



## Welcome...2017

Welcome to Wonga Park Primary School Out of School Hours Care (OSHC). We aim to provide a safe and stimulating environment in which your child can play and relax before and after school.

## Out of School Hours Care

We provide, within this setting, child-centred programs, which focus on development, and social and recreational activities, which are appropriate to the needs of children.

### Staff

The Service has a current staff pool of 7 educators, who either hold or are working towards the relevant qualifications for OSHC.

## What you need to know

### Location

The program is located in the Residence at the front of the school, near the car park. The children have supervised access to the Multi purpose room and school grounds.

### Registration

Children attend the program on a permanent full-time, part-time or casual basis. For your child to use the service, families first need to register with the program. An enrolment form can be obtained from the OSHC service or school office. We recommend that even if you use the service on a very irregular or emergency basis, you complete this form so that you can access the program when necessary.

The enrolment form gives us important information regarding the care of your child/ren, including; details of people authorised by you to collect your child from the program and contact names in the event of an emergency, medical needs, languages spoken, food allergies, etc.

### Bookings

On the enrolment form you are asked to nominate permanent sessions for your child or indicate possible casual usage. If you require regular permanent care please confirm your booking, prior to commencing OSHC as you will be given a priority booking. Only limited casual places will be available in 2017. If your child can NOT attend OSHC please contact the office before 12.00 pm and advise us of the cancellation or you will be billed as per your regular booking.

Children can only attend if bookings have been made and confirmed, and an enrolment form has been received by the service. Bookings and cancellations are absolutely necessary to ensure the safety of the children and the smooth administration of the program.

It is the responsibility of the parent/carer to inform the program of bookings and cancellations.

Accounts more than 90 days in arrears will have their bookings cancelled and places revoked.

**Fees will be charged for unattended bookings unless notice is given.**

## Hours of Operation

The Service currently operates two main programs.

- **Before Care** : 7.15 am - 8.45 am, Mon-Fri Limited places
- **After Care** : 3.30 pm - 6.15pm, Mon-Fri Limited places

## Fee Schedule:

- **Before Care** - **\$12.00**
- **After Care** - **\$18.00**

All fees are invoiced fortnightly and paid within **7 days at the office.**

**Please Note:- Emailed invoices will appear as [webreports@qikkids.com.au](mailto:webreports@qikkids.com.au)**

## Childcare benefit

You may be eligible for Government Assistance called Childcare Benefit. This is dependent upon your income and the number of children you have attending childcare. You must complete the appropriate forms and register with Centrelink. Centrelink will advise the Service of any adjustments to be made to the fees being paid. **If your child has been in care prior to starting school you must notify Centrelink that they have commenced school**, please do not assume your benefit will roll over from child care as this often does not occur. It is important that you complete the forms as soon as possible as Centrelink benefits only apply from the date of application. It is the parents' responsibility to follow this up.

**Centrelink Provider No:** 555 010 365K

## Signing in and out

When dropping your child at the Before School Program, please ensure that they attend the Care room and that you sign the Attendance Sheet. When collecting your child from the After School Program, please sign your child out using the same procedure. Children must be picked up by 6.15pm otherwise a late-penalty fine will be requested, for every minute after 6.15pm. Only people nominated by you on the enrolment form can collect your child unless you have provided written consent, addressed to the Co-ordinator, for an alternative arrangement.

## Program and Activities

The coordinator and staff offer a varied and rich program of activities appropriate to the ages, needs and interests of the children. The program is designed to be fun and stimulating, providing a number of structured and open-ended activities the children can choose from each day, including; art & craft, games, sport, drama, indoor games, cooking, DVD's etc.

Information to families regarding OSHC issues and a timetable of the weekly activities is included in the fortnightly school Newsletter handed out every second Thursday.

## Food

A nutritious breakfast is provided to the children in the mornings at the service. A daily nutritious afternoon tea is provided to children on their arrival to the program.

## OSHC Committee

A Committee of educators and parents oversees the program. This committee is part of the School council.

The OSHC Policy and Procedure Document, and Family Handbook are available for viewing at the Service.

**Coordinator:** Jenni Cooper

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