

# Moorabbin Primary School



## Out of Hours School Care - OHSC

2018

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### Aim

The aim of the program is to provide:

- Care for children who cannot be collected or cannot go home immediately when school finishes, or for those who require care prior to school commencing.
- Stimulating and interesting activities that complement the programs of Moorabbin Primary School.
- A safe, caring and friendly environment for children.
- A place for children whose parents are returning, or who are training to return to the workforce.
- An environment where children can develop friendship amongst the whole age spectrum in the school.
- An environment where all activities are gender inclusive.

**Operator** 'Team Kids'

### Operating Hours – School days (Mon – Fri)

Before Care – 6.45am – 8:45am

After Care – 3:30am – 6:15pm

Holiday care hours differ to these.

### Enrolment

Children attending Moorabbin Primary School are eligible to attend.

Enrolment forms can be collected from the front office and online.

All users, casual and permanent, must sign the Enrolment form before a child's first attendance. No child shall be accepted for care unless a current enrolment form has been completed and is held by the co-ordinator of the program.

Parents can also enrol online at: <https://www.teamkids.com.au>

### Payment of Fees

See website for details - <https://www.teamkids.com.au>

### **Cost per session**

See website for details - <https://www.teamkids.com.au>

A fee relief scheme operates for parents who qualify. This is through the Family Assistance Office and Centrelink. Parents must contact these agencies to determine eligibility.

### **Operation of the Program**

#### **Before School Care**

The Before School care program operates from 6.45am to 8:45am on school days.

The program prepares children for the day ahead by creating an informal but well supervised environment where a variety of quiet activities are offered to them. These may include games, arts & craft, music, homework & television.

A light breakfast is provided for those children who arrive prior to 8:15am. The breakfast menu offers a range of foods including fruits, toasts, pancakes and cereal.

#### **After School Care**

The After School Care Program operates between 3:30pm and 6:15pm.

Where necessary the starting time of the program will be adjusted to accommodate the earlier finishing times of school (i.e. the last day of each term).

The after school care program shall aim to be a substitute for home and not a continuation of the school day. The homely atmosphere shall be fostered with genuine care and individual attention of the children's diverse needs.

A nutritious afternoon tea will be served to the children on arrival.

Note: During February the starting time of the After School Program shall be adapted to accommodate the curriculum of the Prep children.

On Curriculum Days a day care program will operate in conjunction with the Before and After School Care Program. An additional fee will apply for this program.

### **Attendance**

#### **Casual booking**

See website for details - <https://www.teamkids.com.au>

### **Extra-Curricular Activities**

Children attending activities during the program times should report to the out of hours care staff before proceeding to their activity and check in with staff upon their return.

### **Absenteeism**

Parents of children unable to attend must advise the co-coordinators of the child's absence prior to 2:30pm.

### **Collection of Children**

Parents or a pre-nominated adult (as detailed on enrolment form) shall be responsible for collecting children on time. Parents should use the sign out book recording the time the child was collected. Parents with children attending Before School Program should sign the book on arrival.

### **Late Fees**

See website for details – <https://www.teamkids.com.au>

### **Provider Numbers**

Team Holiday 03 9532 0366

Family Assistance Office – 136 150 or your local Centrelink or Medicare office.

### **Policies**

All 'Team Holiday' policies and procedures can be found by following this link –

<https://teamkids.com.au/oshc-policies/>

### **Evaluation**

The OHSC policy should be reviewed every four years in line with policy review guidelines.