OUTSIDE SCHOOL HOURS CARE

INFORMATION – 2017

REGISTRATION:

A Registration Fee of $10.00 per child per calendar year is required to be paid in order for your child to be enrolled in the Outside School Hours Care and Vacation Care programs. A 2017 Registration Form must be received for each child prior to acceptance into the program.

HOURS OF OPERATION:

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Time</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before school care</td>
<td>6.30 am to 9.00 am</td>
<td>on any school day</td>
</tr>
<tr>
<td>After school care</td>
<td>3.00 pm to 6.00 pm</td>
<td>on any school day</td>
</tr>
<tr>
<td>Vacation care</td>
<td>6.30 am to 6.00 pm</td>
<td>school holiday periods</td>
</tr>
<tr>
<td>Pupil free days</td>
<td>6.30 am to 6.00 pm</td>
<td>gazetted student free days</td>
</tr>
<tr>
<td>Ministerial holidays</td>
<td>6.30 am to 6.00 pm</td>
<td></td>
</tr>
</tbody>
</table>

Please consult the ‘School Calendar’ available on the Education Queensland website to confirm the dates of school holidays and student free days.

The OSHC service does not operate on public holidays. The service also closes for a 2 week period during the Christmas school holidays. Please check with the co-ordinator to confirm dates.

FOOD:

Breakfast is provided during before school care and vacation care (up to 8.00 am only). Afternoon tea is provided during after school care and vacation care. Children are required to provide their own morning tea and lunch during vacation care.

FEES:

Please see attached Fee Schedule for current rates and payment options. All fees are invoiced two weeks in advance and are required to be paid by the due date of such invoice. Fees should remain in credit by one week at all times. Non-compliance with paying in advance will result in your child being excluded from the service. Please consult with the co-ordinator if you are having any difficulty in attending to payment of your account.
LATE FEES:
A late fee of $30.00 per child per half hour will be charged if your child is not collected by 6.00 pm sharp. This is due to the fact that staff must be paid an additional fee if they are required to work after 6.00 pm.

CHILD CARE BENEFIT:
All fees are set as our ‘base rate’. Parents may be eligible for a child care benefit which can result in lower out of pocket expenses in regards to fees. An application must be lodged with Centrelink. This is the responsibility of the parents. OSHC staff are not able to investigate child care benefit issues on your behalf. It is also the responsibility of the parents to provide the co-ordinator with all necessary information in order to claim the child care benefit against their fees. If this information is not provided, full fees will be payable.

Ferny Hills Combined OSHC: Provider No. 555 008 638B
Ferny Hills Vacation Care: Provider No. 555 010 454H

ACCOUNTS:
All accounts are emailed to the email address advised on your Registration Form. It is the parent’s responsibility to notify the co-ordinator of any changes to such email address and to advise if regular invoices are not being received.

EXCURSIONS:
Excursions operated by either OSHC or Vacation Care are a separate cost to any fees applicable for the standard service. All excursion fees must be paid prior to attendance at the excursion/incursion. These fees will be notified to parents by the co-ordinator as soon as possible. All excursion/incursions are approved by the Management Committee.

NON-ATTENDANCE:
The co-ordinator must be informed by the parent/guardian if the child will or will not be attending OSHC or Vacation Care for any booked hours or days respectively. Such information passed verbally via your child is not acceptable. Normal fees will apply if notification of cancellation is not received at least 24 hours prior to the date of the booking. Casual bookings are subject to vacancies and cannot be guaranteed. Please do not instruct your child to attend at the service if you have not received confirmation from the co-ordinator that there are vacancies for the time required. If a child arrives at the service and there are no vacancies, the child will be taken to the school office and parents will be contacted to collect them. If the parent cannot be contacted then the relevant authorities will be notified.

HEALTH ISSUES:
It is the parent’s responsibility to notify the co-ordinator of any contagious medical conditions immediately. The parents must also abide by any medical exclusion periods applicable to any conditions before their child will be permitted to utilise the service.