Introduction & Instructions

Dear Parents and Guardians,

Thank you for your interest and support of Hamilton (Gray St) Primary School Outside School Hours Care (OSHC). The following information will help you enrol your child.

Who's who:

The School Council is the Licensee of the OSHC service. Principal, Helen Freeman is the Licensee Representative and Linda Grant is the Project Manager currently establishing and administering the service on behalf of the school.

Rosemary Anderson is the Coordinator and Primary Nominee.

Bernadine Kelvy is the Assistant 4 days per week

Linley Sparke-Bauer and Cheryl Williams are Assistants one day per week.

If you have any queries regarding the service, or require help to enrol, please contact Linda Grant on 0417 522 039 or swsustainability@yahoo.com.au

To enrol:

1. Read the Parent Handbook and Fees policy

2. Print the forms and fill in one copy of each form for each child:
   a. Enrolment form
   b. Additional information form
   c. Priority of access form
   d. Application for placement form
   e. Permission form
   f. Fee payment agreement (Fees policy attachment 4)

3. Return the forms to Linda Grant by one of the following methods:
   a. Scan and e-mail to swsustainability@yahoo.com.au
   b. Fax to the school on 5571 1315
   c. Post to: Hamilton (gray St) Primary School OSHC, PO Box 203 Hamilton Vic 3300
   d. Hand in at the school office

4. Confirmation of receipt and placement will be issued to you.

Policies:

The Parent Handbook is an overview of the policies and contains day to day information. The set of mandatory Policies are available by contacting Linda Grant.