



2 Lawton Avenue Geelong West 3218, Principal : Meg Bone
t: 5223 1291 e: ashby.ps@edumail.vic.gov.au w: ashbyps.edu.au

ASHBY
PRIMARY SCHOOL

Booking Policy

RATIONALE:-

Ashby Primary Outside School Hours Care program will cater for students within the program by ensuring where possible that parents make prior bookings and have up to date enrolment information on file.

GUIDELINES:-

1. All bookings are required to be made in advance unless in extreme circumstances.
2. Casual users must contact the service or the school prior to 2pm in order to ensure a place is available for After School Care and prior to 6pm the previous evening for Before School Care.
3. Children: Educator ratio is at a maximum of 1:15.

IMPLEMENTATION:-

Educators have a responsibility to ensure that:

- They communicate with administration to confirm numbers by 2pm for After School Care.
- Booking must be finalised by 2pm on the day of care.
- The answering machine is checked prior to the session to confirm booking and cancellation of care arrangements.
- The booking folder is retrieved from the school office at 2:45pm by a member of the Educator Team so that all up to date bookings are received.
- A formal letter will be posted to parents/guardians after 3 verbal warnings about not adhering to the rules and regulations in regards to not signing their child/ren into BSC and not booking their child/ren into either BSC or ASC within the timeframe stated above.
- If letter not adhered to, then a formal letter from the School Council will be posted.
- If for some reason care is not available parents/guardians are contacted as soon as possible.
- If no enrolment forms are completed following the first booking, parents will be called and asked to collect students from the office. They will not be able to attend until enrolment forms are complete.
- If numbers exceed 30 after 2pm, families will be unable to book in for OSHC.
- If numbers exceed 15 after 6pm the night prior to BSC, families will be unable to book in for OSHC.

Parents/guardians have a responsibility to ensure that:

- Notification of cancellations for ASC, changes or additions to bookings are made to the Educator or by contacting the school administration before 2pm on the day of the care
- Booking must be finalised by 2pm on the day of care.
- Fees are payable if cancellations are made after 2pm, on the day of care for ASC
- If requiring emergency or casual care due to unexpected circumstances parents/ guardians contact the school administration at earliest convenience.
- Cancellations for BSC must be made by 6pm the night before care
- Fees are payable if cancellation is not made before 6pm the night before care
- All children must be booked in for BSC and ASC
- All children must be signed in to BSC by a parent/guardian or authorised person
- Casual bookings will only be accepted on the day of BSC if vacancies are available. The Educator will inform parent/guardian or authorised person at this time if there is a vacancy.

- Adhere to the warnings in regards to not following the rules and regulations in regards to not signing their child/ren into BSC and not booking their child/ren into either BSC or ASC within the timeframe stated above.

RELEVANT POLICIES:-

- Enrolment
- Attendance

EVALUATION:-

The Educator and school administration are responsible for ensuring all enrolments are up to date and that the above requirements are followed.

CERTIFICATION

The policy was ratified at the School Council meeting held at Ashby Primary School on the 16th day of November 2016

Signed: __Dirk Heitmann_____
(School Council President)

Signed: __Meg Bone_____
(School Principal)