



29 January 2019

Dear Parents and Caregivers

IGS Out Of School Hours (OOSH) Care 2019

The OOSH program at IGS aims to provide safe and stimulating care for Kindergarten to Year 6 students.

Permanent bookings

Permanent bookings are very cost effective. It must be noted that the discounted fee for permanent bookings is only available to those who book and pay ahead for the term. **This is an annual form and continues throughout the year unless you cancel or alter in writing.** Any such changes must be forwarded in writing to Reception and the Accounts Department.

A booking sheet with prices is available on [IGS Notices](#) and at IGS Reception.

Casual bookings

It is possible for children to attend on a casual basis: once a year, once a week, or every day for two weeks, once every now and then or to meet your individual needs.

For children in Kindergarten and Years 1 and 2, a phone call or email to Reception, or a note to the child's teacher asking them to take the child to OOSH Care is all that is required.

All children who have not been picked up after school are taken by their teachers or teaching assistants to OOSH Care at 3.45pm. There will be no exceptions, as students need to be cared for safely if not collected.

The School should also be informed if a child is not attending OOSH Care that day and must be advised if someone other than the usual parents or carers are collecting the child.

Routine

Kindergarten to Year 6 Care is on the 1st floor of the Reg St Leon Building and runs from 3pm to 6pm. From 3.30 to 4.30pm, students in Years 1 to 6 divide into two groups for homework and recreation.

Many students take part in clubs as part of their time in the afternoons. It is highly recommended that students who are regular attendees of OOSH Care take part in at least two clubs per week in order to break up the time spent there. Clubs are only available from Year 1 onwards. Kindergarten students have their own separate area, carers and activities.

The International Grammar School Sydney Limited

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The homework group is supervised, and students are encouraged to do their homework while the recreational group play, read, or do craft and drawing. The recreational group may also play on the roof courts. Parents may decide which group they wish their child to be in.

At 4.30pm the whole group takes part in activities which may include playing in the Hall and on the roof courts, free play, drawing and colouring, craft, computing and watching appropriate videos.

Siblings in High School

Kindergarten to Year 6 students with siblings in the High School will be cared for free of charge until they are picked up at 3.20pm if the sibling is at High School for Period 8, and 4pm if the sibling is in the High School for Period 9.

OOSH Care Coordinator Manuela Bachmann

The IGS program is run by Manuela Bachmann who will be available via phone on 0418 182 645 from 3pm to 6pm to assist you.

Late pick-up

Unfortunately there has been a steep increase in the number of parents and carers arriving late to collect their children from OOSH Care during the past few years. If a parent or carer will be late, they should notify Manuela Bachmann as soon as they can.

If a child is picked after 6pm, the parent or carer will be charged the late fee of \$5 per minute. The second time a child is picked up late, the parent or carer will be charged the late fee of \$5 per minute and issued a written warning. If a parent or carer then continues to pick up their child after 6pm, the School will require an interview with the parent or carer in order to discuss and resolve the issue.

Vacation Care

The Vacation Care program operates every day in the school holidays and pupil free days throughout the year except for the last two weeks of December and the first two weeks of January. Vacation Care is not open on public holidays.

Children in Kindergarten to Year 2 enjoy excursions a number of times a week and also take part in activities at the School for the remaining days. Children in Years 3 to 6 have a slightly different program, and tend to have an excursion each day. Occasionally the two groups combine, depending on the activity offered. At the School, we provide a variety of activities such as games in the Hall, computers, indoor and outdoor play, cooking, videos, craft and sport.

Well before each vacation break, the program outlining all relevant information will be available on IGS Notices and at Student Reception. Please refer to this for further information, including costs. If you would like your child to attend, please fill out the booking sheets and return them to Student Reception.

It is important to book your place in advance to ensure your position and to help us staff the program. Late booking penalties may apply.

Please feel free to contact Vacation Care Coordinator Wendy Christie at wendyc@igssyd.nsw.edu.au if you have any queries about Vacation Care.

Please contact me at paulg@igssyd.nsw.edu.au should you have any concerns in relation to our OOSH and Vacation Care programs.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Galea', written in a cursive style.

Paul Galea

Director of Student Activities and Deputy Head of High School