



VIRGINIA VACATION CARE

NEW BOOKING IN PROCEDURES

April , 2017

Dear Parents and Caregivers,

We have made some significant changes to OSHC Vacation Care booking procedures, excursions and overdue

Virginia Primary School OSHC provides a high quality and affordable service to the community. We endeavor to keep fees as low as possible. However, the service needs to be financially viable. In line with the National Quality Standard requirements we are required to ensure the correct ratio of staff to students. Staffing is the biggest cost in running the OSHC service.

In order to ensure we have to correct ratio of staff and that the service continues to be financially viable we are bringing about three major changes:

1. All Vacation Care attendances will now need to be pre-booked. The cut-off date is on the booking sheet and is two weeks before the vacation period to allow time for the staff roster to be finalized. Families will be required to indicate on the booking sheet the days their children will be attending. Expected arrival and pick-up times will need to be included. This is critical to ensuring that we have the correct number of staff on each day.

Please note: there will no longer be the option of booking in on the actual day during vacation Care, except in exceptional circumstances. Families who deliver children to the service without booking in will be contacted to collect their children immediately. All cancellations will have to be paid for. Childcare benefit provides rebates for 20 sessions a year to cover illness and other absences, for eligible families.

2. The number of excursions has been reduced. Children will be able to book in for 1 excursion a week, (with the option of booking the second excursion as a reserve booking, in the event that a position becomes available.) Movie excursions will be limited each child being able to book into 1 over the two week holiday period and 3 for the longer Christmas holiday period.

(The cost of excursions has risen considerably as we can no longer access the Two Wells school bus, since DECD has outsourced school bus contracts. Hiring of commercial buses is considerably more expensive. The Vacation Care program will continue to include theme days and special events on site. We will continue to explore excursions within walking distance such as attending the local Doncho's Café.)

3. All overdue bills will now be subject to a timeline of 28 days. If still outstanding child care will be suspended until the bill has been paid.

Regards

Nisha Aherns, OSHC Director Karen McKeon, Vacation Care Director and Iliia Tsoutouras, Principal

School Values: Caring, Respect, Fairness, Achievement, Valuing Diversity
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