**Outside School Hours Care**

**Contact Phone:** 9759-6288  
**Coordinator:** Melissa Newlands

**Introduction**

The Outside School Hours Care Program is operated under the control of the 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 given by staff in the School newsletter and/or by a note beside the sign In/Out book in the Out of School Hours Care room.

The program operates from Monday to Friday during the school term and caters for all children from Prep 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/place of care.  
- 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 Multi-Purpose room located next to the Computer Room.

**Hours of Operation**

- 7:00am to 8:45am – on all school days  
- 3:30pm to 6:15pm - on all school days  
- 2.30pm or 1:30pm to 6:15pm - on 'end of term' days  
- 7:00am to 6:15pm - 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. On two days a week the Active After-school Communities Program is run. The staff and children choose activities where experts in that particular field come in and teach.

Registration

Registration Procedures
Parents for each child must complete an annual 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 contact information 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.

Fee Structure

<table>
<thead>
<tr>
<th></th>
<th>Casual/permanent place</th>
<th>Emergency place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>$11.00 per child</td>
<td>$13.00 per child</td>
</tr>
<tr>
<td></td>
<td>A cancellation fee of $ 5.50</td>
<td>No cancellation fee will be applied if place is cancelled.</td>
</tr>
<tr>
<td>After School Care</td>
<td>$15.00 per child</td>
<td>$17.00 per child</td>
</tr>
<tr>
<td></td>
<td>A cancellation fee of $ 7.50</td>
<td>No cancellation fee will be applied if place is cancelled.</td>
</tr>
<tr>
<td>Last day of term sessions Term 1, 2 &amp; 3</td>
<td>$17.00 per child</td>
<td>$19.00 per child</td>
</tr>
<tr>
<td>Last day of term sessions Term 4</td>
<td>$19.00 per child</td>
<td>$21.00 per child</td>
</tr>
<tr>
<td>Curriculum Days</td>
<td>$40.00 per child</td>
<td>---------------------------</td>
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</tbody>
</table>

Definition of Places

Casual placements are those people 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 above 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. These places are not subject to the booking made less than 24 hours before.

**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 the 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.

**Government ‘Rebates’**
**Child Care Benefit** is a payment made by the Commonwealth Government to assist parents of children in approved childcare services. This payment can be received as a reduced fee or by making a claim for reimbursement when completing your tax return. (See the Outside School Hours Care Coordinator or ring the Family Assistance office on 13 6150 for further details.) The reference number for After School Care is 1-631-4626 and Before Care is 1-1A7923. Childcare assistance is available for Outside School Hours Care including Curriculum Days.
Fees for Outside School Hours Care vary depending on the individual’s level of Child Care Benefit entitlement.
Child Care Benefit is means tested.

**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. Emergency placements will be paid for on the night the service is used.

**Payment Procedures**
1. Accounts will be issued on the Thursday. This account will be for the following week’s use.
2. Payment must be made by credit card or cash or cheque and placed in the envelope attached to your invoice/statement by 9am on the following Thursday. An administration fee of $4 per week will apply for all late payments. For your convenience we are now able to accept Credit card payments and Direct debit payments. Please ensure that all details are completed correctly on the back of the payment envelope.
3. All payments are to be handed to the office during the hours of 8:15 – 5 p.m.
4. Receipts will be issued the following week on your statement.

**Outside School Hours Care Program Procedures**

**Signing In and Out**
**Before Care** - Parents must sign children in to Before Care.
**Curriculum Day Care** – Parents must sign children both in and out.
**After Care** – Parents must sign the children out.
After your child has been absent parents must sign the absent days to allow for Child Care Benefits to be claimed.

**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 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* should 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 then sign it.

**General**
The Karoo Primary School student behaviour code along with the School Sunsmart policy are applied and enforced in the Outside School Hours Care Program. No child is allowed outside the program grounds without a staff member. The service reserves the right to suspend any child who continually exhibits unacceptable behaviour. Please contact the coordinator on 9759 6288 to discuss any aspects of the program.

**Gates**
The gates which are located on Kellbourne Drive are locked between 5.00 – 5.30pm each evening. After this time we ask families to park in the teacher’s carpark located on Karoo Road, to avoid being locked in.

**Consent**
Use of the program assumes that parents and children will abide by the regulations of the program. (Full policy document available. A personal copy of the policy document will be supplied once your student has enrolled in the program.)

Melissa Newlands Irene Harding
(Coordinator) (Manager)