



# Karoo Primary

## Outside School Hours Care

**Contact Phone: (03) 9759-6288**

**Coordinator: Melissa Newlands**

### Introduction

The Outside School Hours Care Program is operated under the control of Karoo School Council and is a non-profit program. A sub-committee of school council meets regularly and welcomes your attendance. Notification of meetings will be advertised on Compass and/or in the School newsletter.

The program operates from Monday to Friday during the school term and caters for all children from Foundation to Year 6.

We provide quality care and education through play and exploration in a safe and secure environment.

### We Provide:

- A welcoming, safe and supportive environment.
- Family grouping - fostering multi-age interaction, co-operation and development.
- Qualified, experienced, committed and caring staff.
- Responsive and sensitive individual care and attention.

### Our Philosophies

- Our program runs at a time where we need to cater for children's rest and relaxation, in a safe, supervised and supportive environment.
- Our program caters for individual age, stage, developmental needs and interests.
- Children of all ages are given the same opportunities.
- Due to their age, the children require responsibilities and the opportunities to be independent and make choices.
- Our environment caters to enable the

children to learn through play, feel safe and secure and enable children to extend their abilities.

- We believe quality of activities and equipment should be age appropriate.
- We believe that interaction and communication between parents and staff bridge the gap between home and school.
- Our staff is involved in ongoing professional development so that the program reaches its full potential and provides fun and enjoyment for the children.
- Our program runs in accordance with the National Standards and Children's services Regulations.

### Our Programs Cultivate

- Self esteem
- Creativity, curiosity, trust
- Independence
- Respect for others
- Co-operation
- Initiative
- Healthy eating and exercise

### Where is Outside School Hours Care

Outside School Hours Care operates in the green weatherboard building behind the library.

### Hours of Operation

- 6:30am to 8:45am – on all school days
- 3:30pm to 6:00pm - on all school days
- 2.30pm or 1:30pm to 6:00pm - on 'end of term' days
- 7:00am to 6:00pm - on curriculum days

## Activities

A range of activities is provided to cater for individual differences. This includes indoor and outdoor activities. Games as well as craft activities and 'free play' are provided. Outdoor activities include structured games and sports as well as 'free play' type activities.

## Registration

### Registration Procedures

Parents must complete for each child an annual online enrolment form. This form plus a \$10 per family annual registration fee must be received before any child can use the Outside School Hours Care Program.

Essential information will include emergency contacts and child's personal details. A section of this form will be an outline of the rules, including rules of payment, for using the program and is to be signed and returned by parents/guardians.

These forms are available online at [www.smartcentral.net/v2/service\\_profile/show/409](http://www.smartcentral.net/v2/service_profile/show/409)

## Eligibility

All children attending any of the programs must be registered with the program and have a full enrolment form completed and signed.

## Bookings

Bookings may be made on a permanent or casual basis. All bookings are to be made with the Coordinator.

## Parent Obligations

- To advise any changes in care needed.
- To collect children by closing time.
- To ensure that the child is registered with the program before attending.
- To ensure a booking is made and confirmed by the Coordinator.
- To ensure child's enrolment and medical details are kept current.
- To pay appropriate fees on time.

## Fee Structure

	Casual/permanent place	Emergency place
<b>Before School Care</b>	\$19.50 per child A <b>cancellation fee of \$9.75</b> will apply if place is cancelled	\$21.50 per child <b>No cancellation fee</b> will be applied if place is cancelled.
<b>After School Care</b>	\$25.00 per child A <b>cancellation fee of \$12.50</b> will apply if place is cancelled.	\$27.00 per child <b>No cancellation fee</b> will be applied if place is cancelled.
<b>Last day of term Aftercare Term 1,2 &amp; 3</b>	\$27.00 per child	\$29.00 per child
<b>Last day of term Aftercare Term 4</b>	\$28.00 per child	\$30.00 per child
<b>Pupil Free Days</b>	\$58.00 per child (at school) \$68.00 per child (for excursions)	

## Definition of Places

**Casual placements** are for families who make one off bookings on a non-regular basis. Casuals who are booked in **more than 24 hours ahead** will only be charged the casual rate as per the table (on page 2) which includes a cancellation fee if the placement is cancelled.

