WOOLOOWIN STATE PRIMARY SCHOOL - OUT OF SCHOOL HOURS CARE CENTRE
P.O. BOX 468
LUTWYCHE QLD 4030
PH: (07) 3357 2020
Email: WSSSCHOOLSOOUT@GMAIL.COM

PARENT HANDBOOK
2014
Content

Welcome........................................................................................................................................3
Centre Philosophy..........................................................................................................................4
Hours of Operation.........................................................................................................................5
Staff................................................................................................................................................6
Enrolment........................................................................................................................................7
Sessions Offered.............................................................................................................................9
Fees & Charges...............................................................................................................................10
Methods of Payment.......................................................................................................................11
Accounts.........................................................................................................................................12
Child Care Benefit & Child Care Rebate.......................................................................................13
Communications...........................................................................................................................14
Expectations of Families.................................................................................................................15
Medication.....................................................................................................................................18
Procedures & Guidelines...............................................................................................................19
General Information......................................................................................................................20
Complaints & Compliments..........................................................................................................22
Glossary..........................................................................................................................................23
Important Contact Information.....................................................................................................27

Wooloowin School’s Out

31/10/2013
Welcome

Wooloowin School’s Out is a quality supervised outside school hours care program for prep and primary school age children. School's Out is located at Wooloowin State Primary School and invites children from the school and surrounding communities to utilise the Centre for permanent or casual bookings. Our first priority is to provide affordable child care to families and to provide a safe caring environment for the children, enhancing their family and school life.

School's Out is a not for profit organisation which is sponsored by the Wooloowin Parents and Citizens Association. The P&C oversees the management of School's Out and they employ a Centre Manager to facilitate, administer and manage the Centre on a daily basis.

All educators at the service are suitably qualified or are obtaining an appropriate qualification and have had experience with children of all ages. Our staff creates a caring, safe and inclusive environment focusing on fun and choice for the children to relax and enjoy their time at the Centre. Our program includes a range of activities appropriate to age, stage of development and interests.

National Quality Framework

From 1st January 2012, all services across Australia follow the National Quality Framework. ACECQA is the national body that will ensure all services are delivering high quality early childhood education across Australia. Under the new National Quality Framework, all OSHC will follow:

- National Law & Regulations 2011
- MTOP- My Time Our Place Framework for OSHC

Licensing & Compliance

Our service is an approved provider by The Office of Early Childhood Education and Care and receives regular visits from our allocated early childhood officer.

All services are required to keep a compliance log book containing any information about informal or formal notices issued to the service. If you would like to view this, please see the Centre Manager. For more information please visit http://deta.qld.gov.au/earlychildhood/

Wooloowin School’s Out

31/10/2013
The Philosophy of Wooloowin School’s Out

Wooloowin School’s Out aims to provide an environment where children’s physical, emotional and social needs are met in a safe, caring and supportive way. With the support of the P & C we aim to provide a unique home-like learning environment for children, providing opportunities and resources that allow children to grow and develop independently. We provide care in a way that protects each child from harm, respects the child’s dignity and privacy, and promotes the child’s wellbeing at all times.

We believe that:

- Each child is unique and should be valued for their individual personality and abilities.
- Children have the right to a safe, secure and stimulating environment.
- Children have the right to be treated as capable and competent and should be provided with opportunities to develop and practice new skills.

We believe that:

- Families are the paramount influence in a child’s life.
- Communication is the key to a successful relationship between families and the Centre.
- Parent and care giver involvement is strongly valued and encouraged.
- The Centre will acknowledge and respect the values, traditions and beliefs of each family.

