

Out of School Hours Care Key Service Information

FEES AND PAYMENTS

Session	Time	Permanent	Casual	Late Collection
Breakfast Club (Balmain only)	7:30am - 8:30am	\$20	\$25	\$15 per 10 min. block
Elouera (Session 1 only)	12:00pm - 3:00pm	\$55	\$65	
Elouera (Session 2 only)	3:00pm - 6:00pm	\$30	\$40	
Elouera (Session 1 & 2)	12:00pm - 6:00pm	\$85	\$105	
Nangkita	3:00pm - 6:00pm	\$30	\$40	
Holiday Care	8:00am – 6:00pm	\$100 per day \$455 per week	\$120 per day	

PICK-UP

- Elouera (Session 1 only) pick up between 2:50pm – 3:10pm from the Kiah side gate.
- Elouera, Nangkita and Holiday Care pick-up between 3:10pm - 6:00pm from Reception.

HOW TO BOOK

- Casual and permanent bookings can be made via the ISMS app or ISMS website: <https://www.isms.nsw.edu.au/community/student-forms/before-after-school-care-enrolment/>.
- First time attendees, please email bookings@isms.nsw.edu.au to book and organise orientation details.
- Changes or cancellations, please email bookings@isms.nsw.edu.au.

BOOKING CONDITIONS

- Two school days (48 hours) notice is required to make, change or cancel a casual booking.
- Two weeks' notice is required to change or cancel a permanent booking.
- Cancelled sessions without the minimum notice will still be charged.

FEES

The Out of School Hour Care account remains separate to the School Tuition account. ASC services are billed in arrears and payable fortnightly by direct debit. Any Centrelink rebates available to eligible families for ASC will be credited to the ASC account and the gap balance amount is payable. Direct debit payments for ASC incur the following surcharges:

- Bank account transaction fee No charge
- Visa/Mastercard transaction fee 2.35%
- American Express transaction fee 4.4%
- Failed payment fee \$14.95

ASC Direct Debits are facilitated by Debit Success and their surcharge rates are subject to change without notice.

CHILD CARE SUBSIDY

The ASC and Vacation Program is approved by the Department of Education to receive and pass on Centrelink rebate to families (Stage 1 to 3). All enquiries about families' eligibility should be directed to Centrelink.

MEDICAL

If your child requires medication whilst in our care, you will need to fill out a medication form (available at the School). Medication must be in the original packaging and have the child's name and doctor clearly indicated.

POLICIES AND PROCEDURES

These documents are available on the Parent Intranet.