

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	\$10.00
After School Care	\$16.00
Vacation Care	\$45.00

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.

Signing In & Out

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

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 benefit will be paid directly to the OSHC service and will be reflected on the invoice.

A deposit of \$15.00 per child is required when making a booking for Vacation Care. Families with a CCB rate of 100% or above, the daily deposit will be \$8.00 per child per day.

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 OSHC staff have an approved First Aid Qualification.

PARENT RESPONSIBILITIES

- Make Bookings and Cancellations in time to avoid incurring additional fees.
- Ensure Enrolment Forms and Permission Notices are completed and up to date.
- Sign your child In and Out each day.
- Inform staff of any changes regarding personal details and emergency contacts.
- Organise details with Family Assistance Office at Centrelink if necessary.
- Make sure your child/ren have appropriate clothing for the programmed activities
- Clearly label your child/ren's belongings and check Lost Property in the front office
- Provide your child/ren with a 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.

Behavior Management Procedure:

1. Child receives rule reminder and verbal warning to stop inappropriate or disrespectful behavior.
2. Child is removed from play and will sit out for 5 minutes. Staff will debrief with child before child returns to play.
3. If inappropriate behavior persists after previous step the child will go to time out in the office for 15 minutes.
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 breaches the school's Anti-Bullying Policy & Student Code of Behavior.

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. Printed copies are stored in the blue filing cabinet below the sign out sheet in the OSHC room.

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

Online payments can be made to:

BSB: 105-152

Account Number: 039 299 940

Account Name: East Marden P.S OSHC

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

8336 4980

0423 025 790

Before School Care

6.30am - 8.25am

After School Care

3.00pm - 6.10pm

Vacation Care

6.30am - 6.10pm

Open All Weekdays

(Except Public Holidays)