



Date 28.03.2024

OSHC PARENTS INFORMATION

Torquay P-6 College
ABN 82 374 574 098

(03) 5261 2360
torquay.p6.co@education.vic.gov.au

45-55 Grossmans Rd, Torquay VIC
3228

Acting Principal: Simon O'Brian
Assistant Principals:
Amy Snow
Simon Pocervina

Location

Next to the school stadium. You may park in the staff carpark in the evenings for collection of children.

Enrolment

The enrolment process needs to be completed before the child can attend.

These are found on the school website. A confirmation will be emailed to you, with an invitation to set up your personal details.

Download the XPLOR APP and set up PIN.

A short video on how to use the app is available on the school website.

Note: A separate ENROLMENT FORM must be completed for each student attending the program.

All parents/children need a CRN number and to be registered with Centrelink before attending.

Parents need to confirm CWA on the APP.

Parents need to set up DIRECT DEBIT on the APP.

A waiting list will apply for permanent bookings.

Casual bookings will be accepted if positions are available on the day **must be requested by 8.30am please.**

Hours

Morning	7.00am to 8.15am
Afternoon	3.00pm to 6.00pm
Curriculum Day	7.00am to 6.00pm

Fees

Morning	\$12.50	7.00am to 8.15am
Afternoon	\$30.50	3.00pm to 6.00pm
Curriculum/vacation	\$100.00	All Day



- All parents are eligible for fee assistance through the Childcare Assistance Scheme
- