




avails parents/guardians the opportunity of expressing any concerns regarding the operation of the Service in an appropriate manner.

Currajong OSHC reminds every person who enters the Service area that;

Swearing or raised voices will not be tolerated on the premises


Educator

Asthma or Anaphylaxis plans are to be completed for children suffering from Asthma or severe allergies. It is to be completed by a Doctor & given to the service on Enrolment of the child or when the condition is diagnosed by a Doctor. All medication will be administered by the Coordinator or Educator nominated by the Coordinator and recorded in a 'Medication Register'. An Educator will witness & sign off on all medication administered. Medication will be stored in a locked container out of sight of the Children.



The Service will provide adequate time, quiet space and supervision by Educator to enable children to do their homework. Parents are asked to sign the 'homework' form provided in the enrolment package if their child is to do homework at After School Care. We encourage children to comply with parents wishes however, we cannot force them. While we support the children in homework, we do not take responsibility for signing off on their work.

Children who have not finished their homework will need to complete it at home. Educators are not responsible for tutoring any child. Educators will not sit and read with children for their homework. This is to be done at home. Homework will be completed when possible.



Nutritious and well-balanced snacks are provided for breakfast and afternoon tea and include a variety of fresh foods. The meals and cooking sessions provide us with a wonderful opportunity to expose the children to cuisines from a variety of cultures. Please remember to inform the Service if your child TJ5 Tm(we)7(

Children are required to have enclosed footwear for excursions. Thongs are not acceptable. Children MUST wear a hat and sun screen (provided by parents initially) at all times during outdoor activities. The Service does have a limited supply of hats and sunscreen for children who have forgotten theirs. Please check Vacation Care schedule for daily requirements. Please note that there will be no changes to the notified itinerary except in an emergency or due to changed weather conditions.

Your child/ren will usually be dressed in school uniform during Before School and After School care. During Vacation Care we ask that your child/ren wear comfortable clothing which will enable them to participate in activities. As clothing may get dirty during sport or craft activities, we ask that you provide extra clothing if you believe your child may need to change throughout the day.

Children wear closed-in shoes at all times when playing outside. Hats will be worn. No Hat, No Play. If your child/ren arrives at the centre without a hat or appropriate footwear without explanation from parent/guardian they will not be allowed to participate in outdoor activities.

A variety of supervised activities are programmed for each day of Before & After School Care (e.g. cooking; painting; clay work; crafts; music; outdoor activities). Opportunities for unstructured and quiet play are also provided, including areas for children to withdraw from all activities. Our aim is to provide activities that are developmentally appropriate to the whole child's development in regards to

Accounts are issued weekly and payment is due _____ Payment is able to be made to the Coordinator by use of our Cash Drop Box or by using our direct debit facility. Receipts will be issued at the earliest convenient time within the week payment is made.

Fees outstanding for more than two weeks may incur termination of your child/ren's enrolment until the fees are cleared. Your child will then go on the waiting list with re-instatement being possible once a place becomes available.

If fees are not paid in full by the end of the term, a late payment fee of \$25.00 _____ to your fees. If fees are not paid in full by the end of the school year they will be forwarded for debt collection.

It is a condition of enrolment, once papers are signed, that you accept the conditions of the payment of fees and understand that if your account is in arrears that your details will be forwarded to a debt collection agency to recover monies outstanding for more than four weeks. We ask that you contact the Coordinator or Administration to


All bookings will be treated as hours booked equals hours paid, unless prior arrangements have been made and approved. Please fill out a change of booking sheet for any changes. Please note if on holidays a holiday fee will apply.

Parents/guardians are asked to notify the Coordinator promptly if your child/ren will not be attending on a particular day. In some circumstances, at the coordinator/committee discretion fees may not be applicable.

Allowable or Approved Absences will be used for all other instances.

Holiday fees will be charged if your child is sick (with doctors certificate), or if you provide us with 7 days notice that you will be taking annual leave. Fee schedules are listed in this package.

Families receiving Childcare Benefit are allowed 42 days per calendar year, per child, for 'allowable absences'. Allowable absence days can be taken for any reason. Once the 42 absent days have been used, the parent is to pay the full cost of care on any further absences in the calendar year, unless they are 'approved absence days'. The 42 allowable absence days takes into account public holidays.



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