

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.

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

Parents must notify the service and speak to an Educator/ administration officer, or leave a message on the service 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.

Educators

Experienced and trained Educators will be responsible for the care of your children, through preparation and implementation of the daily program of activities. Permanent Educators are qualified in First Aid, Asthma and Anaphylaxis. Educators at the service are supported and supervised by a qualified and experienced Outside School Hours Coordinator as well as Council's Childcare Coordinator.

To contact us

Administration Office

Monday to Friday 9am to 4:30pm

57-59 Port Stephens Street, Raymond Terrace

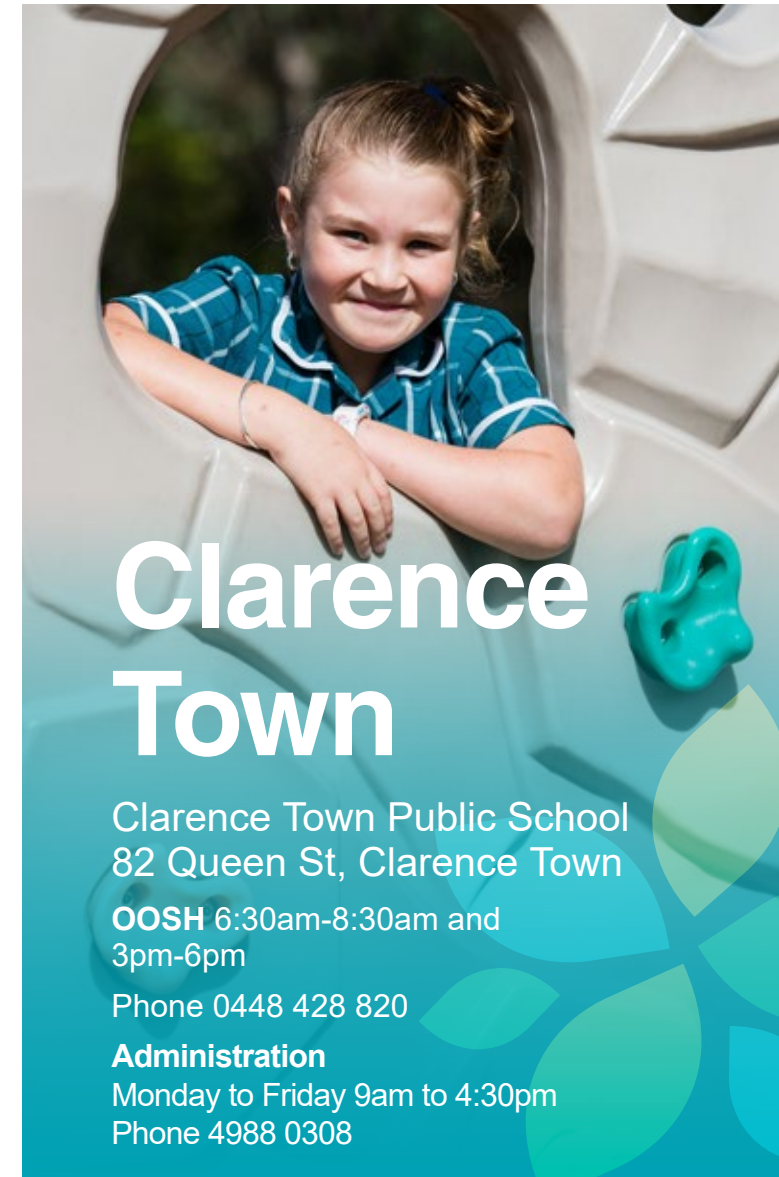
thrivekids@portstephens.nsw.gov.au

02 4988 0308

PORTSTEPHENS.NSW.GOV.AU/THRIVEKIDS



A PORT STEPHENS COUNCIL COMMUNITY SERVICE



Clarence Town

Clarence Town Public School
82 Queen St, Clarence Town

OOSH 6:30am-8:30am and
3pm-6pm

Phone 0448 428 820

Administration

Monday to Friday 9am to 4:30pm
Phone 4988 0308



Transport

Clarence Town Public School children are supervised to the playground at 8:30am. For after school care, Clarence Town children walk to the service entrance door of the school hall where an Educator greets them and signs them into the service. The service is only responsible for your child/children whilst in our care. The responsibility of conveying your children to and from the Service remains with you.

Attendance

Clarence Town 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 30 positions at each session.

Families requiring care during school holidays can book places at our Raymond Terrace, Medowie or Grahamstown Vacation Care service.

