

## OATLEY OUT OF SCHOOL HOURS CARE CENTRE

Phone - 9580 6591 Oatley Public School Phone – 9570 1142 Oatley Community Hall

Postal Address- PO BOX 263 Oatley NSW 2223 Email - [enquires@oatleyoosh.org.au](mailto:enquires@oatleyoosh.org.au)

# Those Pesky Details

Visit [www.oatleyoosh.org.au](http://www.oatleyoosh.org.au)

### Bond Payment

- A one off bond payment of \$300 per family is required at time of enrolment
- This bond will be held on an account that will be refunded to you at the cessation of care

### Statements / Fees

- You will receive your account statement at the beginning of each term. You are required to pay the outstanding amount before the end of that term.
- Payment can be made via cheque, cash or bank transfer
- Oatley OOSH's bank details are available on the statement and on our website

### Customer Reference Number

- If you are entitled for any Child Care Benefit or Rebate you will need to provide your CRN details upon enrolment
- There are two different numbers you will need to provide:
  - Your Family CRN number
  - Your Child's individual CRN number
- No payments will be processed until these are provided

### Absences

- If your child will not be attending a session you will need to inform the centre. Failure to do so will incur a \$10.00 non-notification fee per occurrence.
- You can inform the centre by:
  - Emailing [enquiries@oatleyoosh.org.au](mailto:enquiries@oatleyoosh.org.au)
  - Calling: 9580 6591 (OPS Site) or 9570 1142 (Community Hall)
- Oatley OOSH is completely independent from the schools we cater to – therefore you need to inform the centre directly of any absence.

### Sign In/Out Procedure

- You are legally required to sign your child in and out of Oatley OOSH's care.
- Our procedure requires you to use an iPad software, located conveniently outside the centre doors. Ask an educator to help you set up an account and show you how to use the system.
- Only contacts listed on your enrolment from will be able to use the iPad system and therefore be able to collect your child. If you need to add an additional contact, add their details via your *MyFamily Lounge* account.
- All persons signing your child in and out of the centre must be over 18 years old.
- Each contact with authorisation to collect your child will have an individual password for legal records. Please do not share your password with anyone.
- Educators will ask for photo identification for the first collection time.

### **Collection of Late Children Policy**

- Parents must abide by the centre hours of operation (3.00 pm – 6.00 pm)
- Any parent who collects their child from the centre after 6pm will incur the following charges:
  - 6:00 – 6:15 - \$15.00
  - 6:15 – 6:30 - \$30.00
  - 6:30 – 6:45 - \$45.00
  - 6:45 – 7:00 - \$60.00
- Late fees will be automatically debited to your OOSH account
- Wherever possible, parents should advise the centre when they will be late to collect their child.
- If a parent continues to collect their child after 6pm, the Manager will need to discuss other options with them, and suitable arrangements made or the child's place in the centre may be cancelled.

### **Food**

- The centre provides breakfast for your child in Before School Care sessions between **7:00 am-8:00am**.
- Your child will have an option of toast, cereal or porridge and a drink of water, juice or flavoured milk.
- Oatley OOSH also provides an afternoon snack. Please see the attached snack roster.
- If your child has any allergies, intolerances or dietary restrictions, please speak with an educator or email enquiries@oatleyoosh.org.au

### **Vacation Care**

- Oatley OOSH provides a Vacation Care program during the school holidays
- The program of activities will be available online approximately one month before the holiday period
- To enrol, you will need to the booking form available online when advertised
- Vacation care enrolments are limited and on a first in first served basis
- Vacation care requires the compulsory purchase of a red 'OOSH cap' for all days

### **More Information**

Please visit our website [www.oatleyoosh.org.au](http://www.oatleyoosh.org.au) for more information on the centre, its policies and procedures, daily routines, vacation care program and information and permission forms.