



INFORMATION

SCHOOL TIMES:

START:

9.00am. School yard is supervised from 8.45am only. Please do not send children to school before this time, unless you are using Before School Care.

FINISH:

3.30pm. School yard is supervised until 3.45pm. Children must be picked up prior to this time, unless they are going to After School Care.

LUNCH & RECESS:

Lunch is eaten in class at 11am. Children go outside to play from 11.10am to 12.10pm. Recess starts at 2.10pm until 2.30pm.

LUNCH ORDERS:

Lunch orders are supplied from a local Oak Park café on Thursdays ONLY. They must be bought to school on Wednesdays and placed in the lunch order tubs in the classroom prior to 10am.

OUT OF SCHOOL HOURS CARE:

Our before school care program operates from 7am until 8.45am, and after care from 3.30pm until 6pm. **Students MUST be registered before being eligible to use the program**

ABSENCES:

If your child is absent for any reason, please call the school on 9306-9182, or send a message via the Skoolbag app.

LATE ARRIVAL:

If your child is late to school, you are expected to complete a late note at the Office, and escort your child to class. Students must not be dropped off and sent in by themselves when late.

EARLY DEPARTURE:

Should you wish to pick your child up from school early, you must complete an early release form at the office **prior** to collecting your child from class.

CONTACT DETAILS:

The Office MUST be kept updated with any change of address, or contact details. Should your child be unwell, or there be an emergency, you must be contactable by the school.

MEDICAL/ASTHMA/ANAPHYLAXIS:

Should your child suffer from Anaphylaxis or Asthma, a school Asthma/Anaphylaxis/Confidential Medical form must be completed and attached to an Action Plan which has been completed and signed by your child's Doctor. Medications must be supplied to the school, and replaced when past the use by date.