We believe that:

- Staff should be valued as individuals with unique skills and abilities.
- Staff should be provided with ongoing opportunities for professional development allowing them to grow and reach individual goals.
**Hours of Operation**

<table>
<thead>
<tr>
<th>Service</th>
<th>Time</th>
<th>Days</th>
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<tbody>
<tr>
<td>Before School Care</td>
<td>7:00am – 9:00am</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>After School Care</td>
<td>3:00pm – 6:00pm</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Pupil Free Days</td>
<td>7:00am – 6:00pm</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Vacation Care</td>
<td>7:00am – 6:00pm</td>
<td>Mon-Fri</td>
</tr>
</tbody>
</table>

The Centre is open year round with the exception of public holidays and approximately one week between Christmas and the new year. If your child is booked into care on a public holiday as part of their normal booked care, you will **not** be charged for this day.
Staff

Centre Manager  Taura Sanderson

Taura has a Bachelor of Business degree and is licensed to teach early childhood students in the U.S.A. She also has an extensive business background, focusing in human resources. Taura is the nominated supervisor and educational leader for the Centre.

Group Leader  Michelle Loving

Michelle is studying her Bachelor of Education and is a certified supervisor. She uses her experience working with school age children to develop a program that the students find fun and engaging. Michelle also supervises and coordinates the out of school sessions.

Assistants

The Centre employs a number of qualified assistants to provide care for the children. They are all experienced care-givers and trained in first aid.

Staff Ratios

Wooloowin School’s Out operates with appropriate staff ratios of 15:1 in the Centre and with 8:1 on excursions as required by National Standards.
Enrolment

Priority of Care
School’s Out is a service approved by the Federal Government to provide Child Care Benefit to families. Child Care Benefit is a means tested subsidy which reduces the cost of care to families (see Child Care Benefit (CCB) & Child Care Rebate (CCR)).

One of the responsibilities of this registration is to ensure that placements are made using the priority of care guidelines as determined by the Federal Government. These guidelines are referred to when a service has a large waiting list and a number of parents/care givers competing for a limited number of vacant places.

Our service will accept children into care on the following basis:

    Priority 1: A child at risk of serious abuse or neglect
    Priority 2: A child of a single parent who satisfies, or parents who both satisfy, the work/training/study test under Section 14 of the A New Tax System (Family Assistance) Act 1999
    Priority 3: Any other child

Within each priority mentioned above, children are to be given further priority as follows:

1. Children in Aboriginal or Torres Strait Islander families
2. Children in families that includes a person with a disability
3. Children in families on lower incomes
4. Children in families with a non-English speaking background
5. Children in socially isolated families and children of single parents

Permanent Bookings

A permanent booking reserves a space at the Centre for your child on an ongoing basis during the designated sessions. Staff members are consistently scheduled to provide this care. Unless 2 weeks’ written notice is given of cancellation, fees are payable:
• Whether or not your child attends on the day he/she is enrolled; and

• For days missed because of illness, family holidays or other reasons.

Casual Bookings

A casual booking is for the family who only needs care from time to time or has an irregular schedule. If you choose to enroll your child on a casual basis, please be aware that you will need to adhere to the following:

• Two weeks’ written notice where possible needs to be given (If you provide 2 weeks’ written notice, the $2 casual surcharge is waived);

• You will still be required to pay for any booking cancelled without 2 weeks’ notice;

• Due to child/staff ratios, the Centre may not be able to accommodate your request at short notice;

• Fees need to be paid on the day of the booking or paid within the week care was provided or additional bookings will not be accepted and your child will not be able to attend until the account is current.

To request a casual booking, you can send an email to the Centre or use the Casual Booking Calendar found in the Parent Information Area.
Sessions Offered

*Before School Care*

School’s Out is open for before school care from 7:00-9:00 am, Monday-Friday. Breakfast is provided from 7:00-8:00am, saving you time and money. A healthy range of cereals are served as well as toast and selected spreads.

If your child has a special dietary requirement (e.g. nondairy or gluten free) we can also cater to these needs.

*After School Care*

School’s Out is open for after school care from 3:00-6:00 pm, Monday-Friday. Afternoon tea is provided with a menu posted each week. The kids participate in programmed indoor/outdoor activities as well as spontaneous play with the focus placed on social interaction.

