



## OUT OF SCHOOL HOURS CARE INFORMATION

87 Camp Hill Road Somers, Vic, 3927

School Principal: Hugh Greer

OSHC Coordinator: Col Ralls

03 5983 5546

Mobile: 0402 161 961

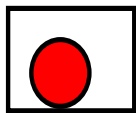
Updated: 01/05/2019

This information is extracted from the OSHC Policies and Procedures manual, if you require a full copy please contact the office.

SOMERS PRIMARY SCHOOL

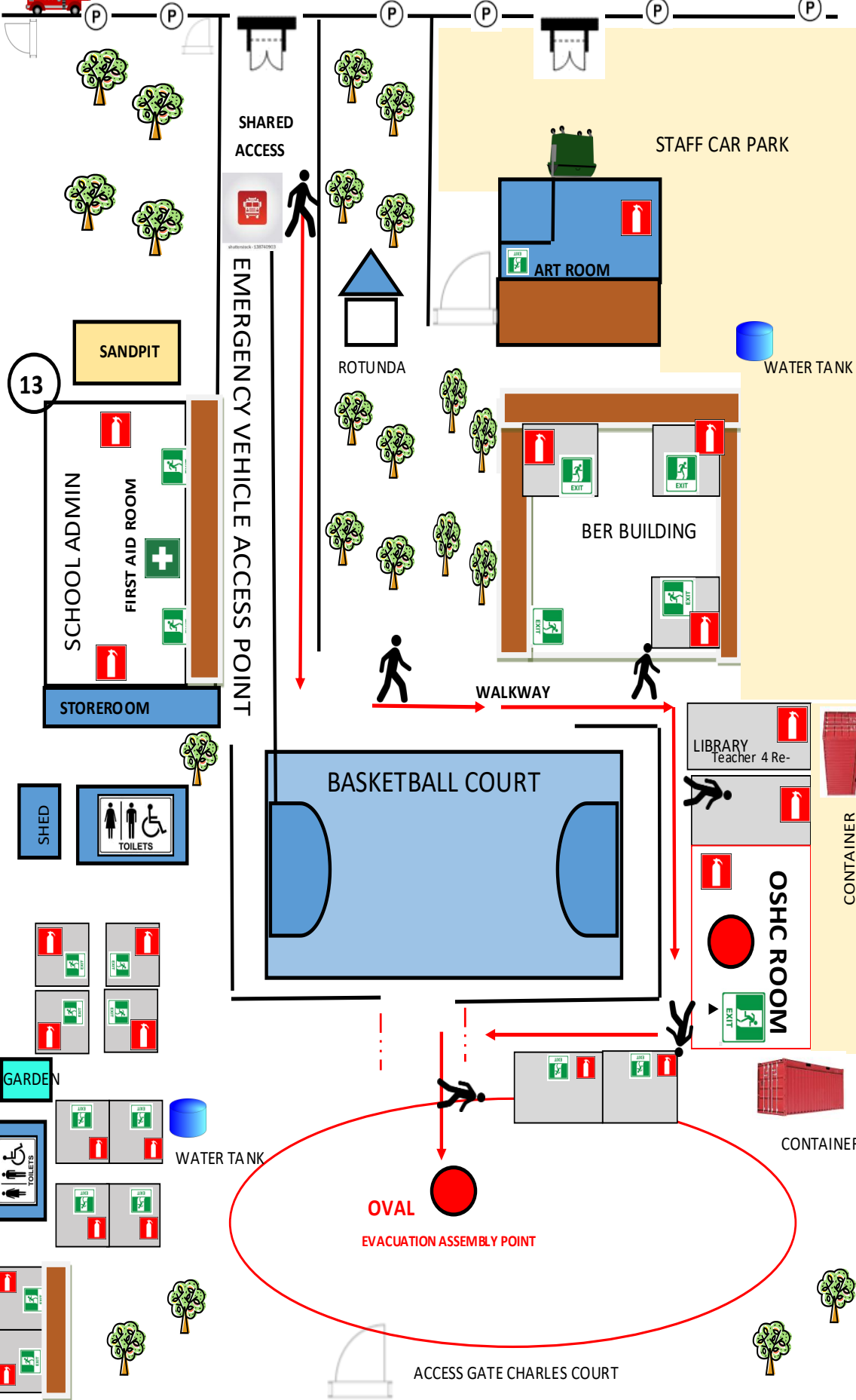
87 CAMP HILL ROAD, SOMERS, VIC 3927

Dial 000 for Emergency



SOMERS FIRE BRIGADE

CAMP HILL ROAD



## HOURS OF OPERATION

### HOURS OF THE SERVICE

- Before School 7.00 a.m. to 9.00 a.m.
- After School 3.30 p.m. to 6.00 p.m.

