



# Ainslie Parklands Primary School

Principal: Mr Alan Baker B.A., DipTch'g., MACE, J.P.

## OUT OF SCHOOL HOURS CARE 2015

### Introduction for Parents

Booking & Information Number  
9870 1566

Program Co-ordinator  
Traci 0422 811 012

'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  
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 permanent booking must be paid for whether your child attends the session or not.
  - 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**, or the Co-ordinator on **0422 811 012**.
- 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 as a casual attendance and he/she is unable to attend, you or another adult authorized to collect your child 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. The program must still be notified of the absence by you or another adult authorized to collect your child.

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## 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 and/or Child Care Rebate:

- Call 13 61 50
- State your wish to apply for CCB
- 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.
- Families are asked to give theirs and their child's CRN numbers to the program staff as soon as possible.

## 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)

		Casual	Permanent
After School	3.30 to 6.00 pm	\$20.00	\$18.00
Last day of term	2.30 to 6.00pm	\$25.00	\$23.00
Last day of year	1.30 to 6.00pm	\$27.00	\$25.00

## Payments

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Payment should be made at the school office by the Friday following the week that Invoices were sent home. Invoices are issued each Fortnight, for the previous 2 week's service. Payments made by cash, card or chq, can be paid at the school office during manned hours. Forms are now available from the office, which parents can fill in, this will let staff debit your account each fortnight with fees owing.

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 \$15.00 per 15 minutes or part thereof, as staff wages are not covered by Child Care Benefit after 6.00pm.

## **Collection of your child**

- Children will only be permitted to leave with persons previously authorized on the enrolment form, unless prior arrangements are made with program staff. This can be arranged by calling Traci the co-ordinator 0422 811 012
- Persons collecting the children will be required to sign the day's attendance Form.

## **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 School information Book for an exclusion chart. Authority to dispense medication form to be filled for all medications administered. Ainslie Parklands Primary School OSHC endeavors to be a nut free program.

### ***Behavior***

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The Principal and Co-ordinator 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 Coordinator.

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.

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