*Vacation Care*

School’s Out provides an enjoyable, educational and cost effective Vacation Care Program for children from Wooloowin State School and the surrounding community. Each program offers enrollment about 3 weeks before the commencement of school holidays and is communicated through the Wooloowin State School newsletter and e-mail. You will be required to reserve a space ahead of time for your child for each Vacation Care day as child/staff ratios need to be applied.

Excursions/Incursions are conducted during each holiday program. Before each excursion can be offered, risk assessments are conducted and reviewed for approval by the Wooloowin State School P&C. All excursions/incursions need to be paid in full and require signed, written permission from each parent before the day of the excursion in order for the child to be able to participate.
Fees & Charges

Wooloowin School’s Out is a not for profit organisation which is sponsored by the Wooloowin Parents and Citizens Association. The Wooloowin P&C is responsible for setting the fees for the program and establishes these fees so that the Centre recovers all of its costs. Wooloowin School’s Out strives to keep the fees as low as possible without sacrificing the Centre’s fundamental aim of providing quality care for all children attending the Centre. The P&C reviews rates annually and any fee increase will generally be effective on the 1st July of each year.

Currently, the fees are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Permanent Booking</th>
<th>Casual Booking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>$13.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>After School Care</td>
<td>$18.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Vacation Care/Pupil Free Days</td>
<td>$40.00</td>
<td></td>
</tr>
</tbody>
</table>

*Late Payment Fee*

If the outstanding balance on your account is not paid in full by each Friday, a $20 penalty fee will be applied to the account.

*Late Pick Up Fee*

The Centre closes strictly at 6:00pm unless otherwise advised. The penalty fee for collecting a child after the specified time is $15 for the first 15 minutes or part thereof, then $15 per 10 minute blocks thereafter.

Please endeavor to collect your child before 6:00pm. If for some reason, you are unable to do so, you should contact the Centre staff by phone to organise for your child to be collected before 6:00pm by an Authorised Nominee specified on your enrolment form. Under no circumstances, will educators agree to put a child in a taxi or drive them anywhere.

*$2 Casual Surcharge*

Any bookings made with less than 2 weeks’ notice, will be subject to an additional $2 per session per child.
Methods of Payment

Accounts are to be paid weekly, on or before Friday. If you wish to pay fortnightly, you must pay one week in advance so that your account reflects a credit balance during the week of non-payment. Statements of Account are e-mailed or placed in family pockets each Monday (Tuesday if the Monday is a public holiday). Fee payment options are cash, cheque made payable to Wooloowin State School P&C, EFTPOS, credit card (Mastercard or Visa), direct debit or BPAY. Bank details for BPAY are printed at the bottom of each statement of account. Any account not paid in full by the Friday will be subject to a $20 late fee penalty.
Accounts

Families will receive a statement of account each week that includes fees for the bookings in the current week. These statements are generally e-mailed every Monday (Tuesday if Monday is a public holiday) with the outstanding balance being due by Friday. Any account not paid in full by Friday will be subject to a weekly $20 late fee penalty until the account is current. If after the account has been subjected to two concurrent late fee penalties, it has still not been paid in full, the account will be suspended.

School’s Out understands that from time to time, some families may experience genuine financial hardship or have difficulty meeting their fee payment obligations. If you find yourself in this situation, you need to speak with the Centre Manager about a payment plan. The Centre will never refuse a child’s participation because of genuine financial hardship; however, the Centre also has financial obligations to pay staff and suppliers. In the event, that your account is more than 14 days overdue, we cannot afford to allow your continued use of the service. Care will be suspended until the account is brought current.

