The Outside School Hours Care service caters for students from the Early Learning Centre (ELC) to Year 6.

HOURS OF OPERATION
Before School: from 7.30am until the commencement of school.
After School: from 3.00pm until 6.00pm.

School facilities are supervised between 8.10am and 4.00pm each day (except for ELC areas). Any Junior School student at school before 8.10am or after 4.00pm, or ELC Student before 8.45am or after 3.05pm will be automatically included in the OSHC program and parents will be charged accordingly.

FEES (rates quoted are per child)

**Before School Care:**
- $14.00

**After School Care:**
A light snack is provided as the children arrive after 4.00pm.
- Early session 3.00 - 4.35pm: $15.00
- Late session 3.35 - 6.00pm: $21.50
- After 6.00pm there is a penalty charge of $2.00 per minute.

A record of the hours of attendance of your child will be kept. The parent or accredited representative (adult) must sign the child into Before School Care and out of After School Care. It is the parent’s responsibility to sight and agree with the recorded hours of use. Fees will be charged directly to your account and billed quarterly.

VALUE ADDED BENEFIT
If your ELC child has an older sibling in the Junior School, no charge will be incurred for the care in OSHC during the following times:
- 8.30 - 8.45am.
- 3.00 - 3.35pm.

WHERE
Outside School Hours Care is located in the ELC.

STAFF
The Outside School Hours Care program is co-ordinated by OSHC staff.

HOW TO MAKE A BOOKING
To book your daughter into an OSHC session go to: [www.mentonegirls.vic.edu.au/OSHC](http://www.mentonegirls.vic.edu.au/OSHC)

CONTACT
After School Care staff may be contacted on 9581 1289 during the hours of operation.

CANCELLING A BOOKING
The School must be notified if a child booked in for care will not be attending by 12pm on the day of the booking. To cancel a booking contact:
- Mrs Cathe Ross on 9581 1289 or cross@mentonegirls.vic.edu.au or
- Mrs Kerry Crosbie on 9581 1235.

CHILD CARE BENEFIT
If you are intending to claim a Child Care Benefit for OSHC, a receipt for attendance will be issued in the following school term. In order to register for the Child Care Benefit you must contact Centrelink.