

Out of School Hours and Vacation Care

HOURS OF OPERATION

The Mount Evelyn Primary School Before, After & Vacation Care Program operates on site in the school grounds.

Hours of service:

6.30am – 8.45 am (Before School Program)

3.30pm - 6.30 pm (After School Program)

6.30am – 6.30pm (Vacation Care Program) School holiday periods

6.30am – 6.30pm (Curriculum Day Program)

(All three programs are closed on public holidays.)

Contacts:

Phone: Number: 97362123

Email: osh@mtevelynps.vic.gov.au

SECURITY OF CHILDREN

For security reasons, only a parent/guardian or a person designated on the enrolment form as an emergency contact can collect the children. Parents are required to accompany their children to the OSH Care area in the School Gym in the morning and collect them from there in the afternoon. Parents must also sign their children in and out of the program.

BEHAVIOUR

Please refer to our Behavioral Guidance Policy.

ENROLMENTS AND BOOKINGS

For children to attend the program, an enrolment form must be completed (we need one enrolment form for every child) by parents ***before*** the child attends.

A copy of your child/children's immunization records must also be supplied to the service.

Bookings can be permanent or on a casual basis.

Enrolment forms and placements can be obtained and completed from the OSHC office or school office.

All bookings are closed in Term 4 and reopened in Term 1.

- A new booking form will be available to parents in Term 4 to re submit your placement requirements. NO placements are carried through to the next year.

CANCELLATION OF BOOKINGS

Please refer to your Fees Policy located in our front entrance.

CHILDCARE SUBSIDY REBATE

The Mount Evelyn Primary School Before, After School Care & Vacation Care Programs are approved Commonwealth funded programs and consequently parents using these programs can receive substantial fee relief through the Child Care Subsidy CCS.

Any parent who would like to use the program and **claim the Child Care Subsidy (CCS)** required to contact the Centrelink Office and complete a My Gov account and activity assessment. For further details contact: My Gov 132307

Family Child Care Subsidy Estimator education.gov.au/childcare

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FEES

	<u>Permanent Booking</u>	<u>Casual Bookings</u>
Before School Care Program	\$20.00	\$25.00
After School Care Program	\$30.00	\$35.00
Vacation Care Program	----- ----	\$120.00
Curriculum Day Program	----- ----	\$100.00

Please note if you are eligible for CCS SUBSIDY this will deducted from the fees above.

Casual Bookings

Casual Bookings are those which go for less than one month. Casual bookings costs are an additional \$5.00 in each category.

Late Fee

It is essential that children are collected by the prescribed session finish time. A late fee applies for children picked up after 6.30 pm - \$1.00 for each minute after 6.30 pm.

Payment of Fees

All payments may be made to the OSHC Team or the OSHC Office. EFTPOS machines are available for parent's convenience in OSHC classroom and oshc office. QKR app is also available for payments.

Melissa Mc Donald
OSHC Coordinator Nominated Supervisor
Mt. Evelyn Primary School
97362123