

INTRODUCTION:

Welcome to Coscare Inc. This booklet has been prepared as an introduction and so you are aware of how the centre is run.

Coscare is a non-profit service run by a Parent Committee. Coscare operates under the Commonwealth Department of Health and Family Services Childcare Program.

The management of Coscare is entrusted to a Management Committee consisting of parents/carers of children attending the centre.

The centre is located in the grounds of Croydon Public School, Young St, Croydon.

Information regarding the Centre and our Policy handbook may be obtained from:

Director: Vanessa Ambour

Telephone: 9747 2340

PHILOSOPHY:

Coscare endeavours to create an environment of learning in which our children feel safe, secure, encouraged, appreciated, accepted, challenged & stimulated through interactions with each other and staff.

Through a variety of structured and non-structured social experiences Coscare children and staff to come together in a mixed, warm atmosphere, which enables them to develop strong relationships with each other.

HOURS OF OPERATION:

Morning Care: 7:00am - commencement of school

Afternoon Care: 3:00pm - 6:00pm

Pupil Free Days: 7:00am - 6:00pm

MORNING OPERATION:

Children must be taken to the Coscare room, signed in and staff must be informed of the child's arrival.

7am- 8:20am: Breakfast is available

7am- 8:40am: A variety of structured and non-structured experiences are available.

8:40am: Pack away and roll call.

8:50am: Children dismissed and kindergarten children will be escorted to their assembling area.

AFTERNOON OPERATION:

Kindergarten children will be collected from school by Coscare staff for most part of the year. All other children are to go directly to the Coscare room and have their name marked in.

Coscare provides a nutritious and varied Afternoon Tea menu. We do not serve any food containing nuts or fish. If your child requires an additional amount of food, please provide this in their bag.

Before children go home, they may be required to pack away. Thank you for your patience during this time.

Children must be signed out when being collected. Children can only be collected by authorised persons, as indicated on enrolment forms.

Please ensure your child is collected in to allow staff to secure the premises by 6pm. Contact the Centre if you are running late. A child may be excluded from Coscare if collected after 6pm more than 3 times in a term.

REGULATIONS:

Membership of Coscare is a condition of attendance at the centre. There is an Annual membership fee of \$22 for the first child and \$11 for each child thereafter.

Enrolments taken in advance (i.e. Kindergarten children) must be accompanied by a "waiting list fee" of \$10. Failure to accept the offered place at the required time will result in a forfeit of the waiting list fee.

Enrolment forms are to be renewed in Term 4 each year and must be completed for each child expected to be attending the following year.

It is the responsibility of parents/guardians to inform the centre of any change in enrolment details that occur during the year, including phone numbers and emergency contact details.

ABSENCES:

You will need to phone Coscare to inform us if your child will be absent from a session for any reason, you will need to specify whether or not they are sick. Failure to do so will result in a \$5.00 Search & Follow up fee. All families are entitled to 30 allowable absences. There are criteria's for approved absences. Please ensure you check and sign the absences form regularly.

WITHDRAWAL FROM CARE:

Requires 2 weeks notice or payment of 2 weeks fees in lieu of notice. You will remain a Coscare member for the remainder of that year and will be able to use casual bookings for that time.

CLOTHING:

Coscare t-shirts (royal-blue) must be worn at the Centre during After School Care and are available at a reasonable cost. Outdoor play is not permitted if t-shirts have been forgotten. Hats must be worn at all times for outdoor activities. Jumpers must be worn in winter.

SCHOOL HOLIDAYS:

Coscare does not provide Vacation Care. We do provide a list of recommended Centre's within the area. This list will be on display towards the end of each term.

CARE AVAILABILITY DURING INDUSTRIAL ACTION/STRIKES BY TEACHERS:

Coscare aims at providing care on days when there is Industrial Action. However, this will depend on the staff availability, demand and how much notice Coscare receives prior to the event. The fee for the day would be in accordance with "Pupil Free Day" fees.

SICK CHILDREN:

In accordance with the Health Departments regulations, a child suffering from an infectious illness must be excluded from the Centre; this includes head lice and nits. If your child becomes ill at Coscare you will be contacted immediately.

ADMINISTRATION OF MEDICATION:

For prescribed medication to be administered you will need to fill out the medication form. The staff will only administer prescribed medication in its original prescription bottle, with the child's name and a current date on it.

PAYMENT OF FEES:**ENROLMENT FEES**

Membership: \$22 (1st child)
\$11 (each child thereafter)

Waiting List: \$10

BOOKING FEES

Permanent: AM-\$11.00 PM-\$16.00

Casual: AM-\$13.00, PM-\$18.00 (24 hour cancellation policy)

Pupil Free Days: \$35 (flat rate)

PERMANENT BOOKINGS:

These are cheaper than casual bookings but must stay unchanged for a minimum of three weeks. If your child does not attend on a booked day, the charge still applies; this includes Public Holidays and strike days.

CASUAL BOOKINGS:

These are "one off bookings" for a session. They can be cancelled without charge provided (at least) 24 hours notice is given.

-Fees are to be paid at least one week in advance, on time and in full. Four weeks of non-payment of fees will result in the forfeit of your child's place at the Centre.

-We accept cash and cheque payments, eftpos and Credit Card. You can also transfer funds directly into the Coscare account via internet banking.

-Coscare receipts or cheque butts are required when querying a payment.

LONG TERM ABSENCES:

If you do not need care for an extended period of time i.e. part or full term/s you will need to notify the Director in writing with specification of the absence starting and finishing dates. Fees for this period will need to be paid in advance and in full or the enrolled place will be cancelled and the child's name will be placed at the end of the waiting list.

FINES:

Late payment; \$10 per week (fees are to be paid 1 week in advance by 9am Friday of each week).

Late pick up; \$1 per minute, per child after 6pm (according to the Coscare clock) (more than 3 late pick ups is grounds for exclusion. You must ring Coscare staff if you are running late)

Search and Follow-up; \$5 (for each phone call made)

FAMILY FILES:

Each family enrolled will have a "Family File".

Your receipts, fee reminders and important information will be placed in your family file. Please ensure you check your file regularly.

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