

INVITATION TO SUBMIT EXPRESSION OF INTEREST TO PROVIDE AN OUT OF HOURS CARE SERVICE AT HAWKER PARK PRIMARY SCHOOL

Hawker Park Primary School is seeking expressions of interest from licenced providers to deliver an Out of School Hour Care (OSHC) service from the school site, commencing September 2021.

Parent and community feedback indicates that the onsite OSHC service is a highly valued service provided to the school community.

Enrolments

The expected enrolment numbers for 2022 is 217 students.

Premises

A permanent classroom/undercover area, including wet area for food preparation, will be available to the service provider to provide the service. The term for the initial licence agreement will be for a period of up to 2 years.

Licence Agreement

The successful provider will be required to sign a 2-year licence (right to occupy premises) agreement with the school. 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 for 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;
- Any other information you wish to provide to support your EOI

After the closing date, all expressions of interest will be considered by the OSHC committee made up of Principal, Deputy Principal and Manager Corporate Services of Hawker Park Primary School. From the expressions of interest, up to three providers will be requested to make a formal presentation to

the OSHC committee of Hawker Park Primary School. The OSHC committee will make the final recommendation on the selection of the provider. It is anticipated that this process will be completed by the end of Term 3, 2021.

Next step

Expressions of interest must be submitted in writing and can be posted or emailed using the details below:

PRIVATE AND CONFIDENTIAL

Dr Irma Roberts

Principal

Hawker Park Primary School

47 Hawker Avenue, WARWICK WA 6024

Or

hawkerpark.ps@education.wa.edu.au

Expressions of interest must be received no later than 4pm on 20 August 2021.