WILLIAM CLARKE COLLEGE
CHRIST OUR WISDOM

BEFORE AND AFTER SCHOOL CARE AND VACATION CARE 2026

WHERE *EXTRAORDINARY* BEGINS

BAASC AND VACATION CARE

A FRIENDLY AND VIBRANT COMMUNITY

Our College-owned and operated Before and After School Care (BAASC) provides a high-quality, outside school hours service, to College families from Preparatory to Year 6 (P-6). William Clarke College also offers a P-6 Vacation Care program throughout the year, available for students at the College. We seek to provide a friendly, vibrant and nurturing setting for students, where skills are harnessed and new friendships are formed, all within the context of a caring and Christ-centred environment.

Our number one priority is the safety, health and wellbeing of children in our care, in both the physical and digital environment. We champion and model a child safe culture at all levels at our service.

In providing a high-quality service, we are guided by the following philosophy:

What we believe in relation to children:

- Each child has the right to be safe. A safe environment enhances children's autonomy, initiative, confidence and self-worth, and enables a child to feel they belong
- Children have the right to secure, responsive, respectful and reciprocal relationships within an inclusive environment
- Each child is an individual with a unique pattern of development as well as individual personalities, learning styles and life experiences
- Children have the right to a child-focused environment where a wide variety of supervised play and recreational activities support learning and foster the social, emotional, creative and physical development of the child
- Children have a wealth of knowledge to share. They are competent learners, learning through play in a social context. Participation in the daily program will allow them to develop a love of learning and prepare them for transitions they experience in life. The program is based on the learning framework 'My Time, Our Place'
- Children learn through interaction with their environment. Children are encouraged to be aware of and appreciate the world around them.

What we believe in relation to families:

- Families are the paramount influence in a child's life. The service will support and assist families in undertaking their parenting role through the provision of appropriate resources, information and interaction
- Family values, traditions and beliefs should be acknowledged and respected

- Families have a right to partnerships based on mutual trust and open communication. These partnerships will form the basis for all interactions in order to work towards achieving common goals for children.

What we believe in relation to staff:

- Staff are to be valued as individuals and their unique skills and abilities acknowledged and utilised as part of the team building approach
- Work will occur in a collaborative environment based on a culture of encouragement and support
- Money is to be allocated to provide staff with ongoing opportunities for professional development
- Staff will implement a reflective ongoing assessment cycle based on a strengths approach that includes planning, documenting and evaluating children's learning through play and participation in the program
- Staff are committed to a process of continuous improvement.

What we believe in relation to community:

- Community members will have access to a high quality service which meets the standards and recommendations outlined in the National Quality Framework
- The children's and the Centre's best interests can be promoted through community education advocacy.

Kind Regards,

Sandra Scoular
Co-ordinator of BAASC

NATIONAL QUALITY FRAMEWORK

From 1 January 2012, the new National Framework for children in School Aged Care - My Time, Our Place took effect. This national body is governed by the Australian Children's Education and Care Quality Authority (ACECQA). The Framework for School Age Care exists to ensure that children in school age care have opportunities to engage in leisure and play-based experiences that are responsive to the needs, interests and choices of the children attending the service and contribute to their ongoing development. There are five outcomes that guide the planning and educational program for children's wellbeing and learning:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators.

There is a strong sense of collaboration with children, their families and educators to inform and guide the planning of educational programs. The weekly program is displayed for families near the sign-in, sign-out iPad dock. We value family input into the planning and evaluation of the program.

The National Quality Framework has been established under an applied law system that comprises of the Education and Care Services National Law and Regulations. BAASC is required to adhere to both the Law and the Regulations at all times. Within the Regulations there are a number of policies and procedures related to the provision of a high standard of quality care for the children. BAASC has developed policies and procedures that are specific to the Centre. These policies are available for parents to read and make comment on at any time. The policies are reviewed on an ongoing basis throughout the year.

RECONCILIATION

Our desire is that the rich heritage and culture of Aboriginal and Torres Strait Islander peoples is known, valued and celebrated within our community and beyond. We do so recognising that all people have a common heritage, having been created in God's image and so all are equally precious in His sight. Central to the gospel message is God's work of reconciliation, and so we seek to pursue reconciliation with all people in general and First Nations people in particular.

