



## CONDITIONS OF ACCEPTANCE TO CROYDON HILLS PRIMARY SCHOOL OSHC 2022

**Coordinator Contact Number - 9724 4514-** answering machine available 24/7

**OSHC email:** [oshc.croydon.hills.ps@education.vic.gov.au](mailto:oshc.croydon.hills.ps@education.vic.gov.au)

**VAC email:** [vacationcare@croydonhps.vic.edu.au](mailto:vacationcare@croydonhps.vic.edu.au)

1. An enrolment form must be completed before acceptance into the program.
2. Children must not go outside without an OSHC educator and must stay in designated boundaries.
3. Unacceptable behaviour will jeopardise the child's position within the program.
4. **Fees** must be paid on a weekly basis. They are as follows:
  - ~ **\$21.00** per child for After School Care session
  - ~ **\$14.00** per child for Before School Care session
5. Fee Relief is available for families in the form of Child Care Subsidy, (CCS).  
**Department of Human Services:** 13 61 50
6. **An emergency booking fee of \$5 per child** will be charged for bookings made on the day that care is required or if care is booked after 6.00pm the night before care is required except on a Monday, where bookings must be made by 6.00pm on Friday night.
7. Children must be collected by **6:30pm sharp**.
  - ~ **A fee of \$15.00** for any part of the first 15 minutes and then **\$1.00 per minute** per child after that for late collections.
  - ~ Repeated late collections will jeopardise position with the program.
8. **Booking Cancellations/Non Attendance**
  - ~ No fee will be charged if notice is given before 6:00pm the night before care is required
  - ~ Full fee will be charged if a message is left on the answering machine after 6:00pm the night before care is required, or no notification is given at all. If care is booked for a Monday, notification must be given by **6.00pm on Friday**.
9. Bookings will be made according to the priority of access regulation. Refer to OSHC policies.
10. Casual bookings are accepted where vacancies are available, these must be made prior to 6:00pm the night before to avoid the \$5.00 emergency booking fee.
11. Curriculum days will operate on designated Pupil Free Days and run from 7:00am - 6pm.
12. Notification must be given when contact details of families and emergency contacts change.
13. Before school care opens at 6:45am and **breakfast is served until 8:15am**.
14. Children are responsible for making their way to the OSHC After School Program. However, the preps will be collected from their classroom until the end of first term.
15. We are a SunSmart school; children must wear broad brimmed hats from **September 1st - April 30th** and when the UV rating is higher than 3. UV ratings are checked each day before outside play.
16. Children attending activities before and after school on the school premises must have an activity release consent form completed. This can be obtained from the CHPS OSHC Program. An authorised adult is then able to sign your child out and is responsible for them whilst they are participating in the activities. Please note, the OSHC program is **NOT RESPONSIBLE** for your child once they have been signed out by an authorised adult.
17. CHPS OSHC follows the COVID-19 guidelines as directed by the DEECD.
18. Family Handbook is available online on the school website or a hard copy can be requested.

**Thank you for your co-operation.**

**Debby Sedgwick OSHC Coordinator**