



South Coogee Children's Services

1 Tucabia Street, South Coogee, NSW, 2034

Phone: 9344 8463 Email: sc-oosh-admin@sccs.nsw.edu.au

Parent Information Book

Starting operations in 1994, and incorporating in 1995 as *Coogee South OOSH Care*, the Centre has been continually operating for 24 years providing before school, after school and vacation care to the South Coogee community. We are a not-for-profit organisation managed by a volunteer Parent Management Committee, who also manages the adjacent South Coogee Learning Centre.

In recent years the Centre has expanded greatly with over 300 families enrolled and a licence to care for up to 155 children at a time. The service is split into two age groups, years K-2 and years 3-6, using two different care environments. Each day food is served, programmed activities are delivered by the Educators, and much fun is had by everyone.

We envision the Centre providing quality education and care to the local community well into the future.

Hours of operation

Before School Care 7:00 am to 9:00 am Monday to Friday

After School Care 3:00 pm to 6:00 pm Monday to Friday

Vacation Care 7:00 am to 6:00 pm Monday to Friday

Closed weekends and public holidays

Christmas closure:

Closed 20th December 2019

Open 7th January 2019



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FEES AND PAYMENTS

Session		Permanent	Casual
Before School Care		\$13.00	\$15.00
After School Care		\$19.00	\$21.00
Session	Standard Day	Incursion	Excursion
Vacation Care	\$55.00	\$60.00	\$65.00

A late pick-up fee will be charged at \$2.00 per child for every minute after 6:00pm. The Centre closes at 6:00pm every day and this fee assists in paying staff overtime.

Fees are subject to periodic review.

Invoices are sent out fortnightly on a Friday. All fees are to be paid 2 weeks in advance. Accounts will be charged \$10.00 for every week that fees are unpaid. At the discretion of the Parent Management Committee any accounts in arrears for more than one month may be unenrolled from the Centre.

An application fee must be paid when submitting an application for care. The fee is payable by credit card, EFTPOS or bank transfer. Payments made via bank transfer must be referenced "*BUR, (child's name)*". Cash and cheques will not be accepted. Once an offer for care has been accepted the application fee will be transferred to the *OOSH Building, Utilities and Resources Fund (BUR)* and used to enhance our Centre. If a child is unsuccessful in obtaining a care placement the fee will be refunded.

Application Fee structure:

- First child - \$100.00 (low income family - \$50.00)
- Additional children - \$50.00 (low income family - \$25.00)
- Maximum payment per family - \$200.00 (low income family - \$100.00)

Account Name: South Coogee Children's Services

BSB: 032 152

Account Number: 118 741



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BOOKINGS

Permanent bookings are for the school year. Any changes to permanent booking must be via the approved form and with 2 weeks' notice. Casual bookings are dependent upon availability. We ask for as much notice as possible. Before and After school care is only available to children from South Coogee Public School.

Vacation Care programs and booking forms are sent out at least 4 weeks before the holiday period. To confirm these bookings all term fees must be paid and also the fees for the vacation care booking being submitted. New 2020 Kindergarten children may attend from January before the school term begins. Children from schools other than South Coogee Public School are welcome to attend vacation care.

ABSENTEE POLICY

If your child is going to be absent for any reason the Centre requires notification. South Coogee Public School does not communicate absences to the Centre.

Failure to notify is dealt with using the following procedure:

1. A family will receive three written warnings per year per child for failure to notify the Centre of an absence;
2. If a family fails to notify the Centre a fourth time, a \$10.00 absentee fee will be charged;
3. The absentee fee will be charged for each further failure to notify.

CHILD CARE SUBSIDY

South Coogee OOSH Care is a government-registered service provider. The Child Care Subsidy (CCS) is means and income tested. If you are eligible for the CCS fees will be subsidised accordingly. Access to the CCS is through MyGov. The CCS allows for up to 42 absences per annum. Any further absences require documentation such as a Doctor's certificate.



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EDUCATIONAL PROGRAM AND PRACTICE

The Centre's educational program is guided by the National Quality Framework 'My Time, Our Place'. This outlines outcomes that Educators work towards for all children in care. The weekly program includes Educator guided activities including art/craft, science, sport, gardening and much more. Activities and experiences are tailored towards the strengths and interests of children.

Vacation Care programs include in-house days, incursions and excursions.

NUTRITIOUS FOOD

The Centre serves breakfast until 8:00am every morning. Afternoon tea is served at 3:00pm for years 3-6 and 4:00pm for years K-2. Our menu follows healthy eating principles and its developed to be nutritious and balanced.

ARRIVAL AND DEPARTURE

Children must be accompanied by an adult when arriving and departing the Centre. It is a requirement that all children are signed into the Centre via the attendance rolls with a signature and accurate time.

If your child is going to be picked up by someone who is not listed on the enrolment forms please notify the Centre and submit an Authorised Person form. Staff will take a photocopy of the persons identification on the first occasion and may ask to sight it on further occasions.

EXTRA CURRICULAR ACTIVITIES

The Centre works with families and providers to allow children to attend extra-curricular activities. However, staff are not responsible for delivering or collecting children from activities. If your child is going to attend an activity, please notify the Centre via the appropriate form.



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CHILD ENROLMENT DETAILS

All children in care must have a completed enrolment form before attending the service. Both parents details must be included within the form. Enrolment forms must also be accompanied by immunisation record and birth certificate or passport photocopy.

CENTRE POLICIES

The Centre has comprehensive policies and procedures that guide and instruct all practices. Policies and procedures are subject to periodic review and are available to parent/guardians to read.

MEDICAL CONDITIONS

If your child has a medical condition, please provide documentations such as actions plans, risk minimisation plans and any medications. The Centre will work with families to provide an appropriately safe environment for your child.

As per Centre policies, staff will not administer any medications that have not been prescribed by a Doctor. Medications must be in original packaging and have the child's name clearly visible.

PARENT FEEDBACK

We welcome all and any feedback from the community. Feedback allows us to constructively and collaboratively improve our practices as a provider of quality education and care.