



KATHERINE SOUTH PRIMARY SCHOOL

OSHC & Vacation Care Centre

PO Box 721, Katherine NT 0851

Phone 8972 -1277

Fax 8972 1857

Email admin.kathesch@education.nt.gov.au

Information Booklet & Enrolment Request

Operating Times

Outside School Hours Care (OSHC)

During the school term Katherine South OSHC operates from 2.30pm to 5.45pm Monday to Friday.

Vacation Care

During the school holidays Katherine South Primary School OSHC & Vacation Care Centre will operate from 7.30am to 5.30pm Monday to Friday. The centre will be closed on public holidays and during the Christmas Shutdown period.

Enrolment

It is required that an enrolment form is completed prior to the commencement of care. Enrolment forms are available at the school front office or from OSHC. The coordinator / carers must be notified in writing/Email or Text message as changes occur to all of the details on the enrolment form. Parent CRN number and date of birth must be completed for enrolment.

Staff

The coordinator of the Katherine South Primary School OSHC & Vacation Care Centre is Beth Morrison who can be contacted on 08 8972 1277 during business hours or 0429 619 155 after hours or Email beth.morrison@education.nt.gov.au. Messages for OSHC & Vacation Care can be left at the Katherine South Primary School Office.

Fee Schedule

Outside School Hours Care fees are as follows:

Full Time Care (2.30pm to 5.45pm 5 days per week)	\$100.00
Part Time Care (Set hours per week)	\$10.00 per hour
Casual Care (24 hours notice required)	\$15.00 per hour or part thereof

Vacation Care fees are as follows:

Full Time Care (7.30am to 5.30pm 5 days per week)	\$300.00
Part Time Care (Set hours per week)	\$10.00 per hour
Casual Care (24 hours notice required)	\$15.00 per hour or part thereof



Full Time and Part Time Care

A holding fee of 50% of your normal care hour will be required to be paid in advance if going on other than normal specified school holidays during the school term. The centre must be notified in writing at least 2 weeks prior to a period of non-attendance - this will assist with correct billing. A 100% payment of fees is to be paid if the child is away sick.

If a child / children does not turn up on a day that parents have nominated care for, they will still be required to pay 100% of the fees for that day or hour that would have been used.

The centre must be notified 24 hours prior if your child / children are not attending on their nominated day. This can be done by ringing Katherine South Primary School Office on 8927 1277, or Beth Morrison (coordinator) 0429 619 155,
Email. beth.morrison@education.nt.gov.au or admin.kathesch@education.nt.gov.au

Casual Care

Casual Care requires 24 hours notice of attendance. This can be done by ringing Katherine South Primary School Office on 8927 1277, or Beth Morrison (coordinator) 0429 619 155. Child's Information Sheet, Hours of Care Form and Parent Details Form must be completed and handed to the coordinator prior to care. These forms can be obtained from the school front office or from OSHC.

Payment of Fees

It is the policy of the Katherine South Primary School OSHC & Vacation Care that all fees are paid in advance for full time and part time care. Casual care accounts are issued the week after attendance. Fees can be paid by direct deposit to BSB 015-884 Account Number 435914047 and your child's name OSHC as a reference or cash/eftpos at the front office between 8.00am and 3.00pm Monday to Friday or at OSHC & Vacation Care. The correct money would be appreciated as a float is not carried. Non-payment of fees will result in exclusion of care until fees are paid.

Late Fee

Children must be collected by correct closing time. *5.45pm OSHC and 5.30pm Vacation Care.* A fee of \$10.00 for the first 10 minutes or part thereof and \$1.00 per minute thereafter, will be charged for each child collected after designated closing time.

Non Payment of Fees

After 7 days of failure to pay fees parents will receive a letter from Katherine South Primary School OSHC & Vacation Care Centre warning that they have referred the matter to the coordinator. After 14 days of non-payment, the Business Manager of the service will send a letter informing the parents that care will cease if payment is not received. The family will not be offered care again until the outstanding fees are paid and a holding fee will be asked for before care can recommence.

If parents are experiencing financial difficulties they should contact the Business Manager to make an appointment to discuss payment options.



Childcare Assistance

TO BE ELIGIBLE TO RECEIVE ANY CHILDCARE ASSISTANCE PARENT /CHILD CRN NUMBERS AND DATE OF BIRTH MUST BE PROVIDED.

Sign in and Sign Out Procedures

OSHC; Staff will sign in child / children in the afternoon. Parents must sign out each day on the ipad provided.

Vacation Care; Parents must sign child / children in on the ipad provided each morning and again when they collect their child / children after designated care period. Children are not to be dropped off in the car park.

In the event of an emergency, parents must give permission for and authorised person to collect their child / children. Please phone the service in this event. The phone call will be recorded in the staff communication book. The authorised person will be asked to identify him or herself and then sign the child / children out. Failure to produce the identification will result in the child / children not being released into their care until parents are notified.

Parents Grievance Procedures

In the event of a parent, guardian or approved person having a complaint or problem relating to their child / children or the service operating in general, they should refer this to this problem to the coordinator of the centre.

Staffing Information

The staff/ child ratio will be based on NCAC standards as well as on a needs basis. All staff are required to have a current Police check. Minimum of 2 staff need to have a current first aid certificate.

Special Dietary Needs

Parents have a responsibility to inform the centre of any special dietary needs their child /children have due to medical or religious reasons. Staff will at all times accommodate dietary requirements of children. Children will be offered a variety of nutritious snacks in accordance with the schools healthy eating policy.