The Centre will, at its discretion, engage a properly accredited commercial debt collection agency to act on its behalf to recover outstanding debts and the parent/guardian will bear all costs associated with this action. Taking into account all lawful obligations, the Centre may notify an approved Consumer Credit Listing Agency of the outstanding debt to the Centre which may impact on your ability to apply for credit in the future.
Child Care Benefit (CCB)& Child Care Rebate (CCR)

Child Care Benefit (CCB) is a payment provided by the Federal Government to assist families with the costs of childcare. Its primary focus is to support families who are working, studying, training or looking for work. CCB can be passed on as a weekly reduction on fees or you may choose to pay full fees and claim CCB as a lump sum payment at the end of the financial year.

From July 2008, the Australian government increased the level of financial assistance to families using approved care with the introduction of the 50% Child Care Tax Rebate (CCR). The Child Care Rebate is in addition to CCB and is not income tested. Parents can claim up to 50% of out of pocket expenses to a maximum of $7500 per child per annum. Even if your family’s income is too high for you to receive CCB, you may still be eligible for CCR.

To be eligible for these benefits, you (as a parent or guardian) must meet these requirements:

- You have a child in your care who meets the immunisation requirements (or have an exemption)
- You or your partner (if you have one) meet residency requirements (or have an exemption)
- Your child attends CCB approved or registered care
- You have the liability to pay for the cost of your child care.

In order to receive the Child Care Benefit or Child Care Tax Rebate, parents MUST provide the following information to the Centre:

- Name, date of birth and Customer Reference Number of the parent registered with Centrelink;
- Name, date of birth and Customer Reference Number of the child(ren).

School’s Out uses this information to “link” you and your child to the service and transmits attendance data to Child Care Management Systems (CCMS) weekly for processing.

The Family Assistance Office (FAO) is responsible for Child Care Benefit and Child Care Rebate payments. You can apply for CCB and CCR in person or online through Centrelink. For more information, contact the Family Assistance Office on 13 61 50 or www.humanservices.gov.au/childcarebenefit.
Communication

Parent Information Area

The Parent Information Area is located by the Centre office. Here you will find the daily sign in/out sheets and copies of the National Regulations and Laws. Any important information will be posted here as well as the Centre program and tuckshop ordering information. Please take time to check the board for important announcements and information.

Newsletter

Centre newsletters are sent out monthly with supplemental news posted in the Wooloowin State School’s weekly newsletter. Educators, parents and carers are encouraged to provide articles and information that they think would be beneficial to share.

Casual Booking Calendar

There is a Casual Booking Calendar provided in the Parent Information Area for parents to use to book casual days. Parents can write a request for casual care on the appropriate day as well as provide notice in advance of absences here. The request will be confirmed or denied by email within 1-2 business days.

Pigeon Holes

Any enrolled family that does not have access to an email address will be supplied with a pigeon hole for communication. These are located by the front entrance to the Centre and will be used for distribution of newsletters, statements and any other necessary correspondence. It will be the parent’s responsibility to check these pigeon holes on a weekly basis.
Expectations of Families

Arrival & Departure

A parent or their representative is responsible for completing the attendance record at the sign in/out table, noting the time of arrival or departure, writing their complete name and initials per government regulations. Staff members are responsible for signing children out for school each morning and signing them in each afternoon when they are released from school. Failure to complete the attendance record may affect your government subsidy.

Prep children are escorted to class by educators in the morning and collected in the afternoons. Upon request, a new student may also be escorted by an educator for the first few weeks until the student is comfortable with the routine.

Where your child is collected by an authorised nominee, proof of identification is required. No child will be allowed to leave the centre with a person who is not authorised by the parent/guardian (this information is provided on the enrolment form and can be changed at any time by completing an Information Change Form or sending a detailed email to the Centre). Children may not be collected by persons other than those designated on the enrolment form, or generally by anyone under the age of 18. These procedures have been put into place to ensure the safety of your child.

Absences

It is essential that parents notify the Centre by phone or email, as well as the school, if their child will be absent from the Centre on a booked day. If a child does not appear at the Centre after school on a booked day, the staff must presume the child is MISSING and take all actions to locate the child. Continuous failure to notify the center of absences may result in care being suspended. You must also make sure to sign the absence day in the sign in/out sheet the next time you visit the Centre.

