Out of School Hours Care
2019 General Information

Hours: From class dismissal time until 6:00pm
Telephone: 8217 3200 for bookings from 8.15am to 1.00pm
OSHC Centre: 8217 3254 from 1.00pm to 6.00pm
Email: oshc@sac.sa.edu.au

The St Aloysius College Out of School Hours (OSHC) service provides a quality program for students each day from class dismissal time until 6:00pm. We are an approved provider for Child Care Subsidy (CCS).

1. BOOKINGS AND DECLARATION FORM
   Parents intending to use the OSHC service are required to complete the St Aloysius College Out of School Hours Program Booking and Declaration Form and provide the following Centrelink information:
   ▪ Account holder’s (ie parent/guardian) CRN number and date of birth
   ▪ The CRN number and date of birth of each child enrolled in SAC OSHC

2. ATTENDANCE
   Occasional Users: A booking can be made by ringing 8217 3200 or via email oshc@sac.sa.edu.au by 1:00pm.
   Non-attendance: A phone call or email is required if children who are regular users are going to be absent.
   Note: For child safety reasons, bookings and cancellations cannot be made by text message.

3. COLLECTION OF CHILDREN
   The OSHC service will issue parents/carers with a pin code. Parents/Carers need to enter their unique pin code on the iPad when collecting their child/children.

4. HOMEWORK
   Children will be encouraged to do homework and are able to do so in an allocated area. However, homework will not be enforced by OSHC staff.

5. STUDENT BEHAVIOUR
   The OSHC requirements in regard to student behaviour are in keeping with the St Aloysius College school policy.

6. LOCATION
   The OSHC Centre is situated in the St Aloysius College grounds:
   ▪ Reception-Year 2 students in The Cloisters, Convent building - Room A21
   ▪ Year 3-6 students in the Dunlevie building - Room M106
   The OSHC program has access to the school’s outdoor facilities.
OSHC Fees and Payments Policy

1. FEES
The 2019 fee is $19.50 per session per child. There is no discount for multiple children. Student-free days (whole days) are currently charged at $55-$70 per day, depending on the activity.

A Vacation Care program runs in the Term 1, 2 and 3 school holiday periods and for one week after Term 4 concludes for students.

The College reserves the right to charge the full fee for non-attendance at any booked session.

2. LATE COLLECTION FEE
A late collection fee may apply if parents/carers arrive after 6:00pm to collect their child/children.

3. ACCOUNTS
Accounts are issued weekly in arrears.

Payments may be made at the Out of School Hours Care Centre (during the normal operating times of the Out of School Hours Care Centre) or at the SAC Office. Payments can be made either by cash or credit card. The OSHC program requires prompt payment of accounts.

**IMPORTANT**
- Payment in full is required by the due date shown on the account (7 days from the end of the billing period).
- Families experiencing financial difficulties are advised to make an appointment with the St Aloysius College Business Manager.
- Fees outstanding 28 days after the due date become a debt to the OSHC Service, and therefore to St Aloysius College. Your account, therefore, may be referred to a debt collection agency.

4. CHILD CARE SUBSIDY (CCS)
Assistance with the cost of fees is available from The Australian Government, Department of Human Services through MyGOV and Centrelink or you can visit the Family Assistance website: www.familyassist.gov.au

Child Care Subsidy (CCS) is available to subsidise your fees. Forms and information are available from the website of The Australian Government, Department of Human Services: http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit or telephone 136 150.

Please arrange your CCS as soon as possible, ideally before your child commences at our OSHC Centre as FULL FEES will be charged until information is updated online through Centrelink.