On the last day of Term 1, 2 and 3 the Service operates from the time when the students finish school ie, 2.30pm at an extra cost. On the final day of Term 4 the Before School Program will run but there is no After School Care.

Please note: Somers Primary School does not run on school curriculum days. It has been found that in the past the Service is not viable.

### SERVICE CONTACT DETAILS

SOMERS PRIMARY SCHOOL – 5983 5546

SERVICE CORDINATOR – COL RALLS – 0402 161 961

***AN ENROLMENT FORM MUST BE COMPLETED BY PARENTS/GUARDIANS BEFORE A CHILD CAN ATTEND THE OUTSIDE SCHOOL HOURS CARE SERVICE.***

### ***HOW TO ENROL:***

Enrolment Forms can be obtained at the school office or on the school Website [somersp.vic.edu.au](http://somersp.vic.edu.au)

Once completed and returned to the school office along with a copy of birth certificate and immunisation forms, the coordinator will put your details on the system, then send through an application link to the email address you provided. Once you have completed and submitted the application, the coordinator will then create the enrolment and send through to Child Care Subsidy Service, notification will then be sent through to your MyGov account which you will then need to approve.

It is important that you provide the coordinator with the correct email address as this is where all correspondence and invoicing will be sent. If you change your email address please inform the coordinator as soon as possible.

### ***TO MAKE A BOOKING:***

Once enrolment birth certificate and immunisation forms have been received you can start using the service.

You may require a permanent booking on regular days or you may require casual bookings for every now and again.

Please fill the form in the form provided with the Enrolment form so as the centre can best cater for your needs.

For casual bookings you can ring the school on 5983 5546 to book your child/children in. Please give the service as much notice as possible as sometimes sessions may be full.

## STAFF RATIOS

The National Standards set out guidelines for the ratio of staff to children. The current ratios are:

A maximum of 15 children to 1 staff member

A maximum of 8 children to 1 carer for excursions

A maximum of 5 children for 1 carer for swimming activities

## COLLECTION OF CHILDREN

**Taken from :Delivery & Collection of Children Policy**

**After School Care: Children must be *signed in and out* by their parent/guardian or other authorised person, before they arrive leave the Outside School Hours Care Service. The authorised person must be listed on the enrolment form.**

For safety and security, children will only be released to authorised adults as named on their enrolment form.

Child/ren will not be released from the service without authorised Parent/Guardian signing them out due to security & OH&S requirements.

## HOW COLLECTION TIME IS DOCUMENTED

This is done by using your unique code and entering it on the OSHC ipad under your child's name/attendance for the day.

## STRATEGIES FOR LATE OR NON COLLECTION OF CHILDREN:

Children must be collected by **6.00 pm** when the Service finishes. If a child is not collected from OSHC by 6.00 pm a late fee will be charged. This is to help cover the costs of paying staff overtime, as staff are only employed to 6.00pm. Staff will ask parents to sign and write the time in the sign out book so they are aware of the additional cost, and it will be included in their next bill.

For the child's wellbeing, the parent must contact the Service Coordinator if there are unforeseen circumstances and parents will be late. This allows us to reassure your child that you are safe.

1. If the parent/guardian has not arrived at the Service by **6.05pm** or made phone contact to the Service staff should use family contact details on the enrolment form to contact the parent/guardian.
2. If the parent/guardian has not arrived at the Service by **6.10pm** or made phone contact to the Service Coordinator, the Service Coordinator will use the family's emergency contact numbers advising them of the situation and request that they collect the child/ren.
3. If the family has not arrived by **6.15 pm** the Service Coordinator will contact the emergency numbers and request that the child/ren are collected from the Service immediately.
4. If emergency numbers cannot be contacted the staff member must remain at the Service with the child/ren. If it is a problem for staff to remain at the Service with children the Service Coordinator will contact the Principal.
5. Staff must also take the following actions:
  - Contact Principal
  - Contact local Police Station, explain the situation and enquire if there is any information available on the parents' whereabouts. ☎ 5970 7800 - Hastings Police
  - Contact DHS ☎ 9784 3100
  - Contact Child Protection ☎ 1300 655 795
  - Keep a record of all phone calls made, the times, dates and discussion.
  - Keep trying to contact parent/guardian, emergency contacts and the Principal.

