

# IMPORTANT FAMILY INFORMATION

## **Opening Times:**

7:00am to 6:00pm. Fees apply for early drop off or late pick up. If you are running late please contact the service ASAP. On excursion days children need to be in by 8.30am unless otherwise notified as we cannot wait for late arrivals and no phone call will be made.

## **Enrolments/ CCS's:**

To use our services you must have an OSHC enrolment form filled out (available online) prior to the day. For CCS's, make sure the enrolment is under the parents name who holds the Centrelink account. If your child has not been enrolled within 8 weeks, you will need to confirm the bookings on the Centrelink app. If your child is absent for 42 days within the financial year your CCS's will be ceased from Centrelink.

## **Bookings Vacation Care:**

Booking forms need to be handed in **ASAP** to secure a spot due to a limited number of spaces available each day so please book early to avoid disappointment. Waiting lists are available for some days. Bookings can be made by phoning the service on 8396 3148/ 0423023537 or email Nicola.evans716@schools.sa.edu.au

## **Payments for Booking:**

Accounts are issued weekly by email, post or at the service, payment can be made by cash, credit card, direct debit through Bank SA BSB 105-135 acc. 061944340, or via Modbury School web page. If you would prefer to have your account emailed speak to Nicola to arrange it.

Weekly accounts are provided with a 14 day timeline for payment to be made in full. After four weeks of an invoice being overdue, without any communication, a reminder letter will be sent stating cessation of the service until a payment has been made or a payment plan has been negotiated.

**ACCOUNTS MUST BE PAID OFF TO USE VACATION CARE!**

## **Cancelations:**

Notification of non-attendance must be provided before 5:30pm the day prior for Before School Care and by 8:00am the day of for After School Care otherwise full fee will occur. Vacation Care families must give **2 full business days' notice** prior to the day your child/ren is not attending or full fee will incur. For Excursions you must provide **3 full business days' notice** prior to the day your child/ren is not attending or full fee will incur. If any excursions or themed days are cancelled due to extreme heat or rain we will endeavour to arrange a different activity for the day, and try to provide 24hrs notice of the change.

## **Additional Costs:**

As hats are compulsory and must be worn at OSHC and Vacation Care a hire fee of \$2 will be charged to families who don't provide their child with a sun safe hat.

## **Behaviour Management:**

Behaviour Management guidelines are in line with the OSHC behaviour policy. A call will be made to pick up your child if the behaviour does not adhere to our behaviour policy. Repeated inappropriate behaviour could result in not being able to use the service.

## **Weather/ Appropriate Clothing:**

If the weather is forecasted stormy or 36 degrees any outside play and excursions will be cancelled.

Hats must be worn and must cover their face and ears. This includes a board brim or legionnaire's hat. Your child/ren need to be dressed in sun safe clothing during Vacation Care, this means the clothing needs to have sleeves.

## **Medication and Illness:**

Children's medication must be labelled in the original container and authorisation must be completed prior. You, or another authorised collection person will be expected to collect your child if they become ill, experience toileting issues or have a condition that could affect others.

## **Meals & Snack Time:**

During before school care children will be provided with breakfast. During after school care children will be provided with a snack and fruit time. Water is available at all times.

During Vacation Care please do not send your child with food that requires reheating or cooking unless specified on the program. You will need to provide your child with water, a healthy recess and lunch unless specified by the service.

Breakfast and snack will be provided by the service.

## **Belongings:**

Any personal electronics or toys or belongings that are brought in to the OSHC, are at one's own risk, the OSHC is not responsible for any broken, damaged or lost or stolen items.