



# KATHERINE SOUTH PRIMARY SCHOOL

PO Box 721, Katherine NT 0851  
Phone 8972 1277  
Email: [admin.kathesch@ntschoools.net](mailto:admin.kathesch@ntschoools.net)

## 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.

### 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 any of the details on the enrolment form. Parent CRN number and date of birth must be completed for enrolment.

### Enrolment Bond

An enrolment bond of \$200 per family is required to confirm your child's position at OSHC/Vacation Care. Bookings will not be made or confirmed until your bond is paid to the service. When your family finishes at the service your bond will be paid back into your bank account if all fees are up to date and paid.

### Deposit for Vacation Care

A deposit is required for Vacation Care bookings of \$200 per family for full time care or \$100 per family for part time care. This deposit will be credited to your childcare account. Receipt of deposit will confirm your child's position at vacation care.

### 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@ntschoools.net](mailto:beth.morrison@ntschoools.net) Messages for OSHC & Vacation Care can also be left at the Katherine South Primary School Office.



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## Fee Schedule

### Outside School Hours Care fees are as follows:

Full Time Care (2.30pm to 5.45pm 5 days per week)	\$67.50 per week
Part Time Care (Set hours per week)	\$6.50 per hour
Casual Care (24 hours' notice required)	\$10.00 per hour or part thereof

### Vacation Care fees are as follows:

Full Time Care (7.30am to 5.30pm 5 days per week)	\$225.00
Part Time Care	\$6.00 per hour
Casual Care (24hrs notice required)	\$10.00 per hour.

## Full Time and Part Time Care

A holding fee of 50% of your normal care hours 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 attend 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 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, or email: [beth.morrison@ntschoools.net](mailto:beth.morrison@ntschoools.net)

## 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 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. Our preference for payment of fees is by Direct Deposit, and our account details are on the invoice. We can also accept Credit Card or cash at the front office between 7.30am and 3.30pm Monday to Friday. Non payment of fees will result in exclusion of care until fees are paid.



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## Late Fee

Children must be collected by the correct closing time, 5.45pm for OSHC and 5.30pm for 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 the designated closing time.

## Non-Payment of Fees

If a family fails to pay the required fees on time, a reminder letter will be issued after one week and then again after two weeks if the fees are still outstanding. A child's position will be terminated if payment has not been made after three weeks, for which the family will receive a final letter terminating the child's position. At this time the Service will initiate its debt collection process, following privacy and conditional requirements.

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

## Childcare Assistance

To be ELIGIBLE to RECIEVE ANY CHILDCARE ASSISTANCE parent / child CRN numbers and Date of Birth MUST BE PROVIDED. Parents then also need to confirm their child's enrolment on the MYGOV site - <https://my.gov.au/LoginServices/main/login?execution=e1s1>

## 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 program provided.

**Vacation Care;** Parents must sign child / children in on iPad program 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 an 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 themselves 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 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 Working With Children's Card. Minimum of 2 staff need to have a current first aid certificate.



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## 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 Smart Policy

The children and staff are required to wear a hat, sunscreen and a covered 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)



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## **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 can put 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 parent 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 your 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 smart policy children are required to bring their own hat to care.



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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: \_\_\_\_\_

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: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_



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## 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): \_\_\_\_\_

Email Address: \_\_\_\_\_

### Mother / Father Details to be completed for enrollment

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: \_\_\_\_\_ Date: \_\_\_\_\_