

## 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

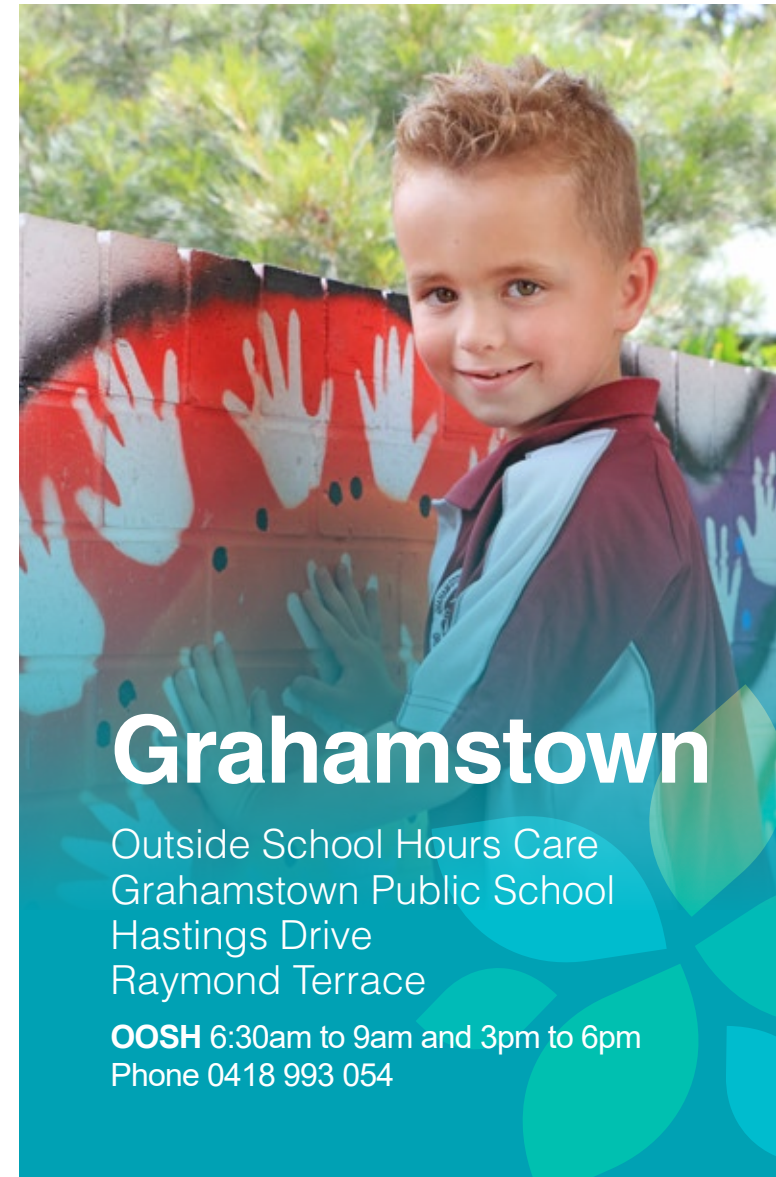
[thrivekids@portstephens.nsw.gov.au](mailto:thrivekids@portstephens.nsw.gov.au)

02 4988 0308

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A PORT STEPHENS COUNCIL COMMUNITY SERVICE



# Grahamstown

Outside School Hours Care  
Grahamstown Public School  
Hastings Drive  
Raymond Terrace

**OOSH** 6:30am to 9am and 3pm to 6pm  
Phone 0418 993 054

## Attendance

Grahamstown OOSH caters for children from Kindergarten to Year 6 on a permanent or casual basis as positions are available.

The service provides up to 50 positions at each session. Children enrolled at Grahamstown Public School will receive priority for before and after school care places.

Care is also available on some Pupil Free days.

### Morning session

6:30am to 9am

### Afternoon session

3pm to 6pm

Fees as per the current Port Stephens Council Fee Schedule.

## 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.

## Vacation Care

Operates during the NSW Public School Holiday Period from 6:30am to 6pm daily. The educational program may include; special lunches, craft and game workshops, exciting guests, incursions, excursions, craft, indoor and outdoor play and much more.

To secure positions, you must book the days you require. The service provides up to 50 positions at each session.

## Transport

The children are supervised to the assembly area at 8:35am.

For afternoon care, children walk to the assembly area when the dismissal bell sounds and are signed in by an Educator.

The service is only responsible for your children whilst in our care. The responsibility of conveying your children 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 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 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.

