



# Bishop Druitt College

## Out of School Hours Care

### Parents' Information Sheet

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As a Bishop Druitt College OSHC parent it is your responsibility to:

1. Ensure that your registration form is up-to-date and all contact numbers are current.
2. Ensure all allergies, food restrictions, medication requirements and medical conditions are noted on your registration form and mentioned to a staff member.
3. Ensure you have made a booking for your child/ren at the rollover of each term, using the booking form.
4. Contact the OSHC office (02 6651 7400 or email: [oshc@bdc.nsw.edu.au](mailto:oshc@bdc.nsw.edu.au)) should your child/ren NOT be attending a pre booked afternoon otherwise fees apply.
5. Ensure you sign your child/ren in/out with the correct time in the morning (during vacation care) or afternoon.
6. Check out the program of activities. Your co-operation and participation ensures its success.
7. Check the lost property box.
8. Apply to the Family Assistance Office to see if you are eligible for fee reductions (CCB) or rebates.

And finally, ring OSHC on 02 6651 7400 during opening hours and speak to Mariellos or Natalie should you have any further queries.

Thank you,

OSHC Management