

HUNTLY

PRIMARY SCHOOL 306



OUTSIDE SCHOOL HOURS CARE

INFORMATION BOOKLET

SUPERVISOR: *Selena Van Riet*

This program is run by School as a service to the families of the school. It can be used by families with work commitments or for convenience when they have appointments, unwell, etc.

To assist us in running a successful program we ask that parents read these guidelines carefully and abide with them when using the program..

THE OUTSIDE SCHOOL HOURS CARE

All staff who work in the program are qualified. Our OSHC staff co-ordinates a varied program offering different activities each day that relate to our National Framework. Some of the activities are cooking, crafts, games, movie afternoon and much more. We want the children to have fun and enjoy their time at the program.

HOURS OF OPERATION

The OSCH operates every day during the school term from 3.30pm to 6.00pm except on the last days of term where the program is extended to meet schools early finish. We also run a full day program on curriculum days in there are enough children enrolled for the day.

ENROLMENT OF CHILDREN

You will be required to complete an enrolment form for each child. Please take your time with this and include all relevant information so that we are able to offer the best care we can for your child. Please make sure you provide the information for Centrelink.

COLLECTING CHILDREN

Children must be signed out at the end of their session. If your child is to be picked up by someone other than parent/guardian or person noted on the enrolment form, then we require written permission. *A late fee of \$8 will be charged when a child is picked up after 6.00pm*

MAKING A BOOKING

Children must be booked in through the school office on the day that care is required. Permanent bookings can be made e.g. every Wednesday and Thursday night, etc,

Parents need to confirm permanent bookings at the start of each school year.

CANCELLING A BOOKING

Cancellation of a booking must be made by a parent through the school office by 2.30pm on the day that care is no longer required. Early notification will allow other families to access the program

If notification is not received by this time parents will be charged a \$13 fee per child.

BOOKINGS OR CANCELLATIONS

PHONE 5448 8866

FEES

The charge is \$10.00 per child per session, however parents may be eligible for Child Care Assistance (calculated on parent earnings). Please contact your local Centre Link Office for further information.

Accounts will be made up on a monthly basis and sent by mail to parents. Prompt payment is required upon receipt of your invoice. Failure to pay promptly will result in the withdrawal of the service for your children.

REFRESHMENT

Fruit and drinks are provided but often children are very hungry, parents are asked to send along extra nibbles in their child's lunch box on the days they attend Outside School Hours Care .

CONTACTING THE SUPERVISOR AFTER 3.30PM

The office is unable to transfer calls to the supervisor after 3.30pm however she can be contacted directly on the following number 0474 148 067.

SUNSMART

Parents are asked to remind their children from 1st September to 30th April to bring their sunsmart hats with them to Outside School Hours Care for outside play activities.