



St Catherine Laboure' Before and After School Care

The staff would like to welcome all new and returning families to the centre. We hope you enjoy your time at our centre and welcome any comments. Communication is an important part of our continued improvement plan. Communication books and box are provided for the children and parents. These are located at the sign in/out area. The centre will continue to make changes to improve the layout of the centre. It is our priority to provide a safe, friendly and happy environment. Could you please read the following information and please do not hesitate to contact us if you have any concerns.

Staffing: Our staff for this year will be Jenni (assistant supervisor), Katie, Paige, Alex and Jacki. Any queries please speak to Jenni or Katie.

Bookings: Please call if you require extra days. We must account for all children booked in. If you do not advise staff that your child is attending we will not know to collect your child. This also includes for the morning session. We must have the correct staff to children ratios, also this allows us to cater correctly for the number of children attending. We may not be able to accept your child if you have not advised staff. If your child is leaving the centre with another parents you must supply a note giving permission and add this parent to your contact list.

Parking: Parking is not permitted in the church grounds at anytime. Please obey all parking regulation surrounding the school grounds.

Toys: We understand children like to bring their favourite toy from home. At our centre we do not allow any toys, electronic games, cards etc to be brought to the centre. If your child is taking their toys for news at school, it must stay in their bag while with us.

Signing In/Out: It is important all parents remember to sign in your child for the morning session and sign out for the afternoon session. Could we ask all parents to call if your child will be absent on any booked day. Please note we open at 7.00am not before and close at 6.00pm not after. If you are running late please call prior to 6.00pm. If no call is received you will incur a late fee.

Enrolment Fee: An enrolment fee of \$45.00 is charged per family each calendar year. Please refer to the Fee policy.

Accounts: Accounts are handled by Cheryl, supervisor at Oyster Bay Before and After School Care. You can contact her on 9528 5009 if you have any queries. All accounts are now emailed and we would like to thank you for your support with us going green.

CRN and FAO: It is important we receive each family and child's CRN and date of births for the parent and child registered with Centrelink. By not having these details you will NOT be entitled to the 50% rebate. Please check with Jenni to see if you have supplied these details.

Emails: We are now going green and emailing all accounts and any correspondence. Please check with Jenni to see if you have supplied these details.

Term 1 2011

22/2/2011

Parent Meetings

Term 1:

Wednesday

23/3/11

Term 3:

Wednesday

24/8/11

Meetings commence at 6.00pm at the centre. Refreshments will be provided



St Catherine Laboure Before and
After School Care
123 Gymea Bay Road Gymea
NSW 2227
PO Box 301 Gymea 2227
Ph: 0447294295

admin@oysterbayschoolcare.com.au
www.oysterbayschoolcare.com.au



MISSION STATEMENT

OUR BELIEF IS THAT CHILDREN COME
FIRST

OUR AIM IS TO OFFER ALL CHILDREN A
SAFE AND HAPPY ENVIRONMENT, WHICH
GIVES THEM A SENSE OF SECURITY AND
STABILITY.

EACH INDIVIDUAL CHILD'S NEEDS AND
INTERESTS WILL BE MET IN ORDER TO
ASSIST THEM IN DEVELOPING A POSI-
TIVE SELF-CONCEPT.

The Back Page

Sports Program: The Centre is a member of the Australian Sports Commission. We receive a grant to provide sports program suitable for all ages and abilities. This program is free to all families who use the centre. The children do not need to bring a change of clothes or shoes, unless advised. However we encourage you to supply a drink bottle.

This term the program will be held twice a week and the program is as follows:

Monday: AFL

Fridays: Triathlon

Daily Routine: We provide a well balanced and stimulating program that caters for all ages and abilities. The children can choose from computer, drawing, board games, group games, blocks and Lego, just to name a few. Outside we provide for the children ball games, hoola hoops and skipping depending on the weather. Afternoon tea is provided daily and caters for all allergy and dietary requirements. We provide a healthy and nutritious meal.

Hours of Operation: Our hours of operation are 7–9am and 3–6pm. Please be aware if no call received by 5.55pm a late fee will incur. Please refer to your parent handbook