



## ALL 4 KIDS OUTSIDE SCHOOL HOURS CARE

26 VIVALDI PLACE

MACKENZIE QLD

Mob. 0412 980 218

Email: all4kidsOSHC@gmail.com

# INFORMATION SHEET

All 4 Kids Child Care Support is working in partnership with Mackenzie State Primary School to manage and operate the Outside School Hours Care Program.

### HOURS OF OPERATION:

Before School Care - 7:00 am - 9:00 am

After School Care - 2:45 pm - 6:00 pm

Vacation Care - 7:00 am - 6:00 pm

Pupil Free Day - 7:00 am - 6:00 pm

The Centre is closed for Public Holidays and three weeks at Christmas time

### FEES: (Before CCB & CCR)

Before School Care - *Permanent*: \$ 14.50 *Casual*: \$ 16.50

After School Care \$ 21.50 \$ 23.50

Vacation Care \$ 49.00

Pupil Free Day \$ 49.00

**A Late Fee of \$15.00** for the first 10 minutes, thereafter **\$5.00 per 5 minutes** will be charged for children not collected by 6.00pm. Please respect the hours of work of staff; they have commitments outside of the service too.

### ENROLMENT:

**Children must be enrolled with the Service before they can attend.**

Parents have to provide **all necessary information** as indicated on the Enrolment Form.

***It is Parent's/Guardian's responsibility to inform the co-ordinator immediately of any change of details contained on the form, e.g. change of address, telephone number, health details, authorised people to collect children.***

All information given on Enrolment Form remains strictly confidential.

A non-refundable Enrolment Fee of \$20.00 is payable at the time of submitting Enrolment Form.

### FEE RELIEF

Fee Relief Child Care Benefit (CCB) and Child Care Rebate (CCR) are available to all eligible families.

**By choosing your Child Care Rebate to be paid directly to the service you will instantly reduce payment of your child care fees by 50%.**

To be eligible for these payments, your children must be registered for child care. Please contact **Family Assistance Office (FAO)** on **13 61 50** and provide us with the Family CRN and the Child CRN. Until such time as CCB is obtained, the full fee as stipulated in the current schedule will be payable.

### PAYMENTS:

In order to operate our OSHC successfully, we rely heavily on parent's responsibility to make regular payments. Parents are charged for days booked, permanent or casual.

**It is parent's / guardian's responsibility to ensure their child's account is paid one week in advance so the week of care is always covered. Failure to do so may result in the cancellation of your child's booking and this position will be offered to another family.**

Booked sessions cannot be refunded for non-attendance.

Payments have to be made in the envelopes provided-by cash or

By electronic money transfer to **All 4 Kids CCS** account:

**BSB #: 014-231; Acc.#: 5519-46 142.**

Statements are emailed to nominated email address every Monday.

**Vacation Care** fees are charged according to days attending as indicated by parent/guardian on Vacation Care Booking Form and must be paid at least one week in advance.

Any cancellation of VC bookings cannot be refunded.

### BOOKINGS:

Any changes to existing permanent bookings must be done **in writing** by filling in the "Changes of Permanent Bookings Form. Two weeks notice apply.

**ABSENCES** caused by illness or other reasons will require gap fees to be paid.

Parents can take a holiday once a year when only half of the fees will be charged. It has to be a minimum of five consecutive working days and at least two weeks notice in writing must be given. School holidays are not included.

### ALLOWABLE ABSENCES:

Each child under CCB scheme is entitled to 42 absence days per child each financial year whereby CCB component is paid by FAO. If the absence is due to sickness, and a medical certificate is supplied to All4Kids OSHC, the absence is not counted towards the 42 days.

If a child is **unexpectedly absent** from the school on a nominated day, **it is essential that the parents contact the Co-ordinator prior the booked session on 0412 980 218.** Where children who are booked in for a session fail to arrive by usual time the parent's/guardian's or emergency contact number will be rung.

***THE COORDINATOR MUST BE ADVISED OF ALL ABSENCES AT ALL TIMES!***

### SIGNING IN/OUT

All children must be signed in/out on our daily roll.

The person dropping off and collecting the child/children **must advise staff of the child/children arrival/departure.**

Children are not to sign themselves in or out or be signed out by other children.

If any person, other than the parent/guardian or authorised person as stated on the Enrolment Form is to collect children, a message to that effect must be received by the Co-ordinator from the parent.

### MEDICATION

**Only prescribed medication** in its original package with a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing and expiry date can be given during Programme Hours if required.

Parents/guardians must inform Co-ordinator and fill in **All4Kids OSHC Medication form.** Medications are to be given to the OSHC Coordinator. It is **not to be left in children's bags.**

Children are not to attend the Centre when suffering from a heavy cold or other infectious illness likely to affect the health of other children and/or staff.

### FOOD

**Before School Care** – Breakfast of toast, cereal, milk, Milo or water is provided at 7.45am – 8.00am

**After School Care** – At 3.15pm a nutritious afternoon tea is supplied which consists of milk, fruit / vegetable, yoghurt, sandwiches, biscuits, dips, pasta, rice, nibbles etc.

**Vacation Care** – breakfast and afternoon tea are supplied. On some days, lunches are provided at a minimal cost. Please check our Vacation Care Program for details.

### WHAT TO BRING

**HATS** – A hat is required for all outdoor activities.

***NO HAT – NO OUTDOOR PLAY!***

**SHOES** – **covered shoes and socks** are also necessary. Thongs or thin strappy shoes are not permitted!

**SHIRTS** – Garments worn should have sleeves covering the shoulders. Singlets are not permitted.

### THE POLICY BOOK IS AVAILABLE AT THE OSHC BUILDING FOR PARENTS TO VIEW.

Any suggestions or complaints about our service are to be made to Director Jarika Venzara Mob. 0412 980 218 or jarika.all4kids@gmail.com

The Department of Education and Training contact number is **(13 7468).**