The Federal Government allows families to claim a maximum of 42 days per financial year of CCB on days they are booked into care but are unable to attend. These absences can be used for any reason, provided care would otherwise have been provided on the absence day. No evidence of the absence circumstance is required for the initial 42 absence days.

In some circumstances, you may be entitled to additional absence days but you may need to provide supporting documentation. Reasons for additional absences may include:
• Illness (with a medical certificate) or other absence due to sickness of the child, parent or sibling, supported by a medical certificate
• Non-immunisation
• Rostered days off
• Rotating shift
• Temporary closure of a school
• Period of local emergency
• Shared care arrangements due to court order, parenting plan or parenting order
• Other exceptional circumstances.

All absences must be initialled by a parent on the attendance record.

Changes to Contact Information

It is essential that you keep the Centre informed of your most current address and phone numbers. You need to complete a Change of Information form if any of your contact information changes.

Court Orders

It is the responsibility of the parent to inform the Centre Manager of a court order. The parent must also supply the Centre with a copy of the order to keep on file. An educator will contact police if a parent who is the subject of a court order arrives at the Centre to collect a child as the police are the only authority who can physically stop the child from being removed from the Centre. Educators will not place themselves or any other children at risk of harm if this situation arises.

Changes to Bookings/Termination of Care

You are required to give a minimum of 2 weeks written notice of any changes to your booked care, or of your intention to withdraw your child from care. You need to complete a Booking Change Form which can be found in the Parent Information Area and submit it to the Centre Manager or send a detailed email.
Please note that CCB and CCR are not paid for absences before the first physical day of care or after the last day of actual attendance at the Centre. This means that you will be financially responsible for 100% of any fees charged for the 2 weeks of notice if your child does not attend.
Medication

Parents are requested to schedule administration of any prescribed medication to their child before or after attending the service, rather than requesting the service to do so.

Educators will only be permitted to administer medication to a child if it is:

- in its original package with a pharmacist’s label which clearly states the child’s name, dosage, frequency of administration, date dispensed and expiry date; and
- accompanied by a Medication Authority Form completed by the parent/guardian.

All medication will be stored in a locked cupboard or similar storage receptacle. Storage should prevent unsupervised access and damage to medicines.

All medication will be administered by the nominated supervisor (or an educator nominated by this person who is duly qualified in first aid) and witnessed by another educator. Administration of medication will be recorded in a medication administration register. The nominated supervisor and witness must fill out and sign the register with the parent signing acknowledgement at the end of the day.

In all instances of children self-administering medication, the relevant authority form must be completed by the parent/guardian, prior to the child administering the medication.

For asthma, diabetes or other ongoing medications, parents will be required to advise the Centre Manager in writing whether their child will be responsible for administering their own medication or will require supervision and full details of how, when, and by whom all such treatment is to be administered. If supervision is required, the above administration requirements must be met.

Non-prescribed oral medications, such as analgesics/over the counter medications, cannot be administered unless the above requirements are met.
Procedures & Guidelines

School’s Out and Wooloowin State School P&C have a duty of care to all children, families, educators and others within the community to provide an environment which protects from harm at all times. To comply with this, Policies and Procedures are provided to families and educators and must be adhered to at all times. These policies and procedures are reviewed regularly to comply with the current legislation. Any changes that are made are communicated with both educators and parents to ensure smooth operation of the Centre. A complete copy of the Wooloowin School’s Out Policy & Procedure Manual can be found in the Parent Information Area of the Centre.

Parent and care giver involvement is strongly valued, and you may, from time to time, be asked to offer suggestions regarding Centre policies and procedures. Policies requiring review will be placed at the sign in sheets for parent comment. As the P & C oversees the running of School’s Out, these matters can also be discussed at P&C meetings. The dates for P&C meetings are announced in the school newsletter.
General Information

Photographs

Your child will have photographs and/or videos taken regularly while they attend the Centre. These photographs and/or videos are used for documentation of learning. These photos may also be used in the monthly newsletters or displayed at the service for you to view your child’s involvement.