Morning session

6:30 am to 8:30am

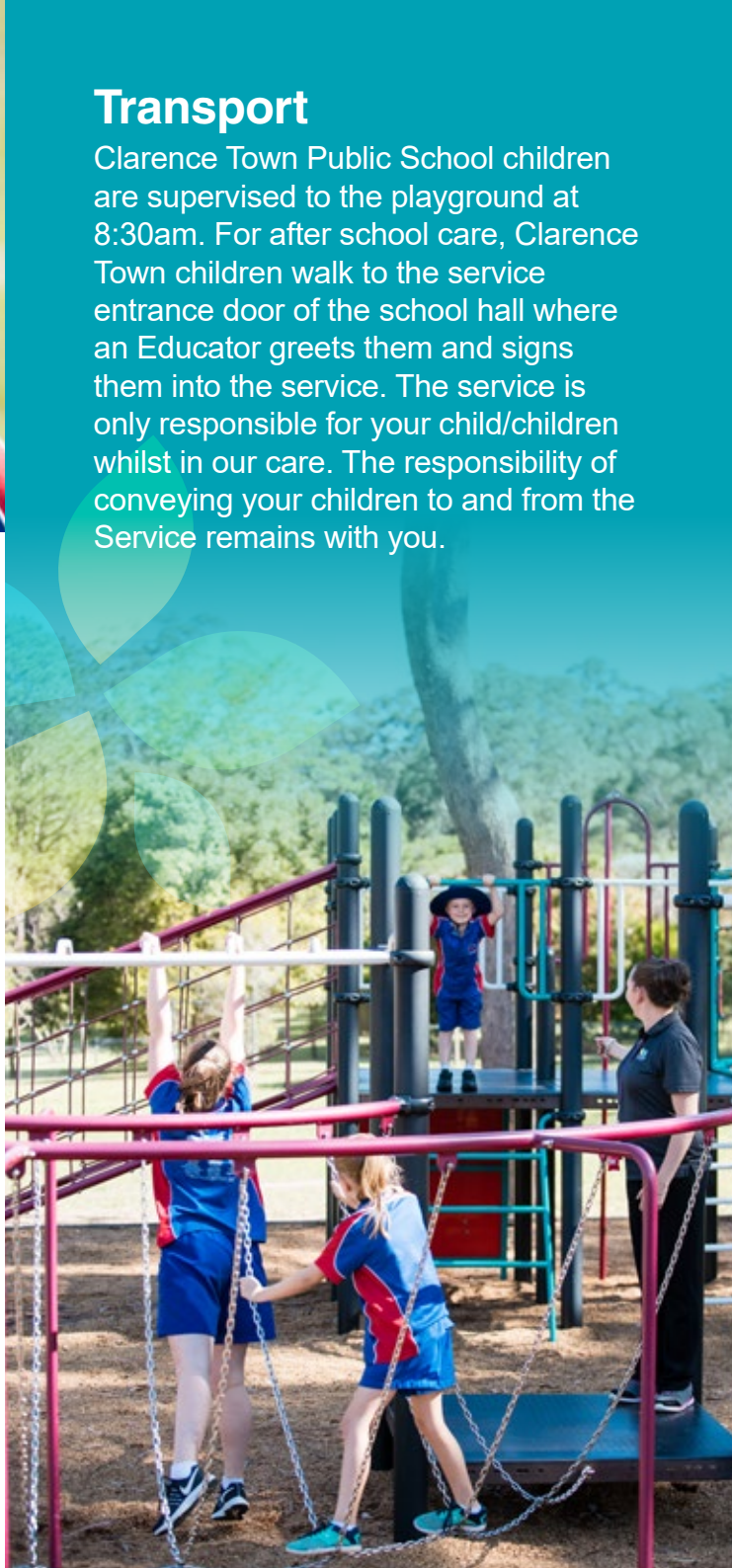
Afternoon session

3pm to 6pm

Fees as per the current Port Stephens Council Fee Schedule.

Activities

The Program includes: art, craft, indoor/ 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 service is a happy and safe environment for all children and Educators we have some important guidelines.

Children and Educators develop these guidelines together and 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 service at any time. Parents may contribute to planning for the service by contacting the service through our communication platforms.

All policies are available at the service.

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



Please be aware it is our statutory obligation under the Child Care and Protection Act to report incidents of suspected Child Abuse / Neglect. In the interests of child protection relevant information we hold about you or your child may be shared with other authorised organisations.