



NORTHCOTE PRIMARY SCHOOL /
CAMP AUSTRALIA
OUT OF SCHOOL HOURS PROGRAM
42-44 Henry Street, Northcote, 3070
Ph 9489 0347

JANUARY 2009

No. 1401

Helen Street

P.O. Box 210

Northcote VIC 3070

Phone: (03) 9481 0009

Fax: (03) 9481 4080

Email: northcote.ps@edumail.vic.gov.au

Web: www.northcoteps.vic.edu.au

INFORMATION SHEET

Co-ordinator – Rosa Carbone

Administrator – To be announced (Tuesdays 10.00am to 3.00pm)

A copy of the Handbook and booking form is available from the school office or the house.

HOURS OF OPERATION

Before school - 7.30AM TO 8.45AM

After school – 3.30PM TO 6.00PM

Curriculum day – 7.30AM TO 6.00PM

PERMANENT CARE

Permanent space will be available as a permanent booking where a set day and time is guaranteed to parents for the month and continuing period ahead

Permanent bookings are binding for the active month and can only be changed at the end of each month for the month ahead.

All **permanent** bookings are to be invoiced ahead at the start of each month and payable by halfway through the active month.

Permanent Before care fee	\$10.50 per child per session
Permanent After care fee	\$15.75 per child per session

CASUAL CARE

Casual places are NOT guaranteed and are only available if vacancies exist and a staff member has CONFIRMED THIS with you.

All **casual** bookings are binding and will be invoiced at the end of each week and are payable by the next week.

Casual Before care fee	\$12.60 per child per session
Casual After care fee	\$18.90 per child per session

Late fee of \$1.00 per child per minute is charged if children are not collected by 6.00pm.

For your children's safety, an adult or designated responsible person must sign them in on arrival and out on departure each session.

CURRICULUM DAY

Curriculum day fee

\$42.00 per child per day

HOW TO BOOK

Complete all sections of the Booking and Information forms, making sure you sign the Parent /Guardian Declaration.

CHILD CARE BENEFIT

All families are eligible to claim Child Care Benefit (CCB). To register for CCB please contact the Family Assistance Office (FAO) as soon as possible on 13 61 50 and ask to register your child to our service. Return the form as soon as possible quoting:

NORTHCOTE PRIMARY SCHOOL PROVIDER NUMBER:

555 007 978X

Upon registering for CCB, the FAO will send a copy of the letter to yourself and the service you have quoted. The letter will state your CCB percentage, child/ren's CRN's and your eligible hours of care. If any other children are attending and approved child care service during this period and you would like your fees assessed at the multiple child percentage please inform the co-ordinator or Colleen.

HOW TO PAY

You will receive an invoice by mail and payment is due back at the school office by the due date stated on the account.

Payment by credit card can be made at the house, but not cheque and cash payments, these must be sent to the school office.