OUT OF SCHOOL HOURS CARE
2013

Introduction for Parents

Booking & Information Number
9870 1566

Program Number
1-JKXJME

‘An inclusive learning community, focussed, purposeful, disciplined, happy and calm’

Hinkley Ave, Croydon Vic 3136.
PO Box 8153 Burntbridge Vic 3136
Phone: 03 9870 1566, Fax: 03 9870 1228
E-mail: ainslie.parklands.ps@edumail.vic.gov.au

ABN 18 707 785 342
DAY-TO-DAY OPERATION OF THE OUTSIDE SCHOOL HOURS CARE PROGRAM

Bookings/Cancellations

- Bookings may be **Casual** or **Permanent**
  
  - A **Permanent** booking is for the same sessions (say Monday, Tuesday or Friday afternoons) of each week on an on-going basis for a term at a time. Permanent bookings guarantee a place for your child in those sessions.
  
  - A **Casual** booking is for use of the service on an ad hoc basis. Casual bookings will be taken by the service if places are available.

- Bookings may be made by phoning the school office on **9870 1566**.

- Bookings will only be accepted for children whom an enrolment form has been completed and returned to school.

- If you have booked your child into the program and he/she is unable to attend, you must notify the school office on or before 12 Midday on the day for which your child is booked.

- A full session fee will be charged to **Casual** users if the cancellation is not made before 12 Midday.

- Families with a **Permanent** booking will be charged for a session if their child is absent. Families however will still be eligible for Child Care Benefit if the absence is due to illness or parental work arrangements (refer to Parent Handbook for details).

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Fees

The Outside School Hours Care Program is “non-profit making” and all monies collected will be used to pay staff and provide equipment and materials for your children. Fees are set by School Council using a “break-even” model.

Full fees (i.e. before CCB allowance)

<table>
<thead>
<tr>
<th></th>
<th>Casual</th>
<th>Permanent</th>
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</thead>
<tbody>
<tr>
<td>After School</td>
<td>$17.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>Last day of term</td>
<td>$20.00</td>
<td>$20.00</td>
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<tr>
<td>Last day of year</td>
<td>$20.00</td>
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</tbody>
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Payments

Payment should be made at the school office by the Friday following the week that Invoices were sent home. Invoices are issued each Fortnightly for the previous 2 week’s service. Payments can be made by cash, card or chq. Non-payment will be followed up with a written reminder if fees are more than 4 weeks overdue. A child may be excluded from the program after 6 weeks until payment is made.

Late Collection of Children

Children must be collected by 6.00pm sharp. Failure to do so will incur a penalty of $1.00 per minute as staff wages are not covered by Child Care Benefit after 6.00pm.
Child Care Benefit (CCB)

Centrelink agents will calculate the reduction of fee that each family is entitled to. You will only be charged the balance by OSHC. Almost all families will qualify for a reduction in fee.

To obtain the Child Care Benefit:

- Call 13 61 50
- Quote our Organization Number 1-JKXJME
- State the date on which your child will start care with the service.
- Separate accounts will be issued for a child whose parents are separated, if needed.
- Centrelink will assess families and send them a letter.

Collection of your child

- Children will only be permitted to leave with persons previously authorized on the enrolment form, unless prior arrangements is made with the coordinator (phone 0422 811 012)
- A regular pick-up person and pick-up time for your child is preferred.
- Persons collecting the children will be required to sign the day’s attendance Form.

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Exclusion from the Program

Sickness

Children who are suffering from an infectious or contagious disease will be excluded from the program for the duration of the illness. See parent handbook, Appendix 2, for an exclusion chart. Authority to dispense medication form to be filled for all medications administered. Ainslie Parklands Primary School OSHC endeavors to be nut free program.

Behavior

The Principal and Director reserve the right to suspend/exclude from the program any child who exhibits undesirable behavior that adversely affects the physical and/or mental health and wellbeing of other children and staff. However every effort will be made to resolve any problems to the satisfaction of all parties.

Communication/Suggestions/Complaints

Any suggestions, comments or complaints pertaining to the operation of the Program should be made in writing to the School Principal or OSHC Director.

The Program gratefully accepts any donations of book, puzzles, games, bats, pencils, paints, crayons, paper, art/craft materials, dress-ups or any other equipment that would enhance your child’s enjoyment of the Outside Hours Care Program.