



# The Patch Primary School

## Out of School Hours Care

### Guidelines

CRN: OSHC 555 010 328J

These guidelines provide an overview of the Out of School Hours Program at The Patch Primary School. Other information is contained in;

- Family Assistance Office booklet – *Claiming Child Care Benefit for approved childcare.*
- Out of School Hours Care Family Handbook

## To Join the Program

Fill in an Enrolment Form and hand in the signed Enrolment Form at the office.

**No child can attend the Out of School Hours Care Program unless an Enrolment and Permission Form has been completed and lodged.**

<b>Hours</b>	Before School Care 7.30am – 8.45am
	After School Care 3.30pm - 6.00pm
	Curriculum Days 7.30am - 6.00pm

## Fees

Before School Care \$16.50 per session per child –BREAKFAST INCLUDED  
Before School Care \$8.00 per session 8.20 am onwards-NO BREAKFAST INC.  
After School Care \$25.00 per session per child.  
Curriculum Days 7.30am – 6.00pm *Cost varies depending on activities.*  
**Late Fees also apply (see Late Collection, Page 2)**

**Child Care Benefit** – Please see Sheila about the options available for claiming Child Care Benefit and the application procedure.

The Family Assistance Office can be contacted on 13 61 50.

## Accounts

An account will be issued approximately fortnightly for a minimum of two previous weeks care. Families are expected to pay accounts in full within 7 days or arrange a payment schedule [weekly, fortnightly or monthly] with OSHC staff. Accounts that remain unpaid (without a payment schedule) within 14 days of issue will be charged a \$20 late fee. Our preferred method of payment is through Childcare EasyPay Direct Debit. You are also able to pay by following the link at the bottom of your invoices through Childcare Easypay- All payments made through the Childcare Easypay System is fee free. Phone payments and in person payments are available through the school office Monday to Thursday. Any payments processed through the school office will incur a \$1.50 processing fee. Where no arrangement has been made and accounts remain unpaid, School Council will refuse care.

<b>Staff</b>	Sheila Mercieca	Nominated Supervisor
	Gloria Knight	Certified Supervisor
	Emma Bednarz	Certified Supervisor

Please feel free to contact the service during its hours of operation and talk to the Supervisor should you have any concerns or queries. **Out of School Hours Care Phone: 9756 7463 and select Option 1 during program hours or Mobile: 0419 515 494.**

# INFORMATION FOR PARENTS

The following details are for your information and outline the procedures that occur in this Centre for the safety and care of your child.

## Aim of the Program.

1. To provide Out of School Hours care for the benefit of school families.
2. To provide affordable, quality childcare and activities in a happy and safe environment.

## On Enrolment

**An enrolment form must be filled out before your child can attend the program.** These forms are available at the office or from OSHC staff.

- It is **very important** that you list emergency contacts. [These people need to live locally and be available at the time the program is running].
- As requested, please list people entitled to collect your child. It is essential to notify the School/Program if any changes are to be made in pick up arrangements
- List any health, dietary and/or emergency instructions and update as necessary.
- If you have sole custody of the child it is a legal requirement that a copy of the court order be kept on our records - please supply a copy to the Co-ordinator.

## Place of Operation

The School Hall  
The Patch Primary School  
Kallista – Emerald Road  
The Patch 3792

## Sign In / Out Procedure

A parent, guardian or authorised adult **MUST** sign children **in** to Before School Care and **out** of After School Care.

## LATE COLLECTION

The program finishes at 6.00pm. Please notify the program **immediately** if you know you will be running late.

If children are not collected by 6.00pm parents or emergency contact will be phoned.

If parents and emergency contacts cannot be contacted and undue delay exists the police may be called.

A late fee of \$10 per family for the first 15 minutes or part thereof and \$15 per family for each following 15 minutes or part thereof applies.

The late collection of children is only available in an emergency. School Council may refuse care to families who abuse this privilege.

## Absences

As the program is often fully booked and also because of our duty of care responsibilities, it is essential that families notify the school **by 8.00am** if a child is to be absent on a day when they have been booked to attend. A fee will be charged for absences not notified by this time.

**PLEASE NOTE: If a child does not attend a permanently booked position for three consecutive weeks, this position may no longer be held.**

## **Booking for Casual Attendance**

During school hours, parents are to notify the office on **9756 7463** if they require care or, alternately, Before & After School Care on **9756 7463 select Option 1 or 0419 515 494** during program hours. As the program is occasionally full, late requests may be unsuccessful. Please make sure your children know they will be attending. Children will be informed where bookings are made on the day.

Children who are not collected from school by 4pm will only be able to attend OSHC if:

- Numbers permit
- The appropriate enrolment form has been completed and is on file
- Parents have been notified by the school

## **Medication**

Children under medication must have medicine clearly labelled with the child's name and times of administration. All medicines must be handed to OSHC staff with written consent for staff to supervise. Emergency treatment plan must be on enrolment form. Please inform staff of any changes

## **Accidents/Sick Children**

The school/program has specific procedures to follow in case of accidents and emergencies.

1. Parents or emergency contacts will be notified if possible.
2. Doctors and/or ambulance service will be contacted if considered necessary in the judgement of the supervisor..
3. Urgent medical attention will not be delayed while attempting to contact parents. The child's condition will be our priority.
4. Children who are unwell and have been in the school sick bay **will not** be able to attend OSHC.

## **Infectious Disease**

The Patch Primary OSHC aims to provide a healthy environment for all children attending our program. The application of preventative measures through an infection control process aims to prevent the spread of infections and will be followed by all people in the OSHC centre in line with the requirements of the Minimum Period of Exclusion from Schools & Children's Services May2009

## **Anaphylaxis**

The Patch Primary School OSHC believes that the safety and well-being of children who are at risk of anaphylaxis is a whole-of-community responsibility. We are committed to:

- Providing, as far as practicable, a safe and healthy environment in which children at risk of anaphylaxis can participate equally.
- Ensuring each staff member has adequate knowledge of allergies, anaphylaxis and emergency procedures.
- Actively involving the parents/guardians in the management of their child's anaphylaxis at OSHC.
- Facilitating communication to ensure the safety and well-being of children at risk of anaphylaxis.

## **Management Structure**

Funding comes from government rebates and fees paid by parents.

The School Council is the sponsor of the program.

A sub-committee of School Council that consists of OSHC Staff, a School Council representative and parents administer the program. All parents of children who use the program are encouraged to attend.

Families using the program are encouraged to contribute ideas, art/craft materials, dress-ups, toys, books etc. to assist the program.

## **Discipline**

Children are responsible for their own possessions and for their own behaviour. The program will adhere to the School Discipline Policy, following similar steps in informing parents if problems do arise.

- No child is allowed to play outside the supervision of staff.
- School Council may suspend, for any length of time, any child who continually exhibits unacceptable behaviour.
- Parents will be billed for any wilful damage caused by their child.

## **Grievance and Complaints**

The program welcomes all parent feedback, including their grievances and complaints, as it believes this will help to improve the services provided. The centre wishes to foster positive relations between all parents, management and staff. In the event that you do wish to lodge a complaint, please refer to the procedure for "Grievance & Complaints process for Parents, Guardians and Children", available from the program Supervisor or The Patch school.