

MOOROOLBARK EAST PRIMARY SCHOOL

OUT OF SCHOOL HOURS CARE PROGRAM

Parent information and obligations

The Out of School Hours Care program is organised through Camp Australia and provides Before and After school care. The program's policy is available from the web site (see below). The following information provides a summary of the program and its policy.

All parents are asked to read this summary and to follow the instructions carefully to ensure the safety and well being of the children and the smooth running of the program. Children should also be made aware of the guidelines for the program.

Program Aims

The OSHC program aims to provide:

- A safe and well-supervised environment.
- Interesting, stimulating and developmentally appropriate activities and events.
- An environment in which children, staff and parents feel secure, relaxed and welcome.

Enrolment

An enrolment form **must** be completed on line at www.campastralia.com.au before a child can attend the program. By completing this form, parents agree to adhere to the obligations outlined in this summary and those in the policy.

Bookings

Bookings for the Before and After School care programs can be made online at www.campastralia.com.au or by contacting Customer Service on 1300 105 343. An answering machine is also checked daily. Bookings can also be made by calling the school office.

Absences

Parents should advise the coordinator of any changes to the child's attendance as soon as it is known. Charges will apply if cancellations are not made prior to the booked day or, in the case of permanent bookings, one week prior to the booked day.

Times

Before School Care	7.15am – 8.45am
After School Care	3.30pm – 6pm

Sign In / Out

Children must be dropped off (BSC) and picked up by a parent or other authorised adult, and signed in or out on the register. The people authorised to pick up your child should be listed on the enrolment form.

Children attending ASC should come directly to the GP room at 3.30pm, unless otherwise arranged. Children attending the BSC program will be dismissed at 8.45am. It is the child's responsibility to remain within the school grounds until the school day starts.

Prep teachers will bring them to ASC in the hall for first few weeks so they get used to the new system. For Term 1, staff will stay with Prep children until 9am when they go into class.

Late Pick up

In the case where a child is left at the program after 6pm the coordinator may take the following action:

- Ring parents
- Ring emergency contacts
- Ring the Principal, who will stay at the program with the child.

The parent will be billed for all expenses incurred.

Fees

Refer to Camp Australia leaflet for current rates.

Centrelink

Child Care Benefit is available from Centrelink. Application forms are available from Centrelink. Child Care Benefit is income tested and scaled, resulting in a reduction of between 0% and 85% of the total fee.

Illness or Injury

Staff hold current first aid certificates and will administer basic first aid where necessary. The child will remain at the program until they are collected by a parent or in the case of BSC the child will be placed in the first aid room in the administration area..

In the case of serious injury or illness, the coordinator is not expected to diagnose or treat the condition. This will be the responsibility of the medical practitioner or ambulance officer on the scene. Parents or emergency contacts will be informed of any serious injury and asked to collect the child. An attempt will be made to call the parents to inform them that an ambulance has been called.

Parents are advised to join the ambulance service as it is their responsibility to pay for the service if it is summoned for their child.

Medication

Parents of children who require any form of medication are asked to provide details on the enrolment form. The medication should be given to the coordinator along with specific instructions attached to the medication.

Infectious Diseases

A child should not attend the program if they have an infectious disease, and can be excluded by the Principal or coordinator according to the table found in the school information manual.