

OUT OF SCHOOL HOURS CARE PROGRAM – KEW EAST PRIMARY SCHOOL
KITCHENER STREET KEW EAST 3102 PHONE: 9859 6052

2009 INFORMATION FOR PARENTS

GENERAL INFORMATION

The School Council operates an Out of School Hours Care Program for primary school children attending Kew East Primary School, St. Annes Primary School and the local community. The program provides high quality Before Care and After Care in a safe, enjoyable and caring environment. It is provided at a minimal cost and enables parents to pursue options relating to employment, training, recreation and personal interests. At the program, qualified and experienced OSHC staff plan a balance of activities to meet the physical, social, intellectual, emotional, recreational and creative developmental needs of children. Play is recognised as an important part of children's learning and development, which is demonstrated by the variety of games and resources provided at the program. Children's health and well being is catered for in a variety of ways including varied and nutritious snacks, a Sunsmart policy, qualified First Aider Staff and a program which is inclusive with regard to planning for individual needs, cultural relevance, children with additional needs and gender equality.

HOURS OF OPERATION

BEFORE SCHOOL CARE (on weekdays during school terms)	7.00am – 8.45am
AFTER SCHOOL CARE (on weekdays during school terms)	3.30pm – 6.15pm
CURRICULUM DAY CARE (Numbers Permitting)	7.00am – 6.15pm

On the final day of each term the program will operate from the close of the school day. Program also available for Prep Early School Finish.

BOOKING & CANCELLATIONS

- Families wishing to use the Out of School Hours Program must register with the program, an annual Non Refundable Administration Fee of \$18.00 per family applies.
- To ensure the whereabouts and safety of children attending the program, parents must make a booking for their child(ren)
- Cancellation and bookings should be made by notifying staff at the program during program hours, or a message left on the Program message bank (9.00am – 3.00pm Monday – Friday).
- Cancellations **must** be made for children who are not attending a booked/casual session for Before or After School Care.
 - Cancellations received by 6.00pm the night before the session will not incur a fee.
 - Cancellations for Mondays must be received by 6.00pm on Sunday. The message bank will be left on over the weekend for Monday CANCELLATIONS ONLY.
 - Cancellations received after this time will be charged as an Allowable Absence* and the normal fee will apply.
 - If no cancellation is received, an Allowable Absence will be charged and an additional \$2.00 non cancellation fee will apply. It is the responsibility of the parent/carer, not the school, the teacher or child to inform the O.S.H.C program of changes to attendance.
- Permanent cancellation of **Regular Booked Care** – 1 week's notice required.
- **Curriculum Day Care** – Bookings & Cancellations must be received five working days prior to the day.
(*Please see co-ordinator for more information regarding Allowable Absences)

DROPPING OFF / COLLECTION OF CHILDREN

- Children can only be collected by parents, guardians or other authorised persons listed on the registration form. Requests for any other arrangements should be in writing. In emergency situations, verbal or written permission by parents to authorise additional persons to collect the child will be permitted.
- Children must always be signed into Before School Care and out of After School Care by Parents, Guardians or other authorised people. The time the child is dropped off or picked up must also be recorded.

NON-ATTENDANCE (After School Care)

The staff will endeavour to ensure that children booked into the service arrive as intended. *Staff have the responsibility to ensure that:-*

- A roll call of children is conducted as they arrive at the service.
- The roll is checked at 3.50pm to determine whether there are children booked into the service that have not yet arrived.
- School Offices are contacted to confirm that any missing children attended school on that day.
- Staff have the responsibility to ensure that a message is put over the intercom/speaker requesting that the missing child/ren in question go immediately to the service.

- If missing children have not arrived by 4.00pm staff will attempt to contact the parents to determine whether the child/ren are supposed to be attending the service.
- If the parent cannot be contacted the staff will contact the Principal to determine the next course of action.

CHILDREN NOT COLLECTED BY CLOSING TIMES.

If children are not collected by 6.15pm from After Care, the co-ordinator will contact parents. If parents cannot be contacted within 15 minutes the emergency contacts listed on the registration form will be notified and asked to collect the child. After this time staff will start contacting the principal/police. The child will be supervised until appropriate arrangements are made.

LATE FINES

If children are not collected by closing time a late fee of \$1.00 per minute, will apply.

Please Note: Consistent late collection could jeopardise your child's place.

CUSTODY ORDERS

In the case of custody orders, parents must provide a copy to the Program. The custody order will be kept on file and followed by all staff at the program.

2 ways to Reduce Your Fee Payments!!!

CHILDCARE BENEFIT (CCB)

Benefits can be received as reduced fees or as a lump sum payment. Families must be registered with the Family Assistance Office (FAO) on 13 61 50 or check the Centrelink website – www.centrelink.gov.au for more information in relation to becoming current and obtaining Customer Reference Numbers (CRNs).

CHILD CARE TAX REBATE – Not means tested

The Child Care Tax Rebate covers up to 50% of out of pocket costs for approved child care. For queries and to check eligibility regarding the Child Care Tax rebate contact the FAO on 13 61 50 or check the Centrelink website – www.centrelink.gov.au

Families will need to supply us with reference numbers (CRNs) obtained from Family Assistance Office.

NO CRN = NO FEE REDUCTION AND NO REBATE!!!