**Permanent placement** is regular use of Outside School Hours Care on a regular number of days each week and the booking has been made the week before. The days booked may vary. A cancellation fee applies if the placement is cancelled as per the above table.

**Emergency places** are those who make the booking **less than 24 hours** to the time of service.

### Late Collection Fine

If a child is picked up from the program after closing time a late fine of \$1 per minute will be applied. The family will be given one warning before the fine is applied.

Several late fines will result in School Council being notified and a decision will be made on suspending the child/children from the program.

### Administration Fee

Any late payment of accounts will incur an administration fee of \$4. If fees continue to be unpaid then the child/children will be suspended from the program until all fees owing are paid.

## Child Care Subsidy

**Child Care Subsidy** is the pathway the Government assists families with their childcare fees, this is a means-tested subsidy and is generally paid directly to the child care providers then deducted from your accounts.

For information on how to claim Child Care Subsidy please see the guide at.

<https://www.humanservices.gov.au/individuals/online-help/centrelink/claim-child-care-subsidy>

Childcare Subsidy is available for Outside School Hours Care sessions including Pupil Free Days.

## Payment of Fees

To minimise the risk to staff and to comply with Departmental Regulations on Risk Management the following procedure is in place:

- All payments will be made in advance.

### Payment Procedures

1. Accounts will be issued on the Thursday. This account will be for the following week's use.
2. Payment can be made by credit card, direct debit, cash or cheque by 9am on the following Thursday. An administration fee of \$4 per week will apply for all late payments.
3. All payments may be handed to the office during the hours of 8:15am – 5:00pm or put in the letterbox in OSHC.
4. Receipts of payments will show on your following statement.

## Outside School Hours Care Program Procedures

### Signing In and Out

Before Care - Parents must sign children in to Before Care.

After Care - Parents must sign the children out.

Pupil Free Day Care – Parents must sign children both in and out.

### Notification of Non attendance

If your child is booked into the program but is not attending, you **must** notify the program. We need to account for all children booked in and will phone you or your emergency contact until we know where he/she is.

## **Cancellations**

If cancelling a booking and you wish to avoid payment of full fee then 24-hour notification must be given.

In the case of your child becoming ill over night then cancellation of the child's attendance at Before Care and/or After Care must be made by 7:30am of that day.

If cancelling **all** attendance then a week's notice must be given.

To make a cancellation please contact the program personally or ring the coordinator and leave a message on (03) 9759 6288.

## **Medication**

If your child requires medication during program time you are required to notify the coordinator in writing. This is then entered in the Medication booklet. The coordinator will then give the child the medication and the entry will be signed and checked. The parent then needs to sign the book when the child is picked up.

**A Student Asthma Plan must be completed if appropriate. Please note that a plan lodged with the school is not sufficient for the Outside School Hours Care Program even though they might be identical.**

**An Anaphylaxis Medical Management Plan for any child who suffers from anaphylaxis must be completed and an epipen must be supplied to the service. Please note that a plan lodged with the school is not sufficient for the Outside School Hours Care Program even though they might be identical.**

## **Accident Register**

A register is kept of any accident that occurs. The staff signs this entry and the parents counter sign it.

## **General**

The Karoo Primary School Child Safety Code of Conduct along with the Sunsmart policy are applied and enforced in the Outside School Hours Care Program.

No child is allowed outside the program's designated area without a staff member.

The service reserves the right to suspend any child who continually exhibits unacceptable behaviour.

Please contact the Co-ordinator on (03) 9759 6288 to discuss any aspects of the program.

## **Consent**

Use of the program assumes that parents and children will abide by the regulations of the program. (Full policy document available to view at the service)

**Melissa Newlands**  
(Co-ordinator)

**Danielle Heatley**  
(Principal)