

### Enrollment & Bond Payments

Enrolment forms must be completed before children commence care. Forms can be obtained from the OSHC room, the front office or via school website.

To finalise the enrolment process, a bond of \$100 for the first child and \$50 for additional children is required.

### Fees and Charges

Before School Care	\$11.00
After School Care	\$18.00
Vacation Care	\$50.00

### Bookings & Cancellations

Bookings can be made on a permanent and casual basis. Daily bookings can be taken by:

Phone: 8336 4980

Text: 0423 025 790

E-Mail: eastmardenoshc@gmail.com

Cancellations must be made 24 hours prior to each session of care.

A deposit of \$15.00 per child is required when making bookings for Vacation Care. Families eligible for full subsidy rate will receive a discounted deposit rate of \$8.00 per child per day.

### Childcare Benefit & Rebate

To claim child care payments from Centre Link, families will need to quote the CRN (Child Reference Number) of the registered parent and of the child when filling in the enrolment form. Once approved, child care subsidy will be paid directly to the OSHC service and will be reflected on the invoice.

### Signing In & Out

It is a legal and safety requirement for all children to be signed in and out by parents during drop off and pick up.

### Healthy Foods and Snacks

Breakfast is provided during Before School Care. Fruit and Afternoon Snack are provided during After School Care. During Vacation Care children need to bring a packed lunch and recess.

### Medication

All drugs and medication require a signed document from a doctor before educators can administer medication. A medication plan such as Asthma and Anaphylaxis must be supplied by families before commencing care. In the case of a major **injury or accident** every effort will be made to contact parents or emergency contacts. All senior educators have an approved First Aid Qualification.

### PARENT RESPONSIBILITIES

- Arrange Child Care Subsidy with Centrelink via MyGov.com.au
- Ensure Enrolment Forms and Permission Notices are completed and up to date.
- Make Bookings and Cancellations in time to avoid absence charges
- Clearly sign your child In and Out of each session of care
- Inform staff of any changes regarding personal details and emergency contacts
- Ensure that your child has appropriate clothing for the programmed activities
- Clearly label your child's belongings and collect items from Lost Property
- Provide your child with a hat, packed lunch, recess and drink bottle

### Children's Responsibilities

- Show respect for all members of the school community
- Make good choices and decisions to keep yourself and others safe
- Be inclusive by treating each other fairly and sharing space, equipment and facilities

### Sun Safe Practice

Broad brimmed hats must be worn by all children when playing outside when UV ratings exceed 3.

Sun screen will be applied before going outside dependant on the UV status as advised at [www.bom.gov.au](http://www.bom.gov.au).

### Behavior Management Procedure:

1. Child receives rule reminder to guide appropriate behavior and play.
2. Final verbal warning is given to child to stop inappropriate or disrespectful behavior.
3. Child is removed from play and will sit out for 5 minutes. Staff will debrief with child before child returns to play.
4. Severe acts of violence or irresponsible behavior will result in contacting a parent immediately to pick up the child for the safety and wellbeing of other children.
5. A child may be suspended from care at the discretion of the director if child's behavior repeatedly puts him/herself and/or others at risk of serious injury or harm.

### Illness

For the safety and wellbeing of staff and other children, children diagnosed with a contagious illness as specified in 'Staying Healthy in Childcare' cannot be cared for. Children who become ill during the day will need to be collected as soon as possible and be cared for appropriately until parents arrive.

### Invoices and Payment Options

Accounts will be issued weekly at the beginning of each week via email.

Cash, and EFTPOS payments can all be made in the OSHC room.

Online payments can be made via bank transfer:

BSB: 065 146

Account Number: 010243219

Account Name: East Marden P.S Council Inc

Alternatively, by credit card via:

QKR App

### OSHC Operational Hours

6:30-11.00am

2:30-6:10pm

### Homework

From Monday to Thursday, the Junior Primary building will be open for children to complete their homework. Please inform an educator if you wish to have your child attend homework in the afternoon.

# East Marden Out of School Hours Care

43 James Street, Campbelltown 5074

[eastmardenoshc@gmail.com](mailto:eastmardenoshc@gmail.com)

8336 4980

0423 025 790

### **Before School Care**

6.30am - 8.30am

### **After School Care**

3.00pm - 6.10pm

### **Vacation Care**

6.30am - 6.10pm

### **Open All Weekdays**

(Except Public Holidays)