

Glen Katherine Primary School Outside School Hours Care Program Parent Information Booklet 2016



Phone: 9431 2503

Operating Times:

Before School Care:

7am – 8.45am

Pupil Free Days:

7am – 6.30pm

After School Care:

3pm – 6.30pm

Vacation Care:

7.30am – 6.30pm

Situation:

Within the school grounds, multi purpose building, gym, access to oval, hard courts and outdoor play equipment.

Telephone/Answering Machine:

9431 2503

Coordinator:

Narelle Seivers

Assistant Coordinators:

Carolyn Smith

Leanda Hudson (before school care)

Assistants:

Flora Torcasio Sandra Embling Kaye Frangos Kassie Totino

Robert Syme Stephanie Winnett Wendy Millsom

Committee Members:

Narelle Seivers Fiona Davies (parent Rep) Stacey Lawler (parent rep)
Leanne Tingwell (principal) Jodee Jackson (business manager)

Registration:

Every child participating in the program must be registered. Registration forms are available from the office or the OSHC coordinator, alternatively it can be downloaded from the school website. A \$30 registration fee must accompany the form when you return it to the coordinator. The fee is payable once per year per family and covers all family members.

If your family is not registered they will not be able to use the program. You must fill out a new registration form each year to update personal details. Any changes to your information must be lodged immediately with the coordinator. Registration for vacation care only is \$10 per family.

Bookings:

There are 3 types of bookings:

Permanent –

Children who attend the program on the same day/days each week. This guarantees a place for your child. To book a permanent place in the program simply fill in the permanent days required on the registration form.

Casual –

Children who attend regularly, but days may vary due to changes in working hours. To book you must contact the coordinator or leave a message on the answering machine.

Occasional –

Children who may use the program on an infrequent basis. To book you must contact the coordinator or leave a message on the answering machine, please give as much notice as possible to avoid missing out on a place. Remember registration is essential. Emergency last minute bookings will be accepted if there are places available, and children can be contacted in their classroom.

Please give prior notice for all attendances and cancellations.

Cancellations:

If parents fail to notify the coordinator of an absence, the full fee will be charged for after school care, if parents cancel outside the cancellation timeframe (see below) a late cancel fee of \$6.50 will be charged. Full fee for before school care will be charged if a cancellation is made outside the given timeframe.

BEFORE SCHOOL CARE CANCELLATIONS BY 8.30AM	
Monday	Notification must be given before 8.30am on <u>previous Thursday morning</u>
Tuesday	Notification must be given before 8.30am on <u>previous Friday morning</u>
Wednesday	Notification must be given before 8.30am on <u>Monday morning of that week</u>
Thursday	Notification must be given before 8.30am on <u>Tuesday morning of that week</u>
	Notification must be given before 8.30am on <u>Wednesday morning of that week</u>
AFTER SCHOOL CARE CANCELLATIONS BY 8.30AM	
Monday	Notification must be given before 8.30am on the <u>previous Friday</u>
Tuesday	Notification must be given before 8.30am on the <u>Monday morning of that week</u>
Wednesday	Notification must be given before 8.30am on the <u>Tuesday morning of that week</u>
Thursday	Notification must be given before 8.30am on the <u>Wednesday morning of that week</u>
Friday	Notification must be given before 8.30am on the <u>Thursday morning of that week</u>

Fees:

Many families are eligible for Child Care Benefit (CCB). CCB is purely based on income and assets and the number of children you have attending any type of child care service.

If you have not registered with Centrelink, please do so ASAP by registering online at <http://www.humanservices.gov.au>

In order to pay the reduced fee amount, we need your CRN's, there will be one for the parent and a separate one for each child, no benefits can be passed on if we do not have these numbers, as well as the parents and child's birth date.

All parents are entitled to the 50 per cent rebate. To receive this rebate, you must register with Centrelink and forward your CRNs to the coordinator as soon as you receive them. Once all information has been provided to the coordinator, you will receive back 50 per cent of your out of pocket costs for childcare every quarter from the government. Alternatively you may choose for the Child Care Rebate (CCR) to be paid directly to the service, therefore reducing your weekly fee.

It is your responsibility to ensure we have the appropriate information for you to receive the 50 per cent rebate, please provide information as soon as possible, as this rebate is not backdated.

Set Fees:

Before Care - \$9

After Care - \$15

After Care (pick up before 4pm) - \$6.50

Vacation Care - \$42 plus extra costs depending on activity

As the program is a non-profit organisation, the management committee have set these fees to enable the program to break even.

It is essential that users of the program stay up to date with payments at all times.

The management reserves the right to refuse children attendance if parents are in debt to the program. Please refer to the OSHC policy, which includes a debt collection policy.

Fee Payment Procedure:

Fees are to be paid on invoice or in advance. Payments can be made using cash, credit or debit card. Parents may also download the QKR app from the app store or google play and pay invoices this way.

Dropping Off Your Child:

Before Care:

Children are to be accompanied by an adult to the door of the OSHC building, they must be signed into the program and the arrival time documented by an adult authorised to do so on the registration form. Breakfast is supplied and children will have access to quiet indoor activities such as colouring, DVDs , hama beads and games. A staff member will sign the children out and send them off to class. Please note the OSHC doors will be locked until 7am when the session begins.