If we would like to use any photos of your child for the school website, we will seek additional parental/care giver authorisation.

Portfolios

Each child will create a portfolio to document their wellbeing, development and learning while at the Centre. These are stored in the hall and can be viewed at any time throughout the year.

Another tool that School’s Out uses is learning stories which are used to help plan and implement our program to ensure that each child’s individual needs are being met. These are notated on the day’s program and then stored in the office. If you would like to view any of these, you can ask the group leader or Manager.

Holiday Discount

Parents are entitled to a holiday discount of 50% (of their gap fee) for 2 weeks of care each financial year. To receive this discount, parents must:

- Have an account balance of zero at the time of the holiday
- Give 2 weeks written notice of request to use this holiday discount
- Use the full normal booking of their child’s weekly care (for example, if your child is normally booked for 2 days/week, the discount will apply to 2 days for the week.
Late Collection of Children

If your child has not been collected from the service by closing time and there has not been any prior communication from you, the Centre will take the following steps:

1. An attempt to contact the parents/guardians will be made.
2. If there is no contact with parents, the emergency contacts will be called.
3. If there is no response, from any party within 15 minutes, advice will be sought from the police.

If a child has not been collected by 7:00 in any circumstance, advice will be sought from the police.
Complaints & Compliments

We believe that parents play a vital role in the Centre and we value their comments. We want parents to feel free to communicate any concerns they have in relation to the Centre, staff, management, programs or policies without fear of negative consequences. Our priority is to provide the highest level quality of service to our community.

If you have any concerns regarding any aspect of the service, please discuss them with Taura Sanderson, Centre Manager. Alternatively, you may speak with Susan Leon or Tenille Lee, P&C Representatives.
Glossary

ACECQA – Australian Children’s Education & Care Quality Authority establishes higher standards for all education and care services in Australia so children up to age 13 years get the best possible start in life. The program sets levels of safety and quality to benefit all children and their families who use approved education and care services.

Additional Absences – Child Care Benefit (CCB) will not be paid after an initial 42 absences during the financial year unless the absence is for one of the following specified reasons:

- an illness of the child, the individual in whose care the child is, that individual’s partner or another individual with whom the child lives,
- an outbreak of infectious disease when the child is not immunised,
- a parent being on a rotating shift or rostered day off,
- a temporary closure of a school or a pupil free day,
- a period of local emergency,
- shared custody arrangements due to a court order, a registered parenting plan, a parenting plan or a parenting order,
- attendance at preschool, and
- an additional absence in exceptional circumstances (1.1.A.18) has been claimed by a service.

Supporting documentation may be required.

Approved Child Care – Services that have been approved by the Australian Government to receive child care payments on behalf of families.

Authorised Nominee – A person who has been given permission by a parent/guardian to collect the child from the education and care service.

Casual Booking Calendar – A calendar located in the Parents’ Information Area where a parent/guardian can request casual booking dates. A confirmation email will be sent when the request has been processed.

Casual Fee Surcharge – A $2 casual surcharge is added to any session fee where 2 weeks’ notice is not provided for the booking.
Certified Supervisor – A person who holds a Certified Supervisor Certificate which allows them to be placed in day-to-day charge of the service. To obtain a Certified Supervisor Certificate, a person must:

- be 18 years of age or older
- satisfy the Regulatory Authority that they are a fit and proper person to be the supervisor of the service
- meet the minimum requirements for qualifications, experience and management capability.

Change of Information – A form used to update personal details such as address, contact numbers, email address or authorized nominees

Child Care Benefit (CCB) – A payment from the Australian Government that helps with the cost of childcare. This benefit is income tested and is usually paid directly to approved child care services to reduce the fees that eligible families pay.

