Out of School Care

Commencing 1 February 2013

For further details please contact:
Out of School Care
St Mary’s Anglican Girls’ School
Elliott Road, Karrinyup WA 6018
OOSC Supervisor
Telephone 9341 9243 or Mobile 0407 429 017
An exciting programme of activities and social interaction is offered by qualified staff, in a safe and caring environment.

Please note that the Out of School Care is a NUT FREE Zone.

HOURS OF OPERATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>7.00am – 9.00am</td>
</tr>
<tr>
<td>After School Care</td>
<td>3.00pm – 6.00pm</td>
</tr>
<tr>
<td>Vacation Care</td>
<td>7.30am – 6.00pm</td>
</tr>
</tbody>
</table>

VACATION CARE DAYS OF OPERATION FOR 2012

Please see the Vacation Programme for opening dates and programme details.

STAFF

The Centre employs trained Staff that have experience in working with 4 to 12 year olds. A Co-ordinator manages the day-to-day operation of the Centre.

FEES (per session)

Permanent Bookings:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Pick up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>$17.45</td>
<td></td>
</tr>
<tr>
<td>After School Care</td>
<td>$17.45</td>
<td>4.15pm</td>
</tr>
<tr>
<td></td>
<td>$29.40</td>
<td>6.00pm</td>
</tr>
</tbody>
</table>

Casual Bookings:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Pick up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>$22.05</td>
<td>4.15pm</td>
</tr>
<tr>
<td>After School Care</td>
<td>$22.05</td>
<td>6.00pm</td>
</tr>
<tr>
<td></td>
<td>$37.30</td>
<td>6.00pm</td>
</tr>
</tbody>
</table>

Vacation Care Fees:

$75.60 per day / $336.00 per week. Additional $16.00 per excursion.

For more information on the Vacation Care Programme please contact the OOSC Co-ordinator on 9341 9243 or 0407 429 017.

Please note

- No refunds or credit will be available if your child is unable to attend.
- Holidays taken during term time will be subject to a holding fee of half your normal rate of pay.
- Casual Fees will apply where a regular weekly booking for a term has not been made.

**PAYMENT**

St Mary’s Before and After School Care fees can be paid by credit card, eftpos or cheque to the Senior School administration office. Alternatively, outstanding fees at the end of the school term will be charged to your school account.

**ENROLMENT**

Please complete an Enrolment form, indicating which sessions, on a weekly basis, that care for your child is required. Enrolment is open currently to all children who attend St Mary’s Junior School. Brothers attending Hale Junior School are also welcome but it is the parents’ responsibility to arrange transport between the schools.

**ABSENTEES**

In the event that your child is absent, it is most important that parents contact the OHSC Co-ordinator the day before for Before School Care on 9341 0243 or 0407 429 017 or before 2.00pm on the day for After School Care.

**CANCELLATIONS**

To cancel single sessions, 24 hours notice is required or full fee will apply. To cancel permanent bookings one week’s notice in writing is required or payment in lieu will apply.

**COLLECTION ARRANGEMENTS**

Parents must come into the Centre to deliver and collect their child. Children will only be released into the care of their parents or to the person who has been nominated by the parents on the enrolment form. All parents are required to sign their children in and out of the Centre. A covering letter must be on our files if a child is to be collected by an older sibling in the school.

Children must be collected by 6.00pm. For every FIVE minutes after 6.00pm a late collection penalty of $10 will apply.

**CLOTHING**

It is suggested that children bring comfortable clothes to change into after school. **ALL CHILDREN** require a hat and sunblock. *Please label all clothing or items that your child wears or brings to the Centre.*
FOOD

The Centre provides nutritious afternoon teas for those booked for a post 4.15pm pick-up. A light breakfast is available for students participating in the Before School program. During Vacation Care both morning and afternoon teas are provided. Children are required to bring their own lunch and a water bottle.

PARKING

Parking is available in the Peter Arney Early Learning Centre car park.

TRANSITION FROM SCHOOL

Kindergarten, Pre-Primary and Year 1 children attending St Mary’s, will be collected by the Play Leader immediately after school. Girls in Years 2 and 3 must make their way to the top of the stairs near the canteen immediately after school.

CHILD CARE BENEFIT

If you require Child Care Benefit, please contact your local Centrelink office or telephone 13 61 50 and quote St Mary’s provider numbers:

<table>
<thead>
<tr>
<th>Service</th>
<th>Provider No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care Provider</td>
<td>555 010 063A</td>
</tr>
<tr>
<td>After School Care Provider</td>
<td>555 010 061J</td>
</tr>
<tr>
<td>Vacation Care Provider</td>
<td>555 010 062C</td>
</tr>
</tbody>
</table>

Please also note that you are required to supply the family CRN details and both the parents and child’s date of birth to the school if you wish to claim the Child Care Benefit.