



Gabbinbar Outside School Hours Care.
Parent Information

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Mobile: 0447 711 248

Welcome to Gabbinbar 'Kids Inn' OSHC service.

We are located in the Block I at Gabbinbar State School. The school sports ovals, multipurpose courts, Hall and junior & senior playgrounds are also licenced for use. The school swings and sandpit in the junior area are not.

We have a comprehensive Policy and Procedure Manual that is available for your perusal at any time. The manual, along with other relevant information is located at the Parent Sign-in Desk. The Parent Handbook can also be collected here.

Hours of operation

Before School Care	7am—9am
After School Care:	3pm – 6pm
Vacation Care:	7am – 6pm
Pupil Free Days:	7am – 6pm
Public Holidays:	CLOSED

AFTER SCHOOL CARE

A typical after school care day would be:

- Arrival from classrooms and sign in (all children are expected by 3.15)
- Afternoon Tea- fresh fruit, drinks, with the monthly menu on display in the room
- A choice of sport, craft, music, games, art, free time. (program is on the wall)
- A quiet area is available if you wish your child to do their homework here
- 5.30 – 6.00 Quiet time, television, computer or reading available

VACATION CARE

The Vacation Care booklet, booking forms and excursion permission forms are available 3 weeks before each Vacation Care period. A variety of activities are planned, along with weekly excursions and professional visitors.

ENROLMENTS

All parents/guardians must enrol (or re-enrol) their child/ren at the beginning of each school year. To cover administration costs, a \$15 yearly enrolment fee will be added to your account (YEF). The enrolment form includes contact numbers at home and work and emergency contacts in case we cannot contact you. It is your responsibility to ensure your details are correct. A \$100 refundable Bond applies to all new accounts from 1.08.2014.

ATTENDANCE AND COLLECTION

Our service accepts responsibility for your child from the time they are signed in until the time you sign them out. Children can only be signed out by yourself or an authorised person. **(AUTHORISED PEOPLE MUST BE OVER THE AGE OF 18)** Your child can only be released to someone authorised by you. Identification will be required for people who are unfamiliar to staff. During Vacation Care and Pupil Free Days you will be required to sign your children in twice, once to indicate arrival and once to indicate departure. If you do not sign this form correctly then your CCB will NOT be paid for those days. If your child fails to arrive on time you will be contacted and a booking fee charged.

STAFFING

Children are actively supervised by at least 2 adults at all times to ensure that they are protected from harm. All staff are required to hold a current Suitability card, CPR and First Aid. The current recommended ratio is 1:15 for School aged Care, and we operate with a ratio of 1:12.

PARENT PARTICIPATION

You are encouraged to participate in the Gabbinbar OSHC service by becoming part of our Management Team, attending meetings, returning surveys, sharing your skills, reading our newsletter or using our suggestion box to help us improve our service.

CHILD CARE SUBSIDY (CCS)

Child Care Subsidy is a payment made to the service to assist families with the cost of child care. The Family Assistance Office can advise you of your eligibility and can be contacted on 136150. You will be asked to provide our service numbers which are located on the front of this sheet.

OUR FEES AND OPERATIONAL CHARGES (Before child care subsidy (CCS) reductions)

BEFORE SCHOOL CARE ONLY-	\$18.50	per session
Combined with ASC on same day (routine bookings)	\$12.50	per session

AFTER SCHOOL CARE

Regular / Permanent booking	\$26.50	per session
Casual – depending on space available	\$30.00	per session

VACATION CARE

Regular / Permanent booking paid in advance	\$55.00	per session
Late bookings and Incursions	\$64.00	per session
Excursions	\$75.00	per session

Fee payments are to be made by direct deposit, cash or by Cheque.

CANCELLATION OF BOOKED PLACEMENTS

24 hours' notice is required for all cancellations. This means, whenever possible, if your child will not be attending on their booked day, **we need to know by 2.30pm on the previous day.** Where less than 24 hours or no notice is received, full fees will be charged. Staff and other costs have been incurred for the provision of the service based on places booked, and this charge will assist in covering those costs expended. Vacation care bookings must be cancelled prior to the last week of term or full fees will apply. To ensure clear communication on this matter, please phone OSHC, leave a voice message on our phone, or email, if your child will not be attending their regular booked day.

An additional \$10.00 Non-Cancellation fee applies if the service is not notified that a child is not attending.

LATE FEE

Closing time for this Service is 6.00 pm. Parents who collect their children after this time will incur a late fee of \$15.00 per 10 minutes and \$1.00 per minute thereafter..

OVERDUE ACCOUNTS

An Administration Fee of \$5.00 per week applies for any account that is overdue by \$50 or more. An account is considered overdue if a payment is not received during the week of attendance, eg. By the last day of the week that the child has attended. This Administration Fee will be added to your account. After two (2) weeks overdue, you will be forwarded a letter advising you of the fees and charges due (including the \$10 Administration Fee) and advising you that your placement will be reviewed if the fees are not paid by the end of the third week. A review will determine if your place will be suspended until the account in full is paid.

Payment Methods: Direct Deposit, or cash (sorry no EFTPOS).

Gabbinbar S.S.P&C Assoc OSHC

Heritage Building Society

BSB: 638-070 ACC: 6836887 S21