FEE SCHEDULE FOR 2009

Before School Care	\$ 9.00per child	CCB available	Includes breakfast (until 8.00am)
After School Care- Permanent Booking	\$12.00per child	CCB available	Includes afternoon tea
After School Care- Casual Booking	\$13.00per child	CCB available	Includes afternoon tea
Curriculum Day Care	\$40.00per child	CCB available	All Meals and snacks provided
Administration Fee	\$18.00per child	CCB not available	
Non-Cancellation Fee	\$ 2.00per child	CCB not available	
Late Fines (applied after program closes)	\$ 1.00per minute	CCB not available	

ACCOUNTS

- Accounts are usually printed weekly and will be available for collection by parents from O.S.H.C room.
- Fees must be paid by the due date that is two weeks after the account is printed, and should be paid to program staff during program hours.
- Receipts and change will not be issued during program hours, so payments of correct money is preferred. All over-payments will appear as a credit on the account.

HEALTH & SAFETY

- Please ensure that registration details are kept up to date and that all allergies and medical details are listed.
- Medication can only be administered to children by staff with the written consent of parents.
- Children must wear their own hats during outdoor activities in Term 1& 4. If a child does not bring their hat they will play inside or in a shaded area. Children are encouraged to bring their own sunscreen and apply it each afternoon before going outside to play.

PLEASE FEEL FREE TO DISCUSS ANY ISSUES OF QUERIES REGARDING THE PROGRAM OR YOUR CHILD WITH THE OSHC CO-ORDINATOR, DI TOONE, DURING PROGRAM HOURS OR BY PHONE 9859 6052

Please retain these information sheets for your own reference

BOOKING DETAILS – 2009

**REGULAR
BOOKED**

Will you be using the program on a casual or regular booked basis? (please circle) **CASUAL**

Casual users must contact the service prior to attendance in order to ensure a place is available. **DO NOT INDICATE IN BELOW**
If you will be using the program on a regular BOOKED basis, please circle which session/s your child/ren will be attending – In Box:-

CHILD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
2	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
3	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
4	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM

CHILD CARE BENEFIT (CCB) – Reduces fee payments

Are you claiming CCB as *Reduced fees *Lump sum *Not at all

Customer Reference Numbers

Parent Name: _____
Child Name: _____
Child Name: _____
Child Name: _____

Child Care Benefit (CCB) – reduces fee payments

Child Care Tax Rebate – claim up to 50% or your out of pocket expenses. Families must be registered with the FAO Centrelink 13 61 50 or check centrelink website – www.centrelink.com.au in order to obtain information regarding the CCB and to check eligibility for the Child Care Tax Rebate.

Child Care is required to enable (please tick)

Employment.....Search for work.....Work related training of study.....
 Parent Break.....Childrens playtime.....Other.....

CHILD/REN'S DETAILS

Are there any special CUSTODY arrangements for your child/ren? Details (if applicable)

Note: a copy of court orders authorising single parent custody must accompany this form if applicable.

Medical details: Is your Child/ren fully immunised? YES NO (please circle)

Does your child/ren have a medical condition, allergies, dietary restrictions or any other matter you feel is important to those looking after your child? (If yes, please attach any further information) YES NO (please circle)

Child's Name:.....Details.....
 Child's Name:.....Details.....
 Child's Name:.....Details.....

Has your child Ever had Asthma? YES NO

Is your child/ren currently taking any medication? YES NO (please circle)

Child's Name:.....Details.....
 Child's Name:.....Details.....

Do you have a current Ambulance Subscription? YES NO (please circle)

Medicare Number

Children's Doctor..... Phone.....
 Address.....

**KEW EAST PRIMARY SCHOOL – 2009
OUT OF SCHOOL HOURS CARE PROGRAM**

MEDICAL CONSENT

Where the O.S.H.C. staff are unable to contact me or it is otherwise impracticable to contact me, I authorise the O.S.H.S staff to:

- ✓ Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.
- ✓ Administer such first aid as the O.S.H.C. staff may judge to be reasonably necessary.

Parent/Guardian Signature.....Date.....

GENERAL DECLARATION

- ✓ I understand that some information from my registration form may be used by the program to apply for Customer Reference Numbers from the Family Assistance Office on my behalf.
- ✓ I agree to familiarise myself with, and follow the terms and conditions of the program's Policy & Procedures as outlined in the Parent Handbook.
- ✓ I agree to allow my child/ren to attend and participate in the activities of the program and will advise staff if I do not wish my child/ren to participate in any particular activity.
- ✓ I acknowledge that if I do not supply sunscreen for my child's use, the OSHC program will provide and expect that sunscreen be applied as per the policy displayed at the program. If my child/ren is unable to wear sunscreen *ie due to medical reasons such as allergies* I will inform the OSHC program in writing and arrange alternative protection.
- ✓ I acknowledge that Kew East Primary School provides a sun smart program therefore my child/ren is required to have correct clothing and hat to participate in all outdoor activities during Day Light Savings.
- ✓ I understand that although care and supervision are provided, the Kew East Primary Out Of School Hours Care Staff and the Kew East Primary School Council cannot accept responsibility for any injury sustained by my child at Before of After School Care or Curriculum Day Care.
- ✓ I authorise the OSHC program to record as an allowable absence, any day indicated as a booking on this form that my child does not attend the service, unless I provide a valid reason (according to Federal Government requirements) for the absence to be recorded as an approved absence. I understand that CCB is paid for only 30 allowable absences per child per year.
- ✓ I agree to pay for all of the days my child is successfully enrolled, regardless of whether my child actually attends the OSHC program.
- ✓ I understand and agree that the information from this registration form and other related information regarding my child's well being may be discussed by OSHC staff with the principal and staff of Kew East Primary School/St. Anne's Primary School.
- ✓ The information I have provided on this form is correct.

Parent/Guardian Signature.....Date.....

- ✓ I give permission for the photographic video or audio recording of my child and authorise the use of any recording to only be used within the Out of School Hours program. *(As we are currently in the process of Quality Assurance (QA) we are required to record evidence of children participating in program activities).*

Parent/Guardian Signature.....Date.....