawings are returned unpaid then another drawing will be exercised within one week of the original dishonoured drawing and/or we will arrange with you an alternate payment method.
- Confidentiality:
 - We will keep any information (including account details) in your Direct Debit Request confidential. We will make all reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorized use, modification, reproduction or disclosure about that information.
 - We will only disclose information that we have about you:
 - To the extent specifically required by law, or
 - For the purposes of this Agreement (including disclosing information in connection with any query or claim)
- We will investigate and deal promptly with any queries, claims or complaints regarding debits, providing a response within 10 business days.
- It is your responsibility to ensure at all times that sufficient funds are available in the nominated account to meet a drawing on the due date for payment. If the drawing is not met due to a lack of funds, then another drawing will be exercised within one week of the original dishonoured drawing.
- It is your responsibility to advise us if the account nominated by you to receive the drawings is altered, transferred or closed.
- It is your responsibility to arrange with us a suitable alternate payment method if the drawing arrangements are stopped either by you or the nominated financial institution.
- It is your responsibility to meet any charges resulting from the use of the direct debit system. This may include fees charged by us as a result of drawings returned unpaid. The current administration fee is \$20 per family (incl GST) per transaction and may be added to your next drawing at our discretion.
- It is your responsibility in the event of your direct debit defaulting, to make payment within 7 days of the default, or OOSH NORTHERN BEACHES may at its discretion refuse future care of your child until your account is brought up to date.

Your rights

- You may request to alter the direct debit arrangement by giving written notice to us. Such notice should be received by us at least five business days prior to the due date for the next drawing.
 - You may cancel the direct debit arrangement at any time by giving written notice to us. Such notice should be received by us at least fourteen business days prior to the due date for the next drawing. An alternate payment scheme must be implemented at this time.
 - All transaction disputes, queries, and claims should be raised directly with us. We will provide a verbal or written response within 10 business days from the date of the notice. If the claim/dispute is successful, we will reimburse you by way of cheque or electronic credit to your nominated account.
- Please contact OOSH NORTHERN BEACHES on 9984 8089 with any queries, or alternatively send an email to manager@ooshnb.com.au