

November 22, 2007

Dear families,

Re: Prep Transition in OSHC

I would like to take this opportunity to welcome you and your child to the Spensley Street Primary School Out of School Hours Care Program (OSHC or 'afters'). In order to welcome and ease your child into the program we run Prep Transition for two weeks, starting Tuesday 11th March until Friday 21st March. This program is only offered during after school care and not before school care as afters can be a very busy time with daily bookings of 70 children. Please note your child will be well cared for and guided through before school care also, however a tailored program as such is not necessary as fewer children attend before school care.

Please inform your child's teacher of the days your child will be attending aftercare. After school our friendly staff will escort your child from their area to the multipurpose room where aftercare is run. Children are taken on a tour of the areas used during aftercare, the boundaries and safe play areas. They are shown how to sign in to aftercare and where to store their belongings. After a light snack they will be offered an activity or game. Children are introduced to each other and helped to find friends to play with during aftercare to ensure their time here is comfortable, safe and fun.

On a daily basis the prep transition program runs until about 4.30pm, after which children are supervised at play with other children at the program until they are collected. Please note the after's program closes at 6pm and it is expected that you will make arrangements to collect your child before this time. In the event of unforeseen circumstances please inform us before 6pm if you expect to be late. The OSHC prep transition program can be a good time for families to familiarize themselves with aftercare, so please feel welcome to join your child.

We are interested in families getting more involved in the program, maybe you could help out with cooking one afternoon or gardening with the children. May be you have some jewellery making skills or are interested in helping the children with electronics. If you have an idea and time to join in the fun at afters we would love to hear from you.

Please collect a copy of the OSHC HANDBOOK to familiarize yourself with the program.

If you have any further questions please contact us on 94814365
We look forward to seeing you and your child.

Sharyn
Coordinator

Carlee
Assistant Coordinator

Please remember during this term children must wear a hat in aftercare in order to play outside!

Some useful tips!

Did you know...Signing in children into aftercare and then looking for children who are expected but have not shown can take a long time. Help us to provide the best supervision by contacting us to cancel if your child is not attending on days they are booked in to the program.

FEE STRUCTURE approved by School Council

Before care: \$6.50

After care: \$9.50

Casual after care: \$10.50

Late pick up: \$1.00 each minute after 6pm

PAYMENTS can be made to the afters office between program hours (cash, cheque, or credit card in person).

A payment for the whole term is expected in advance. Invoices are distributed via email or in your child's school bag before the end of each term (or in the first two weeks of term one) and must be paid by the beginning of each term. Talk to Sharyn or Carlee if you have difficulty with this arrangement.

CANCELLATIONS

Charges apply unless we receive TWO WEEKS notification of changes to bookings.

YOU WILL NOT BE CHARGED WHEN

You call before 9am to inform us your child is not well and will not be attending school

Your child leaves school early due to illness or injury

Your child is attending school camp

Your provide staff with two weeks notice

INCENTIVES TO CANCEL

You will not be charged if you cancel a booking early AND we can fill that place with another child.

CURRICULUM FREE DAY

Our normal programs will not operate. We run a program between 8am-4.30pm. Contact staff to book your child in to this day.

DONATIONS

We would greatly appreciate any donations of empty match boxes, other small boxes, corks, material, etc.

Keep up to date by checking the school bulletin for OSHC notices!