NATIONAL QUALITY RATING AND ASSESSMENT PROCESS

Regular assessment of school aged care facilities will be conducted against the seven National Quality Standards and will be facilitated through the state governing authority, the Department of Education.

The seven quality areas in the National Quality Standard are:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and leadership.

The quality rating and assessment process is an ongoing system by which the Centre is continually striving to improve the quality of care that it provides. Additional information about the system can be found by visiting **www.acecqa.gov.au**

CHILD SAFE STANDARDS

The Office of the Children's Guardian has developed a set of 10 child safe standards to help us maintain a child safe culture that guides our values, practices, attitudes and behaviour. The standards are:

1. Child safety is embedded in organisational leadership, governance and culture
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved
4. Equity is upheld and diverse needs are taken into account
5. People working with children are suitable and supported
6. Processes to respond to complaints of child abuse are child focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and procedures document how the organisation is child safe.

FEES

Fees payable from January 2026 (Vacation Care applies from December 2025):

SESSION	TIMES	TYPE	FEE
Before School Care	7:00am to 8:30am	Permanent	$20.00
		Casual	$26.60
After School Care	3:00pm to 6:00pm	Permanent	$34.00
		Casual	$39.90
Vacation Care	7:00am to 5:30pm	Incursion	$116.00
		Excursion	$129.00
Late Pickup (after close)	per 15 mins or part thereof	All Sessions	$20.00
Search Fees (ASC)	booked but absence not notified	Permanent/Casual	$15.00
Missed Sign In/Out Fee	per child/incident	All Sessions	$15.00

Note: Vacation Care is charged on a per day basis. Some Excursion days may attract a higher fee.

Child Care Subsidy (CCS)

The Australian Government provides CCS to help eligible parents reduce the cost of childcare. CCS is based on combined family income and parent activity levels. Government pays CCS to BAASC to offset fees.

Claiming CCS: Families wishing to claim CCS must register with Centrelink at **my.gov.au** Centrelink assesses all CCS calculations. BAASC is responsible for submitting attendance data to the government.

You will need to supply the Centre with dates of birth and Centrelink Customer Reference Numbers (CRN's) for both you and your child. Those details, together with attendance details, will be linked to the government, who will require you to accept the enrolment details through **my.gov.au** to receive CCS if approved.

Nominating one parent: When a child is first enrolled at BAASC, **the family must nominate the parent** who is (or will be) registered to claim CCS. Changes will only apply from when the Centre is notified in writing.

The 14-week rule: If a child is absent for 14 continual weeks, the government automatically exits the child. Subsidy is not paid for Absences immediately prior to exiting or at the very beginning of enrolling or re-enrolling. **If the child returns**, the Centre will re-enrol the child and **the parent must re-accept enrolment at BAASC in their Centrelink account to re-activate subsidy**.

The 26-week rule: If a child is absent for 26 continual weeks, the child will no longer receive CCS. **Families must submit a new CCS claim if the child re-commences.** Services Australia will notify impacted families.

Payment of Fees

Attendances are submitted to the Government daily. The Government pays applicable CCS to BAASC and the gap fee is recovered from parents twice per term. Parents set up a BAASC School EasyPay Payment Authority (debit card, credit card or bank account). Payments occur after Week 6 and Vacation Care each term. Parents can access statements on the HubHello Portal at any time and will receive an email alert and statement around three days in advance of payments.

BAASC School EasyPay set-up

- is **mandatory** for all children enrolled at BAASC
- is **separate** to setting up EasyPay for College Fees
- must be established **for enrolment to be valid**
- may incur **follow-up fees** if not set up

Links for setup of EasyPay for BAASC are available via the College website: click on 'I am interested in Before and After School' on the homepage and follow the links to EasyPay instructions and setup.

Declines: School EasyPay will charge a decline fee of $20 for cards and $20 for bank accounts.

Late Payment of Fees: BAASC will charge a fee of $10 per week for overdue fees.

