**Vacation Care**

Vacation Care is an independent service to Before & After School Care. As such, separate booking forms will be available three weeks prior to the commencement of each Vacation Care session. These forms should be completed with your required care days and returned to the Director as soon as possible. This is to ensure a booking.

Vacation Care books out very quickly.

**Behaviour Support**

All minor disputes between students will be dealt with by the OOSCA staff. Staff responses will be based on the OOSCA Behaviour Management Policy. If a more serious incident occurs the Director or Assistant Director of OOSCA will discuss the issue with parents.

We are currently involved in a positive behaviour program to focus positive behaviour rather than negative. We encourage this with the band system. Children are given a wristband when positive behaviour is seen. After receiving 5 wristbands children are given an OOSCA merit certificate, their name is displayed on our white board and a raffle is drawn every two weeks for a prize. After 4 certificates the children are rewarded with their own private party with two of their friends.

**Child Care Benefit**

It is the parents responsibility to supply Customer Reference Numbers to OOSCA, this information is required to claim the Child Care Benefit and the Care Child Rebate. Parents obtain these numbers by contacting the Family Assistance Office.

**Session Times and Costs**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Hours of Operation</th>
<th>Cost (2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>7:30am – 8:45am</td>
<td>$10.00</td>
</tr>
<tr>
<td>Afternoon</td>
<td>3:25pm – 6pm</td>
<td>$18.00</td>
</tr>
<tr>
<td>Vacation</td>
<td>7:45am – 6pm</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

*(excluding excursions)*

* Subject to increase in 2015

**Fee Payment**

Fees are invoiced fortnightly on a Thursday. Accounts are emailed to parents/guardians every fortnight. Accounts should be paid during that fortnight. Payment methods include Cheque, EFTPOS or Direct Deposit.

All fees must be finalized before the end of each term to ensure a place is held for your child the following term.

Phone: 6296 2261
Fax: 6296 4825
E-mail: oosca@cg.catholic.edu.au

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**Out of School Children’s Activities**

Outlined in this leaflet are aspects of OOSCA that parents/guardians should be aware of when choosing us as your child’s Out of School Hours Care Centre. If there are any questions please contact OOSCA.

Phone: 6296 2261
Fax: 6296 4825
E-mail: oosca@cg.catholic.edu.au

Necta Gianakis
Mobile: 0499 161 456
or
Nikki Napier
Mobile: 0447 891 414
Services offered by OOSCA

Before School Care: OOSCA offers children the chance to relax in a homely environment before starting their school day. We provide a nutritious breakfast and the children participate in games, drawing and other activities.

After School Care: Upon the completion of school at 3:25pm all children line up in a designated area to be escorted to OOSCA for the afternoon session. During this time we offer a range of nutritious foods for afternoon tea as well as many indoor and outdoor activities.

Vacation Care: OOSCA offers care within the school holiday period and endeavours to make this time as relaxing and as fun as possible for the children. We aim for the children to feel as though they are on holidays and are not coming to an environment similar to school. Two of the five days are allocated to excursions.

Enrolment: Parents are required to complete an enrolment form before their child’s first attendance at OOSCA and at the end of each year need to re-enrol for the following year. All outstanding fees must be paid up-to-date before we accept a re-enrolment form.

People with existing children in the Program and their siblings, will be given priority for re-enrolment. Preference will be given to students who attend St Anthony’s Primary.

Bookings and Cancellations
In line with the OOSCA Bookings Policy, parents book their child/ren in on either a permanent or casual basis. Permanent bookings will remain in place for the whole year unless the Director is otherwise advised.
To cancel a booking, a weeks notice must be given to the director otherwise normal charges will apply.
Due to additional staffing requirements and costs involved with excursions during vacation care, excursion fees are non-refundable.

Absences
If there is any reason your child is going to be absent from a session at OOSCA it is essential that you notify the Director on the day of the absence. This can be done via phone or email as absence at school is not passed on to OOSCA.
If notification is not received, the Director will contact parents/guardians or emergency contacts until they are able to establish the child’s whereabouts. Parents will be charged $5.00 administration fee.

Late Collection
A fee will apply for each child collected after the set closing time. This fee will be charged at $10.00 per child for every ten minute period after 6pm. The fee may be waived if the late collection is due to an emergency situation.

Leaving and Collecting Children
The sign in/out sheet is situated on the front desk in the OOSCA room. It is vital that all parents/guardians sign their children in and out every day. The only exception to this is when the children are signed out by the Director on the completion of the morning session to move to their lines for school and signing in at the beginning of the session of an afternoon.
If a child is going to be picked up by someone other than a parent/guardian or a person nominated on the enrolment form, notification to the Director is required, prior to pick up. This is to avoid any unnecessary stress placed on the child as well as the person collecting.

Please note: Any person signing children in/out must be over the age of 16 years old.

Medication
Parents are to notify the Director in writing of instructions regarding medication. A medication form is provided for this purpose. For safety reasons, if the dosage for prescription medication is other than as described on the bottle, a letter from a doctor stating the revised dosage must also be provided.

Illness
If a child is thought to be ill and all necessary steps have been taken to comfort the child, a parent/guardian will be contacted immediately and asked to collect their child as soon as possible. This is not only to ensure that no other children come in contact with the illness but also to