

## Permanent Before & After School Care Bookings

Please read the booking and cancellation information before you indicate on the enrolment form the number of days you would like your child to attend the program. Please attach a copy of your child's immunisation form when you submit your enrolment form.

### Program Hours

Before School Care	7.30am to 8.45am
After School Care	3.30pm to 6.00pm
School Holiday Program & Pupil Free Day Care	8.00am to 6.00pm

### Out of School Hours Fees

Before School Care	\$18.00 per session
After School Care	\$22.00 per session
School Holiday Program & Pupil Free Day Care	\$65.00 per day
Family Registration Fee	\$20.00 per year

### Types of Bookings

- **Permanent Daily Basis** - Daily Bookings, Monday to Friday for Before Care, After Care or both sessions.
- **Permanent Days** - Regular booking for particular days, 1 to 4 days a week, for Before or After School Care or both sessions.
- **Casual Bookings** - Depends on availability: Before or After School Care casual sessions are booked less than 7 days in advance of care required.

### Before School Care

Children requiring breakfast during a Before School Care session must arrive at the program before 8.10am to order their breakfast.

### Before School Care Cancellations

The program must be informed of Before School Care Cancellations by 6.00pm the night before care is required. Families who fail to cancel the night before or on the morning the care is required maybe charged the full Before School Care rate.

**\*\* Please Note: The Child Care Subsidy does not apply to all cancellation fees.**

### Before School Care Cancellations

The following fees apply to **Before School Care** cancellations.

Cancellation	Fee
Failure to cancel the Before School Care Booking.	Full Fee \$18.00. With Allowable Absence Reduction, If Eligible.
Cancellation after 6.00pm the night before care is required.	Half Fee \$9.00
Cancellation due to the child being absent from school.	No Charge if the program is notified the night before care is required or 8.00am on the day of booking..
Cancellation the day before care is required.	No Charge if the program is notified before 6.00pm on the day before care is required.

## Text Message 24/7

For your convenience you can text your booking or cancellation message at any time. Please state your child's full name and the date & session type you wish to book or cancel.

## Vacation Care

The Holiday Program is open for 10 days during the January, April, June and September holidays.

Children commencing School at Ormond Primary in 2023 are welcome to attend the vacation care program. See booking details when the schedule is published, on Compass at the end of November.

## Children in Foundation

In the first term children in foundation attending the After School Care program will be collected from their classroom and taken to the After School Care Program. Alternately children in foundation attending Before School Care will be escorted to class in the morning.

## After School Care Cancellations

The program must be informed of After School Care cancellations by 9.00am on the day care is required. Families who fail to contact the program late on the day care is required will be charged at the full After School Care rate.

**\*\* Please Note: The Child Care Benefit does not apply to cancellations fees.**

## After School Care Cancellations

The following fees apply to After School Care cancellations.

Cancellation	Fee
Failure to cancel an After School Care Booking.	Full Fee \$22.00 Plus \$10.00 Late Cancellation Fee.
Cancellation before 9.00am on the day care is required.	No Charge
Cancellation after 9.00am or before 3.30 pm on the day care is required.	Full Fee \$22.00
Cancellation on the day, care is required, due to the child being sent home from school sick	No Charge

## Child Care Subsidy

To receive Child Care Subsidy for out of school hours sessions you must complete the child care subsidy section on the enrolment form. If you have been receiving child care subsidy at another service in 2022 your subsidy will be quickly activated with our program and you will receive a notification to nominate Ormond Primary Out of School Hours on your myGov account. If you have not applied or haven't utilised child care subsidy in the past 12 months you will be required to update your information on your myGov account before you can receive child care subsidy with the Out of School Hours Program.

## Parent Handbook

Further information regarding the Out of School Hours Program will be available to families at the beginning of the school year.

## Enrolment for New Students

An Immunisation Certificate must be included with the enrolment form. Enrolment Forms must be submitted to the school office by Friday 2<sup>nd</sup> December 2022

For further information please contact the OSHC Coordinator, April Kopitz on 03 9578 5826.