Medication

If your child requires medication while attending the centre, parents must complete a medication form, available from the coordinator.



Accident and Incident Report

An accident / incident report will be filled out for any accident or incident that may occur while your child / children are attending the service. Parents are informed of the accident/ incident upon collection of their child / children and must sign the report to confirm knowledge of the occurrence.

- If a child requires immediate attention all reasonable attempts will be made to contact the parent/ guardian or authorised person and secure medical attention for the child.
- In the case of medication being required in an emergency without prior consent of the parent, guardian or authorised person, every attempt will be made to secure that consent or that of a medical practitioner.
- In the event of serious injury requiring hospitalisation or immediate medical aid, an ambulance will be called to transport the child to hospital.

Exclusion of Sick Children and Staff

In the event of a child or staff member becoming ill with an infectious disease, they will be required to be away from the service for the safety of others. Recommended minimum periods of exclusion from the service can be obtained from the coordinator, from a medical practitioner or community health. In the case of an outbreak of an infectious disease, children who are not immunised will be excluded from care during the outbreak.

Sun Policy

The children and staff are required to wear a hat, sunscreen and a shirt at all times when outdoors. Parents must supply their own sunscreen.

Water

Fresh, cool drinking water will be available at all times.

Activities

Wet Season; Assorted board games, puzzles, indoor craft activities, recreational activities (Lego, trains, computers, DVD, etc)

Dry Season; Outdoor activities, access to play equipment, sport (Full supervision with child / staff ratio)

Confidentiality

All confidential material collected from parents is kept safe. Staff respect the privacy of both families and staff using the service by not discussing their personal details other than what is needed in the administration requirements of the service.

Staff respect the privacy of families for whom they provide care by discussing personal details only when necessary with the coordinator of the service.

Staff respect the rights of the parents not to disclose personal information to the staff.

Access to information is strictly limited and at the discretion of the coordinator.



Custodial Situations

The question can arise as to the responsibility of staff when, due to family breakups, one or the other parent is not allowed to collect the child / children. This situation puts staff in a difficult situation, especially if the 'other parent' calls to collect the child / children. In order to avoid this situation, we have set the following policy.

Staff are legally bound to hand the child / children to their parents unless;

1. There is a custody order prohibiting that parent from access.
2. There is a restraining order prohibiting that parent from any contact with the child/ children.
3. There is a care and control order from the courts limiting access of that parents to the child / children.

If any of these situations apply, the coordinator needs to have certified photocopies of the relevant orders. We cannot be expected to act as arbitrators between parents. You can only deny access if legal documents justify your doing so.

Keep a copy of all relevant orders to avoid becoming involved in the dispute. The consequences for not handing over a child / children when you have no legal papers are that you can be charged with abduction or a similar charge.

Vacation Care: Recess and Lunch. When attending vacation care you child/children are required to bring recess and lunch each day. We have facilities to heat food for children. Afternoon tea will be supplied by Vacation care.

Hats. In accordance with our sun policy children are required to bring their own broad brim hat to care.



Please note if you have more than two children you will need another form

Details of Care (Please Circle): **OSHC** **Vacation Care**

Position Held (Please Circle): **Casual** **Part Time** **Full Time**
 Preschool **Primary school**

Child's Name: _____

Date of Birth: _____

Hours of Care Needed:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Total Hrs of Care: _____

Fee \$ _____ \$ _____

What food or drinks should the carer avoid? _____

Please supply a copy of your child /children's immunisation records. If enrolled at KSPS immunisation forms are not required.

Family Doctor: _____ Telephone _____

Address _____:

Medicare Number: _____

Please note that no child can be accepted into care with any illness that may in any way be transferred to other children. Alternative arrangements must be made for care.

Please use the space below to add any information that will help the carer better care for your child / children, or add another page if you prefer.

I have read the information booklet and understand the fees, and hours of care.

I agree that all the information I have supplied is true and correct.

Parent / Guardian Name (Printed) Parent / Guardian Signature Date



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Email

Child / Children's Information Sheet

Child's Name: _____

Guardian's Name: _____

Telephone Contact (work): _____ Telephone Contact (home): _____

Street Address:

Postal Address: _____

Emergency Contact Name:

Relationship to Child:

Telephone Number (work): _____

Telephone Number (home): _____

Authorised nominees to collect

Name: _____

Contact Number: _____ Relationship _____

**As the parent/guardian of _____ I am
Duly authorised to make this declaration of authorised nominees.**

Name: _____

Signed: _____ **Date:** _____



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Mother / Father Details to *be completed for enrolment*

Mother/ Father D.O.B.:

CCB% (if known):

CRN Parent:

CRN Child:

Person responsible for Payment of accounts.

Name: **Phone:**

Postal Address:

Residential Address:.....

Email:.....

Sign:



KATHERINE SOUTH PRIMARY SCHOOL

OSHC / Vacation Care Centre

AUTHORISED NOMINEES FORM

I hereby give authorisation for the following people to collect my child from the following

- Bus drop off point at Katherine South Primary School
- Classroom at Katherine South Primary School
- Katherine South Preschool

Name: Katherine South OSHC Staff

Address: 120 Riverbank Drive, Katherine NT 0850

Phone: 08 8972 1277

As the parent/guardian of _____ I am
Duly authorised to make this declaration of authorised nominees.

Name: _____

Signed: _____ **Date:** _____