

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 by 1:00pm. Staff will only be responsible for children who are booked in.

Non-attendance: A phone call 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**

All parents must sign the attendance sheet when collecting their 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 in The Cloisters, Convent building, room A21. 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 of \$1.00 per minute will be incurred after 6:00pm.

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, cheque or credit card. The Out of School Hours Care 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).
- If full payment is not made by the due date your child may be excluded from the Out of School Hours Care program.
- 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 Commonwealth Department of Human Services through 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 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.