



Oxley
COLLEGE



OXLEY COLLEGE AFTER SCHOOL CARE

INFORMATION

About Us

Our After School Care service is situated in the grounds of Oxley College. We are open Monday to Friday during school terms from 3.15pm until 6.00pm.

The After School program will support your child in a fun and safe learning environment, with our experienced staff providing play-based learning experiences and a nutritious snack.

The After Care Care service phone number is 02 4862 7773.

Enrolments

Enrolling is simple, please click the link below and use this form for Monday-Friday:

<https://forms.office.com/r/QwZPRm1Zb8>

Once your enrolment form is received, you will be sent a link to the booking system where you can book in advance.

Bookings and Cancellations

There is an opportunity to make regular bookings for the term. Casual bookings may also be available, but need to be made online any time up to midday on the day the session commences.

The program will require a two-week notice period for cancellation of permanent bookings. This should be sent via email and you will receive a response from our team to confirm the end date of bookings and any payment required.

Start of After School Care

Children attending After School Care will be met by staff outside the French Language classroom. Please be mindful that staff may be busy attending to the arrival of children at this time. If you require a message to be passed on at this time, please use email.

Pick Up

All children must be collected by 6.00pm. If you are running late, you must contact the After School Care Co-ordinator on 02 4862 7773. Late fees are associated with the late collection of children.

Late Collection

A Late Fee is charged for late collection of children from After School Care. The fee applied will be \$10 for every 10 minutes encountered after 6.00pm. This will be billed automatically, and an invoice will be issued to you.

Absences

The After School Care Co-ordinator must be notified if your child/ren are sick or will not be attending for any other reason on your booked days. This can be done via email or phone. This allows us to update the attendance roll. Full fees will be charged if we are notified after 12.00pm on the day of your booking.

Fees and Charges

Oxley's After School Care program aims to provide a quality service which is affordable for families. Fee levels will be set by Oxley College Management each year on completion of an annual budget. The fees from 17 July 2023 are:

Permanent / Casual Bookings Afternoon session is \$38.00 per afternoon session.

If you would like your child to join the After School Care program after our Co-curricular Clubs, this will be charged at the same fee.

Invoices will be sent out fortnightly *from our Accounts Office (*This may be subject to change).

For account specific enquiries, please contact us via email oxleycollege.fees@oxley.nsw.edu.au during business hours.

Parents with overdue fees will be contacted by email and/or telephone with possible suspension or termination of a Child/Children's placement at the program being considered if payment agreements cannot be reached.

Child Care Subsidy

Child Care subsidies are not applicable.

Policies

The program policies and procedures are consistent with existing enrolment policies.

Our Staff

The program operates with appropriate staff to child ratios of one educator to every 15 children. The program will be run by a team of experienced and dedicated staff. All staff are trained in first aid management including CPR, asthma, and anaphylaxis management.

Roll Call

The program will complete regular roll calls during sessions to ensure all children are accounted for and any children who have left the service have been signed out correctly. Parents are responsible for signing their children out at pick-up time.

Medical Conditions

The program supports children with all medical conditions to participate fully in the day-to-day service program. Relevant medical conditions include asthma, anaphylaxis, allergies, and other medical diagnosis which may impact your child's time or safety when at the program. As part of your enrolment, the program requires families to advise of all relevant information regarding medical conditions.

First Aid

Under our policies, educators must be trained in First Aid for use in an education and care setting and maintain this qualification. Educators will apply any necessary general first aid, however if a more concerning injury or an injury to a sensitive area (such as head) is sustained the parent will be contacted for further discussions.

Nutritious Snack

Our program promotes good eating habits and a simple nutritious afternoon tea snack will be offered. Children should have their own labelled drink bottle with them.



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