1. AIM OF PROGRAM

- To provide high quality, affordable and accessible child care and recreational programs for children attending Coburg Primary School.

- To involve parents and community members in the planning, implementing, managing and evaluating of a service to meet the needs of local children and families not being met elsewhere.

2. ENROLMENT PROCEDURES

Enrolment Forms must be completed before a child can be accepted into the program. Enrolment forms can be collected from the Co-ordinator or the School Office and on completion returned to the school. Any changes to your child’s booking should be conveyed to the Co-ordinator on 040016263, 9350 3959 or the School office on 9354 9332.

Parents wishing to enrol their children must complete a separate enrolment form for each child.

The enrolment form must include all appropriate emergency contact information in addition to the usual enrolment details.

Parents will be provided with a copy of the Parent Handbook and the OSHC Program Policy.

Parents must inform the Coordinator in person or by phone when booking in children if they will not be collecting their own child/children.

Children can only be signed out to the parent/s or an authorized pickup. It is the parent’s responsibility to inform the Coordinator of the name of the person that will be collecting your child/children.

3. OPERATING TIMES

BEFORE SCHOOL CARE: is available from 7 - 8:45am Monday to Friday during the school term. Children are to be signed in by parents at the OSHC room. A staff member will escort children over Bell St to the junior side at 8:45am, ensuring a school staff member is on yard duty.

AFTER SCHOOL CARE: is available from 3:30 – 6.00pm Monday to Friday during school term. Grade Prep - 2 children from C.P.S. wait in the Junior school hall and are then brought over to the OSHC room on the Senior side by two staff members.

Grade 3 - 6 children from C.P.S. are supervised by the teacher on yard duty until OSHC program staff return from collecting children.

Children who are within the school Disability and Impairment program may participate in the OSHC program, providing the staff and the facilities are adequate to accommodate their particular needs.

The program operates at the above times unless varied by school council.

CURRICULUM DAY CARE
Care is offered on Curriculum Days from 7 am until 6 p.m. (If there are an adequate number of students attending; 15 or more children).
4. FEES AND PAYMENT

The Before School Care Program is $12.00 Permanent Care per child per Session. Breakfast is available.

The After School Care Program is $15.00 Permanent Care per child per session. Afternoon tea is provided.

A bond of $100 for permanent families and $50 for casuals will also need to be paid prior to commencement.

Families accessing part time or casual care are required to notify the Program prior to 6.00pm the day before for Before School Care. After School Care families are required to notify by 9:00am on the day, otherwise full fee will be charged.

Childcare assistance is available from Centrelink. Families in receipt of Family Tax Benefit must ring 13 6150. Families who don’t receive FTB must also ring 13 6150 to make alternative Child Care Arrangements.

5. LATE COLLECTION OF CHILDREN.

1. The following procedures will apply.
2. Parents must telephone the Coordinator if they are going to be late.
3. A fine of $2.00 per minute after closing time will apply.
4. The program Coordinator will make every attempt to contact the emergency contact person nominated by the parents, however, if the child has not been collected by 6.15pm, the coordinator will contact a representative from the Management Committee to come and take care of the child.
5. The program’s first concern is for the well-being of the child, therefore in the exceptional circumstances where a parent has not collected the child by then the Department of Human Services or the Police will be contacted.
6. Parents who are habitually late may be asked to make alternative Child Care Arrangements.

6. BEHAVIOUR/SCHOOL POLICY.

The children attending the Before and After School program can expect to enjoy the same rights, and to accept the same responsibilities as they do whilst at school.

Children are expected to follow the school rules. At all times consideration will be shown to others.

All property will be respected, and the school facilities, including buildings, grounds, gardens and equipment will be cared for.

Children will be informed of the consequences of their behavior.