MERCHANT FEES ON WCC SCHOOL EASYPAY PAYMENTS

Cost of Acceptance (inc. GST)	School EasyPay Fees*	WCC absorbing	Total Fee charged
American Express	1.85%	0.50%	1.35%
Bank Account	0.50%	0.50%	0.00%
Corporate and Premium – Mastercard	1.85%	1.03%	0.82%
Corporate and Premium - Visa	1.85%	1.03%	0.82%
Diners Club	2.42%	0.50%	1.92%
International Cards	3.95%	0.50%	3.45%
MasterCard	1.32%	0.50%	0.82%
Visa	1.32%	0.50%	0.82%

*These are fees charged by School EasyPay and are subject to School EasyPay's terms and conditions.

ENROLMENT

To enrol your child at BAASC, you must complete an Enrolment Form (available on the Enrol section of the College website) which covers you for both Before and After School Care and Vacation Care. This form contains medical consent in case of an accident. It specifies who may collect your child from the Centre. It also includes requirements for setting up the mandatory BAASC School EasyPay Payment Authority online.

The BAASC Enrolment Form and School EasyPay Authority must be completed in full prior to your child commencing, including proof of your child's vaccination status. Enrolment will not be accepted without all required documentation.

Please note: The Centre **must** be informed of any court orders relating to the custody of the child. The BAASC Co-ordinator **must** sight and keep a copy of any such order affecting custody of children in the Centre's care.

Preparatory Enrolments

Preparatory children are welcome to attend BAASC on a trial basis. If a child is able to settle into the BAASC environment, they will be able to continue with their enrolment. If a child is unable to settle into the BAASC environment, a decision may be made to place the child's enrolment on hold for a period of time.

Orientation

All children attending BAASC for the first time are supported through an Orientation process to familiarise themselves with the Centre and its facilities. This helps the children to quickly develop a sense of belonging. New parents to BAASC are also supported through an Orientation process as they familiarise themselves with the procedures and practices within the Centre.

HubHello - External Portal

Parents will be issued a username and password for **HubHello**. This portal is where you will be able to:

- Access statements
- View 'Educate' for observations about your child
- Update contact details
- Accept Complying Written Arrangements (which is a government requirement when bookings are established or when changes occur).

Login at hubhello.com or download the HubHello app to your phone. You will receive notifications when new observations about your child/ren have been added.

Connect - Internal Portal

When a WCC child is enrolled at WCC BAASC, parents are given access to the BAASC and Vacation Care group page on the College's communication portal, **Connect**. This BAASC page is where you will be able to:

- Read BAASC-related news
- View BAASC photos
- View all Vacation Care dates for the year
- Access the latest Vacation Care Enrolment Form
- Access the BAASC Handbook
- Access the BAASC Enrolment Form.

As you are a member of this page you will receive News relating to BAASC in your news feed.

Permanent Bookings

Under the Child Care Subsidy (CCS) system, permanent bookings are known as routine bookings. To be eligible for subsidy, a Complying Written Agreement (CWA) must be in place. A CWA itemises key terms of the enrolment. Our application form is in effect a CWA. For permanent bookings, we will create a 'Routine and Casual CWA' so any casual days occuring from time to time can happen under the agreement.

Permanent bookings secure your child's regular attendance at the Centre.

Subject to available spaces, permanent bookings may be transferred from one day to another in the same week (Monday to Friday) providing you notify the Centre Co-ordinator, in advance, in writing (email accepted). Transfers will only be accepted when swapping sessions of the same fee/cost between similar sessions (i.e. you cannot change a morning session to an afternoon session).

To cancel a permanent booking, two weeks written notification **must** be given.

Permanent bookings falling on a public holiday or student free day are non-chargeable.

Casual Bookings

If a child is to attend irregularly or occasionally, then a casual booking may be made in writing (email accepted) or by phoning the Centre prior to the session. Phone bookings are to be followed up in writing or by email.

Casual bookings may be cancelled provided notice is given by close of business the previous day, as staffing levels will have already been set in place. If the appropriate notice is not given, payment is still required.

The mandatory BAASC EasyPay Payment Authority is required for processing **all** payments, including casual bookings.

SIGNING IN AND OUT

Parents must sign their child in and out using one of the electronic sign-in devices. This is required by law and is vital to the running of the Centre and most importantly, for the safety of children. The Centre must be able to account for all children should an emergency arise. Actual sign-in/out times are submitted to the government under regulation. If a parent or authorised person fails to sign a child in or out, a fee of $15 will be charged per child/incident.