Child Care Rebate (CCR) – An additional payment to the Child Care Benefit which helps families cover the out-of-pocket costs of child care. It is not income tested and covers up to $7500 per child, per year.

Educational Leader – A suitably qualified and experienced educator who leads the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning

Family Assistance Office – Responsible for administration of Child Care Benefit and Child Care Rebate

Fee Payment Options - Fee payment options are cash, cheque made payable to Wooloowin State School P&C, EFTPOS, credit card (Mastercard or Visa), direct debit or BPAY. Bank details for BPAY are printed at the bottom of each statement of account.

Late Payment Fee – A fee of $20 which is charged if your account balance is not paid in full by Friday of each week.

Late Pick Up Fee - The penalty fee for collecting a child after the specified time is $15 for the first 15 minutes or part thereof, then $15 per 10 minute blocks thereafter.
**Medication Authority Form** – A form that provides details and authorization to administer any medication needed while a child is at School’s Out

**Nominated Supervisor** – A person with ongoing responsibility for the day-to-day management of a service that includes but is not limited to the educational programs, supervision and safety of children, entry to and exit from the premises, food and beverages, administration of medication, sleep and rest, excursions and staffing

**Parent’s Information Area** – The area located by the Centre office where you will find the daily sign in/out sheets and copies of the National Regulations and Laws. Any important information will be posted here as well as the Centre program and tuckshop ordering information.

**Pigeon Holes** - Any enrolled family that does not have access to an email address will be supplied with a pigeon hole for communication. These are located by the front entrance to the Centre and will be used for distribution of newsletters, statements and any other necessary correspondence. It will be the parent’s responsibility to check these pigeon holes on a weekly basis.

**Portfolio** - Used to document a child’s wellbeing, development and learning while at the Centre. These are stored in the hall and can be viewed at any time throughout the year.

**Priority of Care** - Guidelines given by the Federal Government for a service to use when the service has a large waiting list and a number of parents/care givers competing for a limited number of vacant places.

Our service will accept children into care on the following basis:

- **Priority 1:** A child at risk of serious abuse or neglect
- **Priority 2:** A child of a single parent who satisfies, or parents who both satisfy, the work/training/study test under Section 14 of the A New Tax System (Family Assistance) Act 1999
- **Priority 3:** Any other child

Within each priority mentioned above, children are to be given further priority as follows:

1. Children in Aboriginal or Torres Strait Islander families
2. Children in families that includes a person with a disability
3. Children in families on lower incomes
4. Children in families with a non-English speaking background

5. Children in socially isolated families and children of single parents

**Statement of Account** – Issued every Monday (Tuesday if Monday is a public holiday) with booking and payment details for the prior and current weeks. Any outstanding balance is due and payable by the Friday of the current week.
Important Contact Information

Wooloowin School’s Out
Centre Manager: Taura Sanderson
Address: 663 Lutwyche Rd. Lutwyche 4030
Postal Address: PO Box 468 Lutwyche 4030
Phone: 07 3357 2020
Email: wssschoolssout@gmail.com

Wooloowin State School P&C Association
President: Simon Blakey
Vice President: Kylie Farrelly
Treasurer: Nicki Robertson
Secretary: Susan Leon
Asst. Secretary: Chris Warner

P&C Sub-Committee
Susan Leon 0402 242 718
Tenille Lee 0405 704 143
Email: pandc@wooloowinss.eq.edu.au

Office of Early Childhood Education & Care
Nundah Regional Office
Physical Address: Level 2, 1231 Sandgate Road Nundah
Postal Address: PO Box 3376 Stafford, DC 4053
Phone: 07 3634 0532

Australian Childhood Immunisation Register
1 800 653 809
Centrelink - Family Assistance Office for CCB Enquiries
Phone: 13 61 50
Phone: 13 12 02 Multilingual Services
www.humanservices.gov.au/onlineservices

Child Care Access Hotline
Phone: 1 800 670 305 – Use to find local providers of care
www.mychild.gov.au