



Hours of Operation and Fees

An initial registration fee of \$15.00 per family will be invoiced to you on receipt of OSHC enrolment form. An annual registration fee of \$15.00 per family is payable thereafter.

Before School Care \$11.50 per session
7:15am – 8:45am

After School Care \$23.00 per session
3:15pm – 6:15pm

Early Finish (last day of term
& other recognised days) \$7.50
2:15pm – 3:15pm

Holiday Care/Student Free Day \$58.00 per day
7:15am – 6:15pm

Incursion/Excursion Days \$65.00 per day
7:15am – 6:15pm

These costs include breakfast and/or afternoon tea. Children arriving later from sport or other school activities are offered a snack on arrival.

A late fee of \$10-00 for each 5 minute block will be charged to families for pickup after session closing time.



Further Information

Please contact
Cathy Morallee, OSHC Director

Telephone 8358 6666
flagstaff.oshc49@schools.sa.edu.au
www.flagstaff.sa.edu.au
(Parent Information/OSHC)

You are welcome to drop in
and visit us at any time

Flagstaff Hill Primary School
145 Black Road
Flagstaff Hill
South Australia 5159



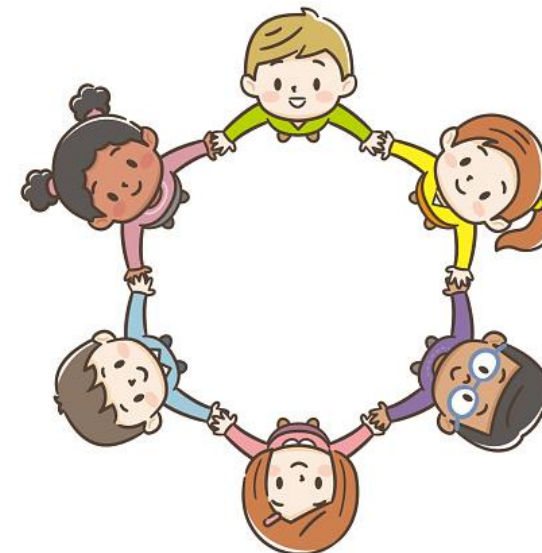
Government of South Australia
Department for Education



Out of School Hours Care (OSHC)

OSHC Telephone 8358 6666

OSHC Email: **flagstaff.oshc49@schools.sa.edu.au**



Flagstaff Hill OSHC aims to provide quality, stimulating, happy, nurturing and rich learning environment where children are free to play, investigate, find adventure and be challenged.

We provide a care service to children attending Flagstaff Hill Primary School and the wider community (if vacancies exist).

Our service is endorsed by the Flagstaff Hill Primary School Governing Council and our values, beliefs and policies compliment the school's own.

The service is managed by an OSHC Sub Committee which meets twice a term and everyone is welcome to attend and participate in the meetings.

Open communication with families will be actively encouraged, as will the participation of children, families and educators in planning and decision making about the service.

All children are supervised by caring and qualified educators in a safe environment.

National Quality Framework

Our OSHC program is regulated by National Quality Framework. The Acts which apply to this service include:

- Education & Care Services National Regulations (December 2011)
- Education & Care Services National Law (No. 69, 2010)
- Learning Framework for School Aged Care in Australia (My Time, Our Place)

To Enrol

Families wishing to use our service MUST register their child/children PRIOR TO ATTENDANCE. Enrolment forms are available from OSHC room, school front office or school website. Families need to re-register each year. If family circumstances, contacts, or any other information should change during the year, it is the family's responsibility to inform the Director. Information contained on these forms is strictly confidential.

Medical and Health Information Diagnosed Health Care Needs

National Regulation (90):-

CHILDREN CANNOT ATTEND OUR SERVICE until we have received:

1. An up-to-date Medical Management Plan (eg Asthma, Anaphylaxis, Allergic Reactions)
2. Medical Conditions Risk Minimisation and Communication Plan
3. Prescribed medication (to be stored in OSHC) (forms are available from OSHC or school website)

Bookings

Bookings are ESSENTIAL and can be either on a regular or casual basis. **All bookings must be made directly with OSHC and not through the school office.** Booking slips are to be completed for required care (available at OSHC or school website). Bookings may also be made by ringing OSHC on 8358 6666 or via email flagstaff.oshc49@schools.sa.edu.au If your child is attending on a casual basis, please notify OSHC as soon as possible of your child's anticipated attendance.

Child Care Subsidy (CCS)

The Australian Government assists families with childcare costs by way of CCS. To be eligible you must meet the 'activity test'. CCS bases the number of subsidised hours care on the level of 'recognised activity'. CCS is paid directly to our service as a fee reduction and families will be charged the difference between fee charged and subsidy amount.

To make CCS claims and view the status of their claims, families go to the myGov website or app and sign in to access their Centrelink online account. If families do not have a myGov account, you can create one and link it to your Centrelink online account.

It is suggested that parents/caregivers contact Services Australia (13 6150) or

www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy for more information.

Holiday Care

Children must be booked in for each holiday period. The Holiday Program is released 3 weeks before the end of each school term with bookings opening 2 weeks before commencement of each holiday break. Bookings are final and non-cancellable. Swapping of sessions is not permitted.

Student Free Days

Children must book in separately for these days. Bookings will open 2 weeks prior to the day. Bookings are final and non-cancellable.

Cancellations

Notification of cancellations must be made by:

Before School Care	6.15pm on the business day prior to booked attendance
After School Care	9.00am on the morning of booked attendance

Cancellations received after these times will incur an Allowable Absence as outlined in the Commonwealth Government "Child Care Service Handbook". Child Care Subsidy is paid up to 42 allowable absence days for each child per financial year. Allowable Absences can be taken for any reason.

Invoices and Payment of Fees

Invoices are generated a week in arrears, and will be emailed to you. Payments must be made **WEEKLY**. Fees can be paid by BPoint (credit card secure online payment via school website), direct debit into OSHC bank account, School Front Office (EFTPOS, cash or over phone) or Classroom Cash Box.

The Director must be notified immediately if difficulties arise with payment of fees (to negotiate a payment arrangement). Care will be terminated until payment is received in full if negotiated arrangements are not fulfilled.