SEARCH FEES

If a child is booked for a permanent or casual ASC session but does not attend, and families have not advised the centre in advance that the child will be absent, an educator will immediately take steps to locate the child and ensure their safety. A search fee of $15 will be charged.

The future of
the planet is
in our hands!

ABSENCES

Each child is allowed 42 absence days in a financial year without supporting documentation and still be eligible to receive CCS on those absence days. Additional absence days may be CCS funded if documentary evidence is supplied for permitted circumstances e.g. illness with a medical certificate.

It is important that our attendance records are accurate. If your child will not be present at a pre-booked session, whether a casual or permanent booking, you MUST let the Centre Co-ordinator know in advance to avoid unnecessary confusion and concern. Notice must be in writing (email accepted) even if first contact is by phone. The roll is checked at the beginning of each session to make sure all children are present. Centre policy requires staff to carry out a search for any child not reported absent and not present when the roll is checked.

EXCLUSION OF SICK CHILDREN

Students who are sick should not be sent to BAASC or Vacation Care. If your child is unwell and cannot fully participate in the daily activities, please keep them at home. This ensures your child can recover and prevents spreading illness to other children and staff. We ask that you notify the Co-ordinator if your child will be absent from BAASC. If your child becomes ill, we will call you or your child's authorised nominee to arrange collection of the child. If the service suspects your child has an infectious disease, the child may be excluded until a medical certificate is lodged stating they are not contagious. Any child not fully immunised may be excluded if there is a vaccine-preventable disease at the service.

LATE PICKUP

The Centre closes at 6:00pm. Please contact the BAASC mobile (0409 308 835) as soon as you know you are going to be late. Any parent/guardian who collects a child after 6:00pm will incur a fee (see Fees Schedule). If a child is not collected by 6:30pm and no contact can be made with parents or emergency authorised nominees, then the staff have no option but to place the child under the supervision of either the Police and/or Department of Family and Community Services.

SMOKING, VAPING, ALCOHOL

We are committed to maintaining a safe and healthy place for our children, families, staff and visitors. Smoking and vaping are not allowed anywhere on College premises or within 4 metres of entrances, in view of children in our care, or at any other service-related activity.

Alcohol is not allowed on our premises during operating hours or while children are present. Our Code of Conduct requires that staff must never be impaired by alcohol or drugs while working with children. If a parent collecting a child appears under the influence, our child protection and collection policies will apply.

EVACUATION POLICY

The Centre has an evacuation procedure, which is clearly displayed within the Centre. Evacuation drills will be carried out regularly in accordance with Regulating Requirements.

VACATION CARE	
Hours of Operation	Monday - Friday, 7:00am - 5:30pm
Dates for 2025/26	Mon 19 Jan - Thu 29 Jan 2026 (Centre closed Australia Day Holiday: Mon 26 Jan) Tue 7 Apr - Fri 10 Apr 2026 Mon 29 Jun - Fri 3 Jul 2026 Mon 13 Jul - Fri 17 Jul 2026 Mon 28 Sep - Fri 2 Oct 2026 Wed 9 Dec - Wed 16 Dec 2026

Vacation Care Activities

William Clarke College offers an exciting holiday program for students from the College aged between 4 and 12 years. Preparatory students may attend from April and must be 4 years old. This program runs daily from 7:00am to 5:30pm, for a selected period of time, every school holidays.

The children participate in a wide range of activities. Incursions and excursions are included in the holiday program. Onsite activities have included art and craft, Science experiments, outdoor play, Drama and Music, cooking, face painting, slowdown time and much more. Some of the excursions that have been held offsite include Tru Ninja, Archie Brothers, Australian Reptile Park, Code Red Laser Tag, Treetops Adventure Park and Ice Skating.

Specific details regarding the Vacation Care Program and activities on offer for the upcoming Vacation Care period, along with enrolment forms, will be provided to parents and carers at least three weeks prior. This information will be posted on Connect and will appear in the main homepage news.

Vacation Care Uniform

Students who participate in the Vacation Care Program will be required to purchase a Vacation Care polo shirt to wear on excursions. This is for identification and safety purposes. The polo shirt can be purchased at the College Shop.

