

## Services offered at OOSCA

### **Before School Care: 7:30am-9am**

OOSCA offers a relaxed morning environment for children to ease into their school day. We start off with a nutritious breakfast which the children can select from a wide range of breakfast foods. Then the children can self-select an activity to engage in to suit their interests such as drawing, games, outside activities, or just re-connect with friends.

### **Afterschool Care: 3:20pm-6pm**

At the end of the school day children come to OOSCA for a fun filled afternoon session. Afternoon tea is served promptly upon arrival, children can select from a wide range of healthy foods. When Afternoon Tea is complete children can engage in a wide range of activities both inside and out. We encourage the children to make their own choices and provide activities that meets children's interests and abilities.

### **Vacation Care: 7:45am-6pm**

OOSCA offers care within the school holiday period and endeavor to make this time relaxing and enjoyable for all children. We plan excursions and incursions to suit the children to ensure that they get the utmost out of their holiday period.

Breakfast and Afternoon Tea is provided each day but you will need to provide Morning Tea, Lunch and a drink bottle unless advised otherwise.



## St Anthony's Primary School OOSCA

Out of School Care Activities





“OOSCA is a home away from home where each child can explore, take chances, and be themselves in a centre that caters for all children in a friendly and safe environment.”

## Enrolments

Before your child joins the OOSCA family you will need to complete an enrolment form which can be found either on the St Anthony’s website or pop into OOSCA and pick one up. Booking forms and an update of details forms will need to be re-submitted each year.

### Permanent Bookings

Permanent bookings will be in place for the duration of the year, unless the Director has been notified by the parent/carer of changes.

### Casual Bookings

Casual bookings can be made at any time if places are available and enough notice is given to ensure staff/child ratio.

### Cancelling bookings

To cancel a booking a week’s notice must be given to the Director otherwise normal charges will apply.

### Absences

If there is any reason your child is going to be absent from a booked session it is essential that you notify the Director. If notification is not received a \$5 administration fee will be charged.

### Late Collection

OOSCA closes at 6pm each night. If your child has not been collected by this time a late fee of \$10 per child for every 10 minutes will be charged to your account. Please contact OOSCA if you are running late so staff can inform your child as they may begin to get worried/anxious, and so staff know that you are on your way. The fee may be waived due to emergency situations.

### Drop off and collection of children

Sign in/out sheets are located on the reception desk in OOSCA. Please ensure that you sign your child/ren in of a morning and sign them out when collecting them in the afternoon. It is vital that all children are signed in to ensure that we know exactly who is in our care.

Children are signed out in the morning by the Director and signed in by the Director for the afternoon session.

### Payment

Fees are invoiced fortnightly on a Thursday. Accounts will be emailed to the nominated parents/guardians and are to be paid in full within 7 days. If the account cannot be paid within this time please contact Sarah Waller in the school office to arrange payments.

Payment can be made via EFTPOS at OOSCA or by direct transfer.

All fees must be paid in full by the completion of each school term to ensure a place can be held for your child for the following term.

### Fees (2016 – Subject to change)

Before School Care	\$12.00
After School Care	\$22.00
Vacation Care	\$45.00
Excluding Excursions/Incursions)	

## St Anthony’s Primary School

### OOSCA – Out of School Care Activities

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**ST ANTHONY’S**  
PARISH PRIMARY SCHOOL