



## **WELCOME TO ST COLUMBA'S OUTSIDE SCHOOL HOURS CARE (OSHC)**

### **Our Service**

We provide Before School Care, After School Care and Vacation Care, as well as all day care during most of the school's Pupil Free Days.

We are located next to the school oval below the library. One half of our room is exclusively for the use of OSHC and the other half we share with the science class during the school day.

We are licensed for up to 107 children in a session but usually will have between 90 and 107 children in the afternoons and between 25 and 40 children in the mornings.

We have a ratio of 1 staff member to every 10 children on kindy days and 1 staff member to every 13 children when there are no kindy children present.

Our Before School Care service opens at 7am and we provide a morning snack of rice crackers or toast with spreads or cereals and we take Kindy and Pre-Primary children to their classes, helping them to settle into their rooms. The session is currently \$27 per child.

After School Care operates from 2.50pm to 6pm. We provide afternoon tea to the children when they first come in for the afternoon, with fruit and water available throughout the afternoon. The afternoon session is currently \$42 per child.

Vacation Care is open from 7am to 6pm and we provide breakfast and afternoon tea. We have 3 different fees depending on what is being offered in the program that day. These are currently priced at \$85 for a normal day at the service, \$90 for a day at the service with an incursion and \$95 for a day where we leave the service on an excursion.

### **Availability**

Bookings for current families continue each term throughout the school year and at towards the end of each year we ask those families for their requirements for the following year. Once we have received their responses, we know which spots have been released for new families to use for the new school year.

We often have spots available for before school care every day, but Monday and Wednesday afternoons tend to be our busiest sessions and they can often be a waiting list for spots.

To request a place with us please complete the registration form on the OSHC page of the school website and we will get back to you as soon as possible.

If you are requesting spots for an upcoming school year, we recommend that you complete your registration form with your preferred booking requests as soon as you can, so that you are as high on the waiting list as possible.





## **Enrolment**

Unfortunately we are unable to take children attending the Pre-Kindy class.

Kindy children may attend our service from our first vacation care day in January of the year that they enter a kindy class at our school, depending on availability.

Once you have completed the registration form on the OSHC page of the school website you will then receive an email confirming your registration on our waiting list and we will be in touch for more information or with an offer of a spot.

As we are a separate service to the school, we also require our own copy of your child's birth and immunisation records, which can be uploaded into your Xplor account when you receive a place for your child at our OSHC service and are asked to complete the full enrolment form online.

Xplor is our attendance software and you will also be asked by them to set a password when you enrol, which will enable you to access your Xplor account, make online bookings, check fees owing and sign your child in and out electronically at the service using the Xplor Home app to scan a QR code at the service.

If your child has any health needs that we need to be aware of, or food requirements, please complete the relevant section of the enrolment form. We have a range of different foods that we provide for afternoon tea and we will adapt them to suit any dietary requirements so that all of the children are eating something similar. If any health or dietary requirements change during the year, please let us know in writing straight away.

## **Child Care Subsidy**

Child care subsidy may be applied to your account if you have registered with Centrelink for this. All fees given above are before any Centrelink subsidy that you may be entitled to. Please provide the Centrelink reference numbers for yourself and your child on the enrolment form to ensure that you will receive this.

If you have not yet registered with Centrelink for the childcare subsidy we recommend that you do so if possible, as it can reduce your fees considerably. Once you have enrolled with us and your bookings have been entered into the system, we will create a subsidy enrolment for your child with Centrelink and you will receive an email from Xplor with information on how to approve this.

Once the subsidy starts coming through to us at the service you will only be charged the remaining outstanding gap fees for each session. If your child does not attend our service for a period of 13 weeks or more their subsidy enrolment is automatically ended by Centrelink and upon their re-attendance, we will create a new subsidy enrolment for you to confirm in MyGov once again. If they do not attend a service for 6 months or more, the subsidy will need to be applied for again with Centrelink.





## **Bookings**

Our service is separate from the school so please inform us directly in writing (through text message or the Seesaw app) of any absences from school or holidays.

Once your child is attending with us, if you need to make changes to your bookings (eg swap days, cancel or add days), please contact the OSHC service through your OSHC Seesaw account or via text message.

If your child does not need to attend their usual OSHC booking, please let us know by 5pm the day before your session and we will cancel the booking without charge.

Non-attendances without letting the service know will be entered as an absence and usual fees will be applied for the session. A \$20 non-communication fee will also be charged.

The more notice you can give us for a cancellation, the easier it is for us to offer that spot to another family for the session. We also take casual bookings, so if you are running late to collect them from class, please give us a call and we may be able to fit your child in.

If you would like your child to attend the vacation care program, bookings open for families with term time OSHC bookings 4 weeks before the start of each holiday period and can be made in the Xplor Home app. These are made on a first come first served basis (term time bookings do not carry over into the vacation care service). The bookings are then opened to casual families. Most vacation care days our numbers are capped in order to provide a high-quality program and to fully staff the 11-hour day, so the bookings are in high demand and are prioritised for working and studying families. Kindy children can only attend Mondays, Wednesdays and Fridays.

## **Staffing**

We have a consistent set of educators that work regular shifts each week. We are very proud that our educators stay with us for many years before moving on, often to start their teaching careers. The children get to know every staff member well and there will always be a room full of familiar faces for them when they arrive.

We have 17 staff who have regular shifts with us each week (on our days with 107 children attending we have 11 staff working) and we try to keep them rostered on the same days each week whenever possible throughout a term so that children know who is going to be there with them on their days.

Many of our educators are also working as education assistants at St Columba's or are studying Primary or Early Childhood Education.

For a detailed description of our OSHC staffing please see the OSHC page of the school website.

*Please have a look at our Family Handbook and our OSHC page on the school website for further information*