For enquiries regarding the Vacation Care uniform, please contact the College Shop on 8882 2401 or **collegeshop@wcc.nsw.edu.au**

All items should be labelled with the child's name.

BEFORE SCHOOL CARE	
7:00am	BAASC opens
7:00am – 8:20am	Children arrive Breakfast available if required Indoor free play - unstructured activities
8:20am – 8:30am	Pack away and collect belongings Children dismissed Years 1-6
8:30am	Escort Preparatory and Kindergarten children to classrooms

AFTER SCHOOL CARE	
2:00pm – 2:45pm	Staff prepare afternoon tea and set up necessary equipment
2:45pm	Preparatory move directly to BAASC
3:00pm	K-6 move directly to BAASC
3:00pm – 3:30pm	Afternoon tea served. Children need to apply sunscreen, and wash and wipe hands before and after eating
3:30pm – 4:00pm	Children can begin homework, play indoor games, or play in the secure playground
4:00pm – 5:00pm	Children can participate in the programmed activities and/or free play
5:00pm – 5:30pm	Late snack provided Children can participate in the programmed activities and/or free play
5:30pm – 6:00pm	Children can help tidy the Centre and play inside

Note on homework: BAASC provides a supervised area where children can independently work on their homework, however, it is the child's and parent's responsibility to ensure homework is completed. This isn't the responsibilty of BAASC staff to monitor.

STAFF

A staff ratio of 1:10 for Preparatory students and a ratio of 1:15 for students in Years K-6 is maintained with at least two staff present at every session. During Vacation Care excursions, a staff ratio of 1:8 is maintained.

BEHAVIOUR MANAGEMENT

BAASC bases its discipline system on restorative practices which help a student think through an incident, how people were affected, a solution to make things right, and what they have learned for future choices. Students are given opportunities to modify their behaviour and make positive choices before consequences are issued.

The purpose of discipline is to correct and modify behaviour to protect community relationships and ensure the rights and safety of all students and staff are respected. BAASC looks to examine behaviour to identify the intent behind actions and to administer consequences when the intent is to undermine, defy or disrespect people, property or procedures.

The BAASC Behaviour Management Policy is displayed in the Centre and is outlined in the following table:

BAASC BEHAVIOUR MANAGEMENT POLICY	
Two warnings per term are provided for low-level infringements. Warnings and infringements are recorded in the Student Diary. Students are given a 'clean slate' each term and have two more chances before being placed on a Level 1 consequence.	
Level 1	Reminder of expectations
Level 2	Consequence in the BAASC room (eg. time out). Note in Student Diary and conversation with parent on the day of the incident.
Level 3	Consequence relevant to the behaviour while attending BAASC. Parent/BAASC Co-ordinator meeting, where the possibility of exclusion from BAASC is discussed.
Level 4	Consequence relevant to the behaviour while attending BAASC. Parent/BAASC Co-ordinator/Head of Primary meeting, where the possibility of exclusion from BAASC is discussed again.
Level 5	Consequence relevant to the behaviour while attending BAASC. Parent Meeting with Head of Primary and exclusion from BAASC for a specified time.

COLLEGE

Dad
D.T. BROWN
helping me
grow
WILLIAM CLARKE COLLEGE
Dad
I love you papa!!!
D.T. BROWN
for helping me
grow

FOOD

An optional light breakfast is offered each morning, if staff are advised by parents. A balanced and nutritional afternoon tea is provided each day. Birthday cakes are most welcome at the time of your child's birthday. William Clarke College is an 'Allergy Aware' School.

If your child requires a special diet, please also notify the Co-ordinator so staff can ensure the child receives the correct food at meal times.

HEALTH INFORMATION

Should your child have a specific health requirement such as an Asthma plan or Anaphylaxis plan, please ensure you inform the Co-ordinator and provide a current action plan. A BAASC Management Plan and Risk Minimisation Plan will need to be completed in consultation with staff. Staff hold current first aid certificates and have been trained in Asthma and Anaphylaxis management. Please notify the Co-ordinator of any changes to your child's plan.

ADMINISTRATION OF MEDICATION

If a child has a condition which requires medication, however occasional, parents must complete and sign relevant forms available at the Centre in accordance with Medication/ Asthma/Anaphylaxis Policy. Medication must be in the original container. Over the counter medications will not be administered unless prescribed by a doctor.