**A child is never to be left alone or with another adult**

**Children will always be supervised by employed staff**

#### **PROCEDURE TO ADVISE OF A CHILD'S ABSENCE WHEN A CHILD IS BOOKED/EXPECTED**

If a child does not arrive when expected -

1. Contact the School office to check if they were absent for the day or have gone home ill. PA announcement to be made as well by office if not absent.
2. Contact class teacher in the event information has not been passed on.
3. Contact parent to check if home and safe.
4. If child is not with parent, contact office and PA announcement will be made and the teacher on after school duty will be notified.
5. If child is still not located contact School Principal to advise of situation.

#### **CHILDREN LEAVING THE SERVICE UNACCOMPANIED**

Our Service does not support children leaving the Service unaccompanied. In the event of an emergency there must be verbal or written communication with the staff of the Service.

### **CHILDREN LEAVING THE SERVICE TO PURSUE ANOTHER ACTIVITY THEN RETURNING TO THE SERVICE**

Children are required to attend roll call first before attending their specialised activities and the time of return is noted in the OSHC diary-booking sheet. Children are required to tell all staff of their safe return to the Service. If a child has not returned by designated time:

1. Contact the School office to check their return
2. Contact class teacher in charge of the event
3. Contact parent
4. If child is not with parent, contact office and PA announcement is made and teacher on after school duty is notified
5. If child is still not located contact Principal to advise of situation.

\* No child will leave the Service without written request containing times, location and activity.

## FEE STRUCTURE:

All families are eligible for the Child Care Benefit (CCB) from the Family Assistance Office (FAO). CCB can be received as reduced fees or as a lump sum payment to the family at the end of the financial year. Please telephone the FAO for assistance on 136 150 or visit them at most Centrelink offices.

Childcare benefits can only be given to children who have their names listed on the assessment notice.

The FAO will require our reference number. This is 555 008 135H or 406037556K.

Fees for 2019 (per child per session)

	Before School Care	After School Care
Permanent Placement	\$18.50	\$20.00
Casual Placement	\$20.00	\$22.00
Multi child discount (3 siblings or more)	\$2 per session per sibling	\$2 per session per sibling

**LATE FEE:** \$1.00 per minute based on office clock if not picked up by 6.00 p.m.

- Parents are responsible for lodging their Childcare Benefit Application with the Family Assistance Office.
- Parents must inform the Family Assistance Office that Somers Primary Outside Hours is their childcare provider.
- Account queries should be directed to the coordinator.

## DEFINITION OF CASUAL AND PERMANENT BOOKINGS

If parents have a permanent booking for their child in the Outside School Hours Care Service, payment is compulsory whether attending or not. This ensures that your child has a permanent booked place. Families are entitled to 40 allowable absences per financial year. This means that you can have 40 absences and still receive Child Care Benefit. After 30 absences you will be required to pay the full fee for that session.

If your child is absent, you must notify the office or Service so that a casual placement can be accommodated. This also means that once we have 15 places booked in for each afternoon, the book is closed, with further bookings placed on a waiting list.

## ABSENCES

In the event of an absence, the full fee will still be charged even if the placement has been filled by a casual booking. This is to enable the permanent booking to maintain their placement within the Service.

## FEE COLLECTION:

The Outside School Hours Care Service requires PROMPT payment of accounts.

Accounts can be paid at the School office or by direct deposit during school hours.

Direct Deposit Details

BSB 633 000

Account Number: 137594602

Reference: OSHC –Surname

Eg OSHC –J Brown

*(Please note that it is important to state OSHC in the reference as the school receives many payments through the bank, this ensures that your payment is allocated correctly).*

- Accounts are often sent home with the child.
- Fees outstanding 28 days after the due date become a debt to the Outside School Hours Care Service, and therefore to Somers Primary School.
- Outstanding fee amounts should not be in excess of \$200 and all accounts are expected to be paid in full before the end of each school term.
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In the event of outstanding fees, our process is -

- Contact will be made by the School's administration by phone or by mail to organise payment of fee.
- Arrangements will be offered for a written and signed payment plan to be put in place to clear the outstanding debt and or arrange for debt to be paid in full by an agreed date.
- If the payment plan or payment is not honoured as per stated in the agreed arrangement parent/s will be advised in writing that childcare will be suspended immediately until debt is paid in full.

## FEE RECEIPTING

All accounts are to be paid directly to the School office/Bank. The Parent/Guardian will be supplied with an official receipt.



## **CONFIDENTIALITY OF RECORDS/INFORMATION**

Parents are welcome to discuss any aspect of their child's participation in the OSHC Service with staff. If parents have any concerns about their child they should feel comfortable to speak to the staff. If they wish to raise a concern, this will be directed initially to the Coordinator.

We gladly accept and respond to community feedback on our operations.

The Coordinator will bring any concern to the Principal for further action if required.

Standard rules of privacy and confidentiality will be followed as per the State legislation.

Thank you