



## ELTHAM PRIMARY SCHOOL

*Respect Excellence Compassion*

*Lifelong Learning*

### INFORMATION FOR PARENTS 2016

## OUT OF SCHOOL HOURS CARE PROGRAM AT ELTHAM PRIMARY SCHOOL

Eltham Primary School Out of School Hours Care Program provides a quality school-based care service for families of our school. Eltham Primary OSHC is a community based program that is inclusive, flexible and meets each child's need for care in a creative, stimulating, safe and secure environment, We offer care for both before and after school hours

The Out of School Hours Care program operates under the guidance of the Eltham Primary School Council. Our program is licensed with the Department of Education and Training, Victoria and is therefore bound by the Regulations and Acts of Parliament. OSHC operates from the School Hall and various outdoor sites on the school grounds, all of which have been approved by the Department. Students have access to the excellent facilities of the Primary School.

There is an Out of School Hours Care sub-committee, which operates as a sub-committee of the Eltham Primary School Council. Parents of children attending the program are welcomed to be involved as committee members. This committee reports operational procedures to School Council and oversees policies and procedures of the program.

### HOURS OF OPERATION

#### PROGRAM OPERATING HOURS:

Before School Care 7:00am to 8:45am  
(Breakfast Provided until 8:00am)

After School Care 3:30pm to 6:15pm  
(Afternoon tea provided)

Pupil Free Days 7:30am to 6:15pm  
(Afternoon tea only provided – no breakfast, lunch or morning tea served unless otherwise stated)

### WHO CAN ATTEND?

The programs are open to all primary school aged children who attend Eltham Primary School.

## FEES

Before School Care \$10.00

After School Care \$14.00

(There are additional charges for End of Term and End of year early finishes which are currently set at \$18.50 for end of term and \$21.00 for end of year).

Pupil Free Days \$45.00

Casual Before School Care \$12.00

Casual After School Care \$16.00

Child Care Benefit (CCB) fee relief is available to families registered with Centrelink. Information is available from Centrelink / FAO on 136150.

FAO Reference numbers: BSC – 555 007 678B ASC – 555 010 356S

Payments are made by direct debit payment for all OSHC fees. Eltham Primary School OSHC has partnered with Ezidebit to provide this service to families. Ezidebit Pty Ltd is a fully compliant Direct Debit service. Ezidebit is an Australian Financial Services licensee (AFSL 315388) and has a stringent set of compliance and quality assurance measures in place. A form can be obtained from the program should you have not received one upon registering your child/ren.

## ENROLMENT AND ATTENDANCE

Parents need to complete a new registration form **annually**, obtainable from the school or the service **BEFORE** your child/ren can commence attendance. One form per **CHILD** must be completed in line with Departmental/Licensing requirements.

For Before and After School care, completion of a registration form and payment of an administration fee of \$5.00 **per child** each year must occur before children may attend any sessions. There is a limit of 60 places available for BSC and ASC. Any changes to information provided on your registration form must be notified in writing immediately especially if there are any changes to permanent care arrangements.

## PERMANENT BOOKINGS

All bookings must be paid for regardless of a child's attendance/notification of absence unless a medical certificate covering the missed session is supplied. Any extended period of absences must also be paid for otherwise the position within the program must be relinquished.

## CASUAL BOOKINGS

A charge of \$5.00 (per child) applies to all casual bookings cancelled up to five hours prior to the child/ren's planned attendance (ie: before 6:30pm the night prior for BSC or by 9:00am on the day of attendance for ASC). Should a casual booking be cancelled **UNDER** the five hours of the child/ren's planned attendance the full sessional fee will apply.

Children **must** be booked in for the sessions they will attend. All bookings and cancellations must be made via the program by phoning 9431-2143 or consulting a staff member who will check on sessional availability. It is imperative that the Coordinator/Educational Leader is notified of any cancellation prior to the commencement of the program in which the child is booked (See Parent Handbook for further details).

## ATTENDANCE AND COLLECTION

Children must be signed in and out of the program on the day's attendance roll. Only the parent or the parent nominee may collect the child from the OSHC program.

## LATE OR NON-COLLECTION

If a child is not collected by 6:15pm the Coordinator/Educational Leader will immediately contact the parent/guardian or one of the nominated emergency contacts. Two OSHC staff members will remain with the child until the contact arrives. A late fee will apply. \$10.00 for the first 5 minutes and \$5.00 for every 5 minutes thereafter.

## ACTIVITIES

Children are provided with a nutritious and nourishing breakfasts and afternoon teas.

A range of engaging, recreational and age appropriate activities are available including outdoor games, cooking, art, craft activities, board games as well as facilities for completing homework.

## BEHAVIOUR

Our staff take pride in providing high quality, supervised care and we reserve the right to remove any child from the program if continued inappropriate behaviour warrants. The Principal (Approved Provider) on behalf of the sub-committee will inform any parents of this, following a recommendation from the Program Coordinator /Educational Leader. Children attending the program are encouraged to display the school values at all times.

## SPECIAL CONSIDERATIONS

Our staff are available to discuss your child's progress and participation or answer any questions. An appointment can be made by contacting the Co-ordinator/Educational Leader on 9431-2143. If your child requires any medication, please inform the Co-ordinator/Educational Leader as there are additional forms that must be completed before staff can administer these. If your child has an Epipen/Anapen these must be provided by the family together with the child's management plan duly signed by your GP and not older than 1 month. These must accompany the child whenever they are in care.

## FURTHER ENQUIRIES AND INFORMATION

For any further details or queries not covered in this brochure please contact the Coordinator/Educational Leader during program operating times. Contact number for the service is 9431-2143.

## EMERGENCY CONTACT NUMBERS

For all bookings, cancellations or general enquiries please feel to contact program staff on 9431-2143. If we are unavailable to take your call (it may be we are outside, busy assisting children or talking to another parent) there is an answering machine that operates 24 hours a day. Just leave a message and we will return your call at the earliest convenience.

For matters purely of an **URGENT** nature you can call the program mobile phone on 0438 546 804 but we again remind families that this is for **EMERGENCIES** only.