SUN PROTECTION

William Clarke College is a member of the SunSmart program. The Centre staff insist on all children being appropriately protected against the sun, especially during the summer months. Parents should inform their child on the need to protect their skin against the sun by wearing clothing with sleeves, hats and sunscreen. Staff enforce the application of sunscreen and a '**No Hat, No Play**' policy.

TOILETS

Toilet facilities are located adjacent to the Centre. Staff supervise and check these areas regularly throughout the session.

PHOTOGRAPHS

BAASC is part of William Clarke College. Use of student images at BAASC is in accordance with the conditions of enrolment accepted when a child is enrolled at the College (see 'Photo Permissions' on Connect under A-Z College Info). Your child may be photographed participating in BAASC activities. Photos may be posted on Connect which is a locked platform for College parents only. Photos will also be posted to the child's BAASC Educate module on HubHello which can only be accessed by a child's parent. Photos of WCC BAASC students may also be used within internal College publications such as the College Yearbook. Parents can restrict College use of photos for online purposes such as the College website, or for promotional material such as media articles or the Prospectus, via the 'Update Family Details' link in Connect.

MANAGEMENT

BAASC is part of the College community. As such, the College, through the assistance of the Centre Co-ordinator and staff, decides matters of policy, fees, staffing and all matters relating to the running of the Centre. Parents with any issues/concerns are encouraged to present these to staff and the Co-ordinator.

BAASC is an environment that supports, reflects and promotes equitable and inclusive behaviours and child safe practices, and respects individuals and groups of people in accordance with College policy and a Christian perspective. Diversity and inclusion are crucial elements of the Centre's operating philosophy. If parents or students have issues/ concerns related to these areas, please contact a member of the BAASC staff or the Head of Primary.

PARENT INPUT

We value family input into the program through:

- Participating in policy and procedure review
- Contributing to the Quality Improvement Plan (QIP)
- Sharing a skill or something about your career, family interest, background or culture
- Staying and participating in the activities
- Providing suggestions and ideas for inclusion in the program, as well as assisting with the evaluation process.

Please speak to the Co-ordinator about how you can be involved.

COMPLAINT AND GRIEVANCE PROCEDURES

If you have a complaint or grievance, please speak to the educator involved or the Co-ordinator. Should you still be unhappy, please follow the grievance procedure displayed on the notice board in the BAASC Centre.

ENVIRONMENTAL SUSTAINABILITY

The centre promotes sustainability of the environment, including solar power, worm farming, composting, recycling, gardening, propagation and power saving.

DIGITAL SAFETY

The wellbeing of children is our priority. We have policies and procedures in place governing Photos, Technology Usage, Online Environment, and Staff Code of Conduct, We follow the National Model Code covering child safe practices for electronic devices. Only service issued devices can be used for taking images of children.

In response to new child safety regulations, children are not permitted to bring personal devices to BAASC or Vacation Care. Phones and smart watches must be turned off and out of sight. Student school laptops are to be left in bags. Year 6 students may seek permission to use their laptop for homework. Staff will monitor laptop usage by direct line of sight. BAASC iPads may be used for designated fun sessions. Content is restricted and there is no browsing access.

WILLIAM CLARKE COLLEGE
CHRIST OUR WISDOM

BEFORE AND AFTER SCHOOL CARE (BAASC)

Centre Co-ordinator: Mrs Sandra Scoular
M. 0409 308 835 (an answering service operates after hours)
E. baasc@wcc.nsw.edu.au

BAASC Morning Sessions:	7:00am to 8:30am
BAASC Afternoon Sessions:	3:00pm to 6:00pm
Vacation Care Hours:	7:00am to 5:30pm

BAASC is located opposite the main Primary School building, adjacent to the playground. Park in Gate 5.

William Clarke College
1 Morris Grove,
Kellyville NSW 2155

PO Box 6010
Baulkham Hills BC
NSW 2153 Australia

T. 8882 2100 (8:00am to 4:00pm - an answering machine operates outside normal office hours)
E. info@wcc.nsw.edu.au

wcc.nsw.edu.au

Stay connected with William Clarke College on social media