After Care:

Children will assemble in the gym for roll call at 3pm. Preps will be collected from their classrooms during the first 2 terms.

Vacation Care:

Children must be accompanied to the door of the OSHC building and signed in by an authorised person.

Please do not drop your child off before 7am for before care or 7.30am for vacation care, as this is the staff's time to organise for the session ahead.

Picking Up Your Child:

Your child must be collected by an authorised person as listed on your registration form. If your child is to be collected by someone other than yourselves, the coordinator must be informed.

When collecting your child, ensure that you sign the attendance roll, record the time and tell a staff member that you are taking your child. No child will be permitted to leave the program unaccompanied .

Late Pick Up Penalties:

Children must be collected by 6.30pm. If an emergency makes this impossible, the coordinator must be advised as early as possible. Where parents know in advance that they will be unable to pick up children by this time, they must arrange for another authorised adult to collect them. A fee of **\$5 per minute per child** will be charged if children are left after finishing time. If a child has not been collected by 6.30pm and the coordinator has not been notified that the parents are running late, the coordinator will –

1. Contact parents,
2. Contact emergency names as listed on the registration form,
3. Contact the Principal,
4. Ask the family to find alternate care if they are late on more than 3 occasions in a year.

Pupil Free Days:

The program will operate most pupil free days if minimum numbers are reached. It will open at 7am and close at 6.30pm. The program will be held in the usual OSHC building on these days. You will need to be registered to use this service, CCB is available as normal. Children will need to bring their own lunch and snacks on these days. Normal before and after care bookings do not apply to these days, children will need to be booked in separately.

Last Day of Term:

On the last day of each term, the hours of operation will be extended to coincide with the earlier dismissal of students. This is usually 2.30pm. or 1.30pm at the end of the year.

Vacation Care:

The program will operate during term vacations, excluding part of the Christmas Vacation period. During vacation care, the program is open from 7.30am to 6.30pm. The program will be advertised in advance and parents will need to complete a booking form to enrol in each vacation care period. Bookings for vacation care must be accompanied by full payment, and once booked, no refunds will be issued except with a medical certificate.

CCB applies to vacation care, and families will need to be registered to use this service.

Children are required to bring their own lunch as for a normal school day, unless specified on the program. Half day care is available at half cost from either 7.30am to 1pm or 1pm to 6.30pm, depending on the activities for that day.

Medicines:

All medicine is to be labelled clearly and accompanied by a note from the parent or doctor. Medicine must be handed to the coordinator on arrival. It is the parent's responsibility to collect the medication when they collect the child. If your child suffers from asthma, an asthma management plan must be filled out at the school, OSHC program will obtain their own copy from the first aid office. If your child is anaphylactic, a action plan must accompany your registration form.

Discipline:

The school's discipline policy applies to the OSHC program. Glen Katherine Primary School's Student Code of Conduct will be followed, the rules and consequences are clearly displayed in the OSHC room.

Food:

During before school care, breakfast is provided. During after school care, sandwiches and fruit are provided. During vacation care and on pupil free days, lunch, snacks and drinks need to be provided by the child's parents. Please advise on the registration form if your child has a food allergy or cannot eat certain foods for religious or other reasons, we will do our best to accommodate these children. All food provided is in accordance with our nutrition policy, wholemeal bread and fresh fruit are provided each day. Due to caring for children with life threatening food allergies, peanut butter and nutella are not kept on the premises.

Sunsmart:

Please ensure your child has a hat at after school care during terms one and four . You may leave a spare hat at after school care or keep it in your child's bag. During vacation care, parents are asked to send along a roll on sunscreen.

Program Activities:

The program offers planned activities, which include art and crafts, cooking, indoor and outdoor games and sport, as well as a large variety of other games and things for the children to choose from which are available all sessions.

Training :

Your child is able to attend tennis lessons, basketball training, music lessons or other sports sessions once written permission is received the provided form. Please see the coordinator for this if one is not attached to your registration form.

Parent Information:

Parents, please note that there is a shelf in the OSHC building dedicated to helping you with information on topics such as immunisation, nutrition, Centrelink information and much more. The noticeboard in the entrance to the building also has relevant and updated information on a range of subjects. Please feel free to have a browse in this area, or ask a staff member if there is something specific you require.

Childcarers site:

On registration in the program, parents will receive a unique logon code to access their child's online portfolio which includes photos and descriptions of their time at the centre. This site is also the one stop place where parents can access all important information they require, such as registration forms, newsletters, policies and procedures. Parents are also encouraged to leave feedback on the site.

Interpreter/Translator:

If any parents require an interpreter/translator, please see the coordinator to arrange to have one present for any questions.

Policies:

All OSHC policies can be found on the Childcarers site and parents are invited to have a read of these whenever they get a chance, any suggestions for change and improvement may be made when policies are reviewed.

Complaints Procedures:

Please refer to the Complaints Resolution policy statement if you have a complaint about a staff member, a child or the program as a whole.