

## Child Care Subsidy (CCS)

Child Care Subsidy is available to most families. To register and find out more call Centrelink on 136 150.

## Fee Payment Policy

Permanently booked positions are to be paid for the days for which the child is enrolled whether the child attends or not, except for public holidays and Department of Education gazetted school holiday periods.

Fees are to be maintained at 2 weeks in advance at all times. If fees are not maintained, care may be cancelled. Any reduction in days permanently booked requires 14 days notice.

The preferred payment method is by direct debit. You may contact the administration office and pay over the phone with a credit card or alternatively EFTPOS facilities are available at our Administration Office.

All account enquiries are to be directed to our Administration staff during office hours.

Parents must notify the centre and speak to an Educator/ administration officer, or leave a message on the Centre phone if their child is not attending on his/her regular day. A fee (as per Council schedule) will be charged for failure to notify, in advance of a child's planned absence for an afternoon session.

## To contact us

Administration Office

Monday to Friday 9am to 4:30pm

57-59 Port Stephens Street, Raymond Terrace

[thrivekids@portstephens.nsw.gov.au](mailto:thrivekids@portstephens.nsw.gov.au)

02 4988 0308

[PORTSTEPHENS.NSW.GOV.AU/THRIVEKIDS](https://PORTSTEPHENS.NSW.GOV.AU/THRIVEKIDS)

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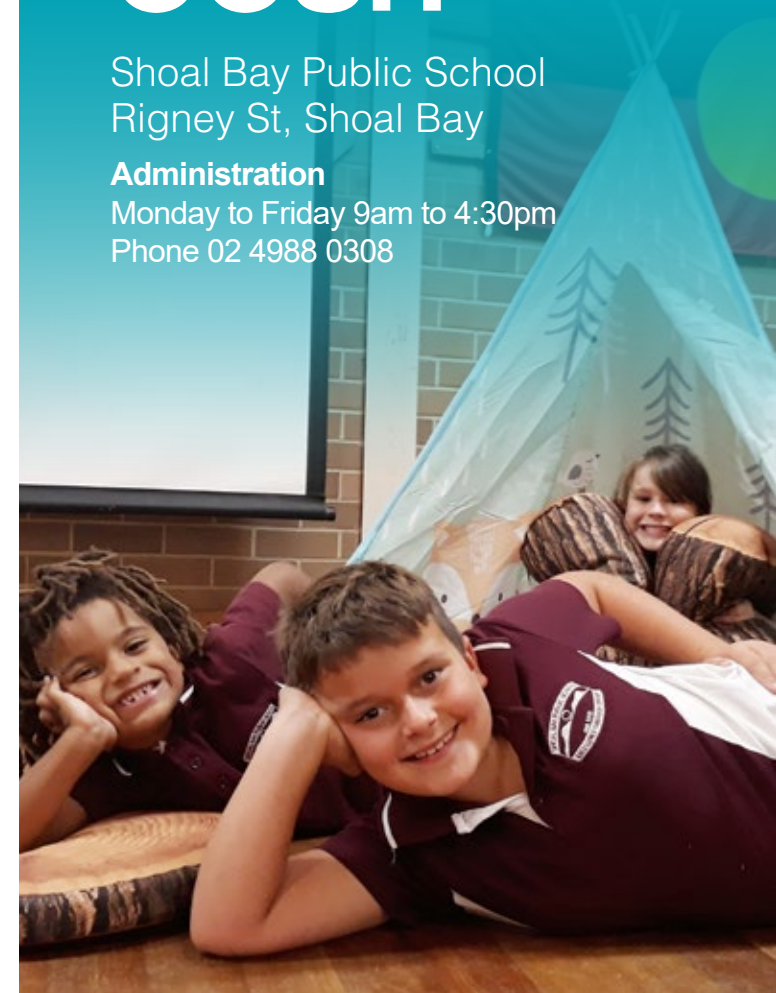
# Shoal Bay OOSH

Shoal Bay Public School  
Rigney St, Shoal Bay

## Administration

Monday to Friday 9am to 4:30pm

Phone 02 4988 0308



## Attendance

Fees as per the current Port Stephens Council Fee Schedule.

Shoal Bay OOSH caters for children from Kindergarten to Year 6 on a full-time or casual basis as positions are available.

The service provides up to 56 positions at each session.

Children enrolled at Shoal Bay School will receive priority for before and after school care places.

Vacation Care is available during most school holidays.

### Morning session

7 to 9am

### Afternoon session

3 to 6pm

### Vacation care

7am to 6pm

## Educators

Experienced and trained Educators will be responsible for the care of your children through preparation and implementation of a daily program of activities.

Permanent Educators are qualified in First Aid, Asthma and Anaphylaxis. Educators at the centre are supported and supervised by a qualified and experienced Outside School Hours Coordinator as well as Council's Childcare Coordinator.

## Transport

Children attending Before School Care from schools other than Shoal Bay Public School, travel to school by bus. Educators supervise the children on to the bus. Shoal Bay School children are supervised to the playground at 8:30am.

For after school care, Shoal Bay children walk to the service entrance door where an Educator greets them and signs them into the service. Children arriving by bus will catch the bus to Shoal Bay Public School and walk into the service door, where an Educator will greet them and sign them in. The service is only responsible for your child/children whilst in our care. The responsibility of conveying your child/ren to and from the Centre remains with you.



## Activities

The program includes art, craft, indoor and outdoor games, sport, drama, music, cooking and reading. Healthy snacks are provided for afternoon tea.

Breakfast is available for children arriving before 8am.

## Guidelines

To ensure our centre is a happy and safe environment for all children and Educators, we have some important guidelines.

Children and Educators develop these guidelines together. They cover the areas of safety precautions, individual rights, respect for others, teamwork and expectations.

Educators will provide parents with regular feedback about their child's wellbeing. Parents are welcome at the centre at any time. Parents may contribute to planning for the centre by contacting the service through our communication platforms.

All policies are available at the centre.

Centre policies and procedures are guided by the requirements of the Australian Children's Education & Care Quality Authority.

