

# Gulfview Heights Primary School

## Out of School Hours Care



### Access to the Service

Access to Gulfview Heights Primary School Out of School Hours Care for families and children will be non-discriminatory. Children's access to safety and care at the service will be ensured and the custodial rights of parents to the service will be protected. Access to the service will be provided to other members of the community, professionals and students where they can enhance the programs quality, the protection of the welfare and rights of the children and staff or the provision of training and experience to people in the children's services field.

Enrolments will be subject to Commonwealth Priority Access Guidelines (in Child Care Services Handbook, 2009-2010)

Priority 1: A child at risk of serious abuse or neglect

Priority 2: A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under section 14 of the Family Assistance Act

Priority 3: Any other child

Further priority will be given

1. Current enrolled users of OSHC
2. Families within the school
3. Families within the broader community

### Enrolments

Enrolments will be accepted according to the Commonwealth Government 'Priority of Access Guidelines'. Before using the first day of care each child must have a completed enrolment form. On enrolment parents will be given a 'Parent Handbook' advising them of the services policies, and asked to complete an enrolment form.

If a place is not immediately available they will be placed on a waiting list and the parent/guardian will be asked to contact OSHC regularly to confirm they still want to stay on the list. When a spot becomes available the Director will phone the family and the enrolment may proceed.

Enrolment forms will be updated yearly or when a child's circumstances change. Enrolment information will be kept in a confidential file. Access to this information is only available to the Director, OSHC staff, Governing Council and Community Department Officers. It is the parent's responsibility to notify the Director of any changes.

### Fees

Families are reminded that fees are charged for care.

The current fees are:

**Before School: \$10.00**

**After School: \$18.00**

**Vacation Care: \$50.00 for a home day, \$55 for an incursion and \$60 for an excursion day**

A portion of these fees can be claimed back through Child Care Benefit by contacting Centrelink.

### **Childs Absence**

Parents/Guardians are expected to notify OSHC if their child isn't attending before care is due to start. This allows us to accommodate for emergency and casual bookings. If your child is away for more than 2 weeks without notification, we are unable to hold their place and it will be forfeited. Two weeks notice of withdrawal is also required and may be negotiated with the Director. Fees will be payable for all absences, illness and Public Holidays.

### **Cancellation of booking**

OSHC parents have the responsibility to notify the service of illness or other circumstances that will result in the child being absent. If your child is away for more than 2 weeks without notifying OSHC then their place will be cancelled and parents will be notified.

### **Authorisation for Collecting Children**

The names and contact numbers of people authorised to collect children from the service must be included on the enrolment form.

The authorised person must be over 18 years of age.

If someone who is not on the enrolment form is to pick up the child then the authorised person must contact OSHC to inform them who is picking their child up. ID will be required to be shown to OSHC staff.

If an unauthorised person arrives to pick up a child the Director will ring the parent to confirm pickup arrangements before the child is released.

### **Children Referred from School**

Children not collected from school by 3.30pm will be directed to the OSHC service. If the child is not enrolled in the service their relevant health and contact details will be made available by the school. The custodial parent will then be billed for the full fee of that session.

### **Late Collection**

Parents who are unable to collect their child on time must telephone OSHC to advise them they are going to be late and their expected time of arrival. If a parent is unable to collect their child by closing then they should arrange for another person to pick up their child.

If a parent hasn't arrived within 10 minutes of closing, then staff will attempt to contact the parent, or if not possible, contact the emergency people listed on the enrolment form to arrange immediate collection. If no-one can be contacted and the child is not picked up 30 minutes after closing time, Crisis Care will be contacted and asked to come and take responsibility for the child. A notice will then be put up on the door with relevant contact numbers. Late fees may apply for late pick up which is \$15 for every 15 minutes.

### **Hours of Operation**

Before School Care: 6.30am – 8.35am Monday to Friday

After School Care: 3:10pm – 6:30pm Monday to Friday

Vacation Care: 6:30am – 6:30pm Monday to Friday

**Please note we are not open on Public Holidays**

### **School Pupil Free Days/ School Closure Days**

This up to the discretion of the director and will depend on how many children are booked in. A notice of the decision will be put up and a note sent home to parents.

Pupil Free Days/Closure Days are \$50

**School Closure Due to a Catastrophic Bushfire Risk**

If the school is directed to be closed due to a Catastrophic Fire risk then the OSHC service will be closed. The OSHC Director will contact parents who have morning bookings to advise them of the closure. In the event of a closure due to Bushfire Risk no charges or cancellation fee will apply.

**Volunteers/ Students and Visitors**

From time to time volunteers and students may be present at OSHC/ Vac care. Volunteers will be required by the Director to have a current first aid, mandatory reporting and police clearance certificates before commencing any voluntary work. All volunteers will be given an induction package which contains their responsibilities and a code of conduct.

The service will offer student placements to high school students who are wishing to gain work experience as part of the school program or students who are attending training with a registered organisation.

Visitors may be invited into the service as part of the children's program.

All volunteers, students and visitors will be required to sign in/out on the registry each visit.

**Sources**

OSHC Policy Folder

Child Care Services Handbook 2009-2010

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