CENTRE HOURS
The centre will be open from 7.30am – 6.00pm and arrangements should be made for children to be collected by that time.

An extra fee of $10.00 per child will be charged for every 5 minutes after 6.00pm that the child remains at the centre.

Please advise the Supervisor if your child/children are unable to attend.

FEES
$80.00 per day or $360.00 per week
Additional Fee: $18.00 per excursion/incursion.

St Mary’s AGS Out of School Care seeks only to cover operational costs, such as salaries and administration. Fees cover the cost of morning and afternoon tea.

BOOKINGS
To book your place in our programme you need to return your completed enrolment form along with full payment to the centre before commencing care. Please note that all days booked must be paid for; we do not accept cancellations.

Please see our updated booking information attached.

For further information please call: 9341 9243 or Mobile 0407 429 017 or email kdavies@stmarys.wa.edu.au

WHAT TO BRING
• Please bring a bag for your child each day containing a wide brimmed or legionnaire hat
• Sun cream if your child requires a special brand
• A packed lunch (NO NUTS PLEASE) if your child will not eat the food being provided (please ensure this is not food that needs to be prepared by staff)
• A water bottle
• Please leave all other toys and other precious items at home as no responsibility can be taken for lost or damaged items.

IMPORTANT CENTRE POLICIES

Sun Safety
We have a NO HAT, NO PLAY policy at our OOSC programme. If your child forgets to bring their hat we will ask them to wear a spare hat for the day. Sunscreen is provided for your child in the morning as they arrive, at morning tea, before lunch and at afternoon tea. If your child is not wearing sun-appropriate clothing they will be asked to wear a t-shirt belonging to the centre to ensure they have sufficient sun protection.

Transport and Outing Policy
While travelling to and from the outings offered in our centre programme your child will be transported using the SMAGS buses and vans. Staff from the OOSC programme will always be in attendance to supervise during trips and will ensure that all children are following the bus safety rules as follows:
We stay in our seats with a seat belt on at all times.
We use our quiet voices in the bus.
We keep our hands and arms inside the windows.
On excursion days staff will perform regular head counts, pre-organize children into groups, provide your child with an identifying tag, wrist bands or hats (whichever is appropriate), ensure a detailed outing plan is organised and displayed for parents to view and take along on the outing a first aid kit, sun cream, morning tea and a spare change of clothes. Children must wear fully enclosed shoes for outings.

Behaviour Management
Respectful and responsible behaviour is expected from your child at all times.

Please ensure your child understands our centre rules and expectations.
• No violence or rough play
• Stay within the play areas and centre boundaries
• Pack away your area before moving to somewhere else
• Walk inside
• Use your quiet voices inside and on the bus.

For minor instances of unacceptable behaviour your child will be redirected to another activity or will be reminded of the expectations of the centre in positive terms. For extreme cases of unacceptable behaviour, violence or bullying an incident report will be completed by centre staff and parents will be contacted to discuss the situation – this may result in your booking being cancelled.