

Outside School Hours Care Program

Knox Preparatory School Outside School Hours Care

Welcome to OSHClub, your Before School Care and After School Care Program provider.

OSHClub provides the highest quality Before School Care, After School Care, Pupil Free Day Care and Holiday Programs for Primary and Pre-Primary aged children.

We pride ourselves on providing children with a fun experience that they will enjoy. From exciting activities and healthy, nutritious snacks to caring, motivated staff, the program meets all your children's needs.

Program Number	0422 857 808
Head Office Number	1800 460 870 or 03 8564 9000 (8am-6pm Mon-Fri)

Operating Times

	Monday - Friday
Before School Care	7:00am to 8:15am
After School Care K-2	2:40pm to 6:00pm
After School Care	3.05pm to 6:00pm

Cost

- Before School Care from **\$6.35** per child per session (full fee \$18.80)
- After School Care from **\$7.05** per child per session (full fee \$26.00)
- After School Care (Sport Free) from **\$5.50** per child per session (full fee \$11.00)

(fees subject to change)

Most families are eligible for Child Care Benefit (CCB) and Child Care Rebate (CCR 50%).

The full fee applies for families who do not apply for and are not eligible for CCB and the CCR (50% Rebate). All fees are approximate only. Late pick up fees of \$2 per minute per child apply. Prices may change at any time.

Casual bookings made within 24 hours incur an extra charge of \$3.30 per session.

What happens?

Loads of fun activities for all ages including art/craft, games, sports, drama, board games and fun with friends.



What to bring

Make sure you wear or bring appropriate clothing including a hat (Terms 1 & 4).

How to book

An OSHClub online enrolment form must be completed. Enrol online at www.oshclub.com.au

Once enrolled with OSHClub, log in to your account and select to place either a permanent or casual booking.

For K-2 children who just use the program to 3:05pm there is a 20 minute free period of care. You must still enrol and book these sessions.

All children must enrol and book online including those going to sport or club sessions. Please continue to advise your Coordinator if your child requires any special arrangement such as K-2 session, sports, clubs or bus.

Once enrolled with OSHClub, log into your account and select to place either a permanent or casual booking

How to pay

Fees can be paid by Credit Card (VISA or MasterCard) or by direct debit from your nominated bank account. Your account will be automatically charged every 2 weeks for your attendance fees. Usage statements will be available online. A late/penalty fee of \$9.90 will be charged to your credit card or bank account if a transaction is declined.

Cancellations

Once you have made a booking there are no cancellations and attendance fees will be charged in full regardless of attendance. You can remove a booking by providing at least 2 weeks' notice. Simply call 1800 460 870 from a landline or 03 8564 9000 from your mobile

OSHClub Staff

OSHClub programs are staffed by qualified and experienced Coordinators who have Working with Children checks. Coordinators are trained in First Aid, CPR, Asthma and Anaphylaxis.

Policies

Please refer to our policy document at the service to view our admission and enrolment requirements, fee payment procedures, employment of staff procedures, programming procedures, behaviour management procedures, delivery and collection procedures for children, dealing with illness and emergency care, infectious disease, complaints and anaphylaxis management policy.

Complaints

Any complaints or concerns regarding this service should be directed to the program Coordinator, or by contacting the OSHClub head office via email admin@oshclub.com.au or on 03 8564 9000.

If you are unhappy with the way your complaint or issue was handled, please contact the NSW Early Childhood Education and Care Directorate, Department of Education and Communities, Locked Bag 4028, ASHFIELD NSW 2131, Phone: (02) 02 9716 2100 or 1800 619 113 (toll free)

This program is provided and operated by OSHClub Pty Ltd in collaboration with the school. Mr S. Bull and Mr J Bruce are the representatives and licensees of this corporation.

