Purpose:
Gembrook Primary School OSHC aims to provide quality care at an affordable price to families eligible to attend the service under the guidelines. Administration systems will be adopted that ensure information collected is protected from misuse, loss, unauthorised access, modification and disclosure.

Rationale:
Gembrook Primary School OSHC aims to protect the safety of children and to protect the custodial rights of families/guardians at all times. The Service will remain free from discrimination to children and families. Equal Opportunity principles will apply subject to the Commonwealth Government 'priority of access' guidelines.

Scope:
This policy applies to all parents and authorised persons, staff, visitors, volunteers and students working within the centre.

Protocol/Procedure:

Gembrook Primary School shall:

• Offer Before and After School Care where practicable.

• Charge permanent bookings and all other fees per session, per child.

• Abide by and action the priority of access guidance lines set by the Department of Education, Employment and Workplace Relations.

Families shall:

• Fully complete and submit an enrolment form for each child attending the service.

• Be aware enrolment forms are processed before bookings can be confirmed by OSHC administration staff.
• Be aware that OHSC Supervisors and other centre staff can not take service bookings, this must be done through OHSC administration staff at the school office.

• Understand that once bookings are confirmed, the care is ongoing until either the end of the year or if cancelled by request.

• Understand that bookings for Before and After School Care can only be made to OHSC administration staff by calling 59681313

• Understand that booking applies to permanent and casual bookings.

• Understand that casual bookings that are cancelled with more than 24-hours notice will not incur fees, but casual bookings cancelled less than 24 hours prior to the booking will incur the scheduled fee for that session.

• Understand that changes made to booked care such as absences, change of days and cancellations are taken by OHSC administration staff only.

• Understand that non-attendance of children who have booked care will result in phone calls to family/guardians and/or emergency contacts regarding the whereabouts of your child.

• Understand that Gembrook Primary School must abide by the priority of access guidance lines set by the Department of Education, Employment and Workplace Relations.

Gembrook Primary School OHSC staff shall:

• Follow the priority of access guidance lines set by the Department of Education, Employment and Workplace Relations.

• Action all fees and charges to accounts.

Related Policy

References/Legislation

• Children's Services Act 1996

• Children's Services Regulations 2009

Department of education, Employment and workplace relations: www.deewr.gov.au.au

• Family assistance office, 13 61 50 or via the website at: www.familyassist.gov.au

Policy History:

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