



## CASUAL CARE BOOKING FORM

### BOOKING DETAILS (PLEASE PRINT CLEARLY)

Parent name:

Parent email:

MQ Number (if staff or student):

Child Name:

Is this an ongoing booking (you want the same days/times for multiple weeks)?      Yes      No

If 'yes': what is the start date? .....

What is the end date? .....

Note – this means the same hours/days will be booked for the weeks in this period.

If 'no': What is the date of the Monday in the week you want care? .....

Day of Week (please circle day required)	Time care required (please circle/complete below)			
Monday	2 hours Time required from:	½ day (7:45 – 12:30)	½ day (12:30-5:15pm)	Full Day (7:45am – 5:15pm)
Tuesday	2 hours Time required from:	½ day (7:45 – 12:30)	½ day (12:30-5:15pm)	Full Day (7:45am – 5:15pm)
Wednesday	2 hours Time required from:	½ day (7:45 – 12:30)	½ day (12:30-5:15pm)	Full Day (7:45am – 5:15pm)
Thursday	2 hours Time required from:	½ day (7:45 – 12:30)	½ day (12:30-5:15pm)	Full Day (7:45am – 5:15pm)
Friday	2 hours Time required from:	½ day (7:45 – 12:30)	½ day (12:30-5:15pm)	Full Day (7:45am – 5:15pm)

**Important:**

You must have registered in [Waratah Cottage Hubworks](#) before this booking will be accepted. Refer to the [information sheet](#) located on the website for more information about this process.

Bookings are taken on a first in-first served basis, with priority given to Staff and Students at Macquarie University. Two business days' notice in writing is required for cancellation of booked days in the Casual Care program.

If you are booking for more than one child but they will be attending different days, please use a separate form for each child to avoid confusion.

Email the completed form to [cexp.waratah@mq.edu.au](mailto:cexp.waratah@mq.edu.au)

Signature:

Date:

**2021 Fees**

<b>MQ Student</b>	<b>Fee</b>
• Hourly (2 hour minimum)	\$15.50
• Half day (4 hours)	\$66.50
• Full Day	\$118.50
<b>MQ Staff</b>	
• Hourly (2 hour minimum)	\$17.50
• Half day (4 hours)	\$69.50
• Full Day	\$121.50
<b>Community</b>	
• Hourly (2 hour minimum)	\$20.50
• Half day (4 hours)	\$80.50
• Full Day	\$139.00

Submit the completed form to [cexp.waratah@mq.edu.au](mailto:cexp.waratah@mq.edu.au)

Office Use Only:

Date received:

Days available? Yes No

Date booking put in Hubworks:

Date booking put on tracker spreadsheet:

Date confirmation email sent to parent:

Name of person processing this booking: