COBURG NORTH PRIMARY SCHOOL
OUT OF SCHOOL HOURS PROGRAM

INFORMATION BOOKLET
License ID: 12709

Licensee: Helen Zull

Educational Leader &
Primary Nominee: Kerryn Cilia

COBURG NORTH PRIMARY SCHOOL
OUT OF SCHOOL HOURS PROGRAM

Before School Care Program: 7.00 – 9.00 am
After School Care Program: 3.30 – 6.00 pm

School Address:
180 O’Hea Street
North Coburg, 3058
PO Box 196, Pascoe Vale South, 3044

Telephone: 9354 9989

Program Co-Ordinator: Kerryn Cilia

Cost:
Before Care Program: $13.00
Casual & Emergency: $15.00
After Care Program: $16.00
Casual & Emergency: $18.00

Curriculum Day: $60.00

The aim of the program is to provide quality childcare, which is both enjoyable and stimulating to all users. The children are well supervised in a safe and friendly environment.

Coburg North Outside School Hours Program has its own room which is well lit, air conditioned and has access to a large gym/hall. The program has a lawn area at the side of the building which is fenced and we also use the two school playgrounds. Our toilets are situated inside the gym/hall. The After School Care offers the Active After School Program twice a week. The children are also provided with food.

The children can participate in the Before and After School Program on a fulltime, casual or emergency basis. The program encourages all perspective parents/guardians and children to visit the program during operating hours.

The program is licensed for 30 places in the Before School Care and 45 places in the After School Care.

Our goal in both the Before and After Care programs is to provide activities according to age, needs and wishes of the children. We respect the uniqueness of individual children and cater for their needs accordingly. The staff encourages appropriate social behaviour, foster and develops non-sexist attitudes and
caters for the cultural needs of children and families using the centre. We aim to provide friendly, approachable staff.

**The Before Care Program** operates in a relaxed, informal atmosphere where children participate in quiet activities or play with various games. Breakfast is provided if required.

**The After School Care Program** offers activities which include arts and crafts and indoor/outdoor games. The children are also allowed free time. Impromptu games and imaginative play are also encouraged by the staff at the program. Children are encouraged to do homework.

**Afternoon Tea** is provided with nutritious snacks, for example; sandwiches, dips and salad rollups. Fruit and raw vegetables are also served. All children are encouraged to try new foods.

**Children’s Free Time Activities**
Free time is where the children are given the opportunity to pursue their likes with both friends and equipment. Free Time activities allow children to follow their likes and interest. This allows children to be in charge of their development whilst staff provides careful scaffolding of their development.

**Free time activities consist of:**

**Hall:**
Games played: Group games, football, soccer, cricket, badminton, tennis, Frisbees and bats and ball games.

**Program room:**
Homework
Art and crafts, drawing, painting.

**Quiet room:**
Jig saw puzzles, lego, board games, constructions, cars and animals and TV

**Outside play**
The big and small playground areas are used, ball games, running games etc.

The After Care Program participates in the Active After Care Program which is funded by the Federal Government and the Institute of Sport to get children active. These sessions run for 1 hour twice a week. The sessions are chosen by the children. We endeavour to get activities the children would not normally have the opportunity to experience such as; archery, golf, badminton etc. The activities are at no extra charge to parents. Any child may attend as long as they have a current program enrolment form as this is a safety issue.

Tuesdays and Wednesdays the program runs the Active After School Program. These activities vary from term to term and run for 7 weeks.

**Your Fees:**
The program relies on your fees to provide Before and After School Care. The Outside School Hours Program is a not for profit organization and consistently, endeavors to keep fees as low as possible. The Program and School Council has the responsibility to manage fees and places available to parents, in accordance with the Department of Education and Early Childhood Development and the Department of Education, Employment and Workplace Relations.

**Enrolments and Bookings:** Every child participating in the Outside School Hours Program **MUST** be enrolled with a current enrolment form. Enrolment forms can be obtained from the Coburg North Primary School Website and at the program. Enrolment forms must be renewed at the beginning of each school year. Personnel information **MUST** be updated constantly.
Cancellations: Parents must notify the program in advance if their child/ren is absent from the program, especially as this causes unnecessary concern as to the child/ren’s whereabouts. An answering service is in operation 24 hours a day. Please notify the program before 7.00am for Before Care and before 2.30pm for After Care.

Before School Care fees: start from approximately $7.65 with full fee relief to $13.00 with no fee relief per day.

After School Care fees: start from approximately $9.65 with full fee relief to $16.00 with no fee relief per day.

Pupil Fee Day fees are $60.00 per day. The program will operate from 7.00am until 6.00pm. Activities will be planned for the day. However for this program to operate, we require a minimum of 15 children in attendance. There could also be an extra cost if an outside excursion is planned. (E.g. zoo, pictures etc.) Childcare benefits will reduce the fee significantly.

This service will only be offered to children who are using the Out of School Hours Program.

ALL PLACES BOOKED: will be charge the normal fee whether they are used or not. This applies to EVERYONE casuals, emergencies and permanent bookings. If holidays are taken outside of school holidays they will be charged the normal fee.

Statements: All accounts will be emailed to Parent /Guardian on a fortnightly basis. Parents who do not have an email account will be given a copy from the Co Ordinator.

Payment of Fees: Fees may be paid by cheque, cash or EFTPOS. There are no direct debit facilities available. All cheques must be made out to Coburg North Primary School.

Fees MUST be paid weekly, fortnightly or may be paid in advance. The program will not tolerate overdue fees and have set out strategies for the recovery of the monies owing. This may be exclusion of child/ren from the program and if necessary, legal recovery with all costs incurred payable by the parent. All fees must be finalised before the last day of every term.

Yearly Enrolment Fee: of $30.00 per family per year. PAYMENT ON ENROLMENT

Late Fees: A late fee will be charge for any child still remaining at the program after 6.00pm. The program requires parents, guardian to contact the program should they be late.

The penalty for late pickup is $10 for first minute and $5.00 for every minute from then on. It is up to the Coordinators discretion whether charges will apply

Enrolment Forms: It is imperative that parents/guardians home, work and mobile phone numbers are listed on enrolment forms, as well as local emergency contact phone numbers. List all family and friends contact details who have permission to collect the children from the program in the parent’s absence. It is the parent’s responsibility to notify the program of any changes to the enrolment form throughout the year, eg. Phone numbers, addresses, etc. It is extremely important to list any food allergies and provide an action or management plan. All sections of the enrolment form MUST be filled in.

Sign In and Out Sheet: All parents/guardians must sign their children in for Before Care and sign out for the After Care, this is a government requirement. The children cannot sign themselves in or out.

If a person other than your self is collecting the child for the first time a picture ID MUST be shown to a staff member before the person can collect the child. If the parent has not nominated the person on the enrolment form, the parent/guardian must notify the program.

CCMS: In 2009 the Federal Government introduced the Childcare Management System to all Childcare Centres. The new system makes payments to parents and Childcare Centres easier. This process eliminates parents from having to contact Centrelink. The Federal Government gives ALL parents 50% of out of
pocket expenses. Parents may elect to have their out of pocket expenses (CCR) paid directly to the Program reducing the costs even further.

- **Childcare Benefits:** Most parents are eligible for some fee relief off the cost of childcare. If your child/ren has attended a childcare centre before, there is no need to contact Centrelink. **It is the parent’s responsibility to contact Centrelink if there is a problem with their rebate**

**General Information**

**New Children:**
To assist new students in becoming familiar with the Outside School Hours Program routine, in the first weeks of prep, children will be taken to their classroom teacher in the mornings and collected from the classroom in the afternoon. Teachers will have a list of children and days they will be attending the program to ensure the students are at ease.

**Sun smart:**
All children **MUST** wear hats from September to April whilst playing outside. Children who do not have hats must play undercover. All children must wear protective clothing or sunscreen.

**Medication**
All medicine must be in original bottles or packets, with the child’s name, date and dosage on it. A signed note from the parents must accompany all medication. All medication must be handed to staff upon arrival at the program. Staff must be notified if children have Ventolin in their bags and if they are permitted to administer their dosage themselves. We would appreciate a letter as well.

**Staff Qualifications**
The program has staff with level 2 First Aid, Anaphylactic and CPR training. Kerryn has had 18 years’ experience at Coburg North OSHP. Kerryn has completed a Certificate III in Out of School Hours and a Diploma of Children’s Services and Community Service.