

Invitation to submit expression of interest to provide an Out of School Hour Care service at Northam Primary School.

Northam Primary is seeking expressions of interest from licenced providers to deliver an Out of School Hour Care (OSHC) service from the school site, commencing 2024.

Parent and community feedback indicates that an on-site OSHC service will be well utilised, and a highly valued service to the school community.

A recent survey of 85 respondents (families that have children enrolled in the school) indicates that 59% will use Before School Care and 77% would use After School Care.

Enrolments

The enrolment numbers for 2024 is 270 students. The school has been stable in its numbers for the last 4 years.

Premises

A permanent classroom/undercover area/playground, including wet area for food preparation, will be available to the service provider to deliver the service.

Licence Agreement

The successful provider will be required to sign a licence (right to occupy premises) agreement with the school and will be for a period of up to two (2) years. The licence agreement will include an agreed annual licence fee which is fixed for the period of the licence and not attributed to changing enrolment numbers utilising the service.

Subsequent licence agreements may see the need to relocate the service within the school, as a result of the need to access classrooms due to increased enrolments.

Process

This process is open to all interested providers. Open expressions of interest are invited in the form of a written statement and should address the following:

- Proposed hours of operation, including the likelihood of vacation care being offered;
- Fees and charges for parents;
- Annual Licence fee to be paid to the school;
- Staffing ratios and arrangements;
- Sample food menus;
- Sample programs for before and after school and vacation programs;
- Complaints policy and procedures;
- Demonstration of previous/current service delivery in similar settings;
- Brief history of the organisation (to include length of time in business, name(s) of the company principal(s) or business owner(s) and the present number of full time employees and their designations, major clients and industry expertise);
- Any other information you wish to provide to support your EOI.

