

The Junction Works Holsworthy OOSH Information Sheet

Appendix Ch62 Revised Aug 2015

Centre Contact Details:		Service Provision:
Centre phone number	9825 3080	Before School Care 6.30am to 9.00am FEE: \$16.20 per day
Coordinator's mobile	0419 429 162	
Manager's phone number	8777 0500	
Address Holsworthy Public School Corner Infantry Pde and Heathcote Rd Holsworthy NSW 2173		After School Care 3pm to 6.00pm FEE: \$21.60 per day
Coordinator: Amanda Scerri Manager: Kerrie-Marie Boorer Please feel free to speak to staff if you have any questions or concerns. During the year you will also see a range of other support staff within the Centre that will provide further assistance to the permanent staff.		Vacation Care and DET Pupil Free Days 6.30am to 6pm FEE: \$48.70 per day Please check Vacation Care Booking Form for dates and prices for Incursions and Excursions

CRN OOSH: 55501469T VC: 555014 671V

Arriving in the Morning

- Accompany your child into the service, hand them over to a staff member and provide any relevant information.
- Sign your child into the Centre using the sign in/out sheet.
- Place school bags in the bag room.
- Advise staff of any health/dietary issues or medication to be administered. Remember to sign the appropriate authority forms and provide clear instructions to the lead staff member.
- Please notify staff of any changes in daily enrolment routines ahead of time. We would hate to miss any child at pick up points.

Picking up in the Afternoon

- An adult listed on your child's enrolment form is required to pick up your child. If a non-authorised person is picking up your child you are required to advise the Centre ahead of time.
- Sign your child out of the Centre on the sign in / out sheet.
- Check your child's file pocket for newsletters and invoices.
- Ensure you collect all your child's belongings at the end of each day to ensure their valued items are not lost.

Holsworthy OOSH provides 11 booster seats on the bus for children under 7 years of age or under 28kg in weight. If we have insufficient booster seats parents may be asked to supply one to meet their child's needs.

Before School Care

Holsworthy OOSH prides itself on its efficient transport system that ensures all children arrive safely and on time to their respective schools. In order to achieve this, the following procedures have been put into place:

- Holsworthy Public School children are walked into the school grounds by OOSH staff at 8.45am
- Bus children are escorted to the bus at 8.15am by a staff member and are assisted with putting on seat belts.
- At the start of each term the bus rules are reviewed with the children.
- Children are driven to their school and assisted off the bus by the OOSH staff member and dropped off at the designated spot as per an agreement with each school's principal.
- When the designated area is not within the school grounds OOSH staff escort the children onto the school property and ensure their safety.
- Unless required by parents, children are dropped off at school only when a teacher is present and on duty.
- Staff will sign your child out of the Service. Names are marked off the Centre roll so that the whereabouts of each child is monitored at all times.

After School Care

We endeavor to have children in the care of OOSH staff within 5 minutes of the school bell ringing. Where this is not possible, procedures have been put in place to have children supervised by school staff until the OOSH bus or staff arrive.

- Children are to make their way to the designated meeting point. Kindergarten children are collected from the Kinder Room.
- A role is marked by the OOSH staff member and children are either walked to the Centre or are assisted onto the bus and seat belts fastened.
- At OOSH children are escorted from the bus to the Centre under the supervision of staff.
- Inside, the children put their bags in the bag room and wash their hands in preparation for afternoon tea and roll time.
- If children are not present at the school when the roll is marked, contact is made with the parents to ascertain the child's whereabouts.
- Staff sign children into the program of an afternoon as per FACS' requirements.

Other Information

- Payment of fees can be made by direct debit, direct deposit, Eftpos or cheque at the centre.
- Having overdue fees puts your child's care at risk of cancellation.
- Our sun protection policy requires your child to wear a hat and sunscreen whilst at the Centre.
- Our policy manual is on display for parents to access at any time. If you want a copy of any of our Centre policies please speak with the Coordinator.
- The Centre's Comment Book and Suggestion Box are located in the foyer.
- If at any time you are unhappy with the service parents should discuss any issues with the Centre Coordinator during OOSH hours or alternatively you can contact the Manager on 8777 0500.

Enrolment Fees

\$30 per child and \$50 per family once off payment (2 or more children)

\$10 per year per child. \$20 per family for vacation care if not already registered with BASC

Please note the following penalty fees apply:		Failure to Notify service of enrolment changes	\$5
Late pick up per 15 minutes	\$20	No prior booking	\$5
Late payment of invoices	\$10	Search fee	\$5
Not signing child in / out of centre	\$5		



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ABN 79 133 200 905

