



Ainslie Parklands Primary School

Our mission is to build an inclusive learning community passionately committed to engaged and purposeful learning, tailored to meet the intellectual, social and emotional needs of each child, and which emphasises the development of those skills and understandings, values and attitudes, and interpersonal relationships necessary for lifelong learning

OUT OF SCHOOL HOURS CARE

Introduction for parents

Booking Number
9870 1566

Program Co-ordinator
Traci 0422 811 012

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 Traci **0422 811 012**

Bookings will only be accepted for children whom an enrolment form has been completed and returned to the 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 authorised to collect your child must notify the school office on or before 12 Midday on the day for which your child is booked in or a full session fee will be charged.

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 authorised to collect your child.

Child Care Assistance

The Australian Government provides families with financial assistance to help cover the cost of approved child care through the Child Care Benefit and Child Care Rebate.

Child Care Benefit (CCB)

The Child Care Benefit is income tested and is paid directly to the approved OSHC Service to reduce the fees that eligible families pay.

Who is eligible for the Child Care Benefit?

- Your child must be attending approved or registered child care.
- You or your partner must meet the residency and child's immunisation requirements.
- You must be the person responsible for paying OSHC fees.
- You can apply for the Child Care Benefit in person or online through Centrelink. For online applications visit: humanservices.gov.au/childcarebenefit

Child Care Rebate (CCR)

The Child Care Rebate is an additional payment to the Child Care Benefit which helps families cover the out-of-pocket costs of child care. It is not income tested and covers up to 50 per cent of out-of-pocket child care costs, \$7,500.00 per child, per year. Out-of-pocket child care costs are calculated after deducting any Child Care Benefit payments that are received.

Who is eligible for the Child Care Rebate?

- You and your partner (if applicable) must have had work, training, study related commitments (or have an exemption) at some time during the week.
- You must be using approved child care.
- You or your partner must be an Australian citizen, a permanent resident living in Australia or be exempted from the Australian Government's residency requirements.
- Children under seven years of age must meet the Australian Government's immunisation requirements or have an exemption.
- You must be the responsible for your child care costs. If your employer contributes to your child care through salary sacrificing or packaging, you should discuss with them who is responsible for the cost

How to claim Child Care Rebate

- You will need to apply for the Child Care Benefit first. There is no separate claim form for the Child Care Rebate.
- You will automatically be assessed and paid if you are eligible when you apply for the Child Care Benefit (even if you are assessed at a zero rate for the Child Care Benefit due to your family's income).

The child care Rebate is an additional payment to the Child Care Benefit which helps families to cover the out-of-pocket cost of child care.

How much do you get?

To find out how much Child Care Benefit and Child Care Rebate you could receive, use the child care estimator on www.humanservices.gov.au/estimators or call 13 24 68.

The Outside School Hours Care Program is "non-profit" 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
Before School	7.00 to 9.00 am	\$20.00	\$18.00
Last day of term	7.00 to 9.00am	\$20.00	\$18.00
Last day of year	7.00 to 9.00am	\$20.00	\$18.00
		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

Prices subject to change

Payments

Payments 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 weeks 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 over due. A child may be excluded from the program after 6 weeks until payment is made.

Dropping your child off

The Before School program will take children from 7.00am onwards. All children attending the program need to be accompanied by an adult, who will sign them into the program. All children who attend the program will be signed out by staff so they can attend school for the day.

Late collection of children

Children must be collected by 6.00pm. 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 authorised on the enrolment form, unless prior arrangements are made with program staff. This can be arranged by calling Traci the Co-ordinator on 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 forms must be filled in for all medications to be administered. Ainslie Parklands Primary School OSHC endeavours to be a nut free program.

Behaviour

The principal and Co-Ordinator reserve the right to suspend/exclude from the program any child who exhibits undesirable behaviour 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 OSHC Co-ordinator or the School Principal.

The program gratefully accepts any donations of books, 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 School Hours Care Program.

If you have any questions regarding the program you can call Traci (coordinator) 0422811012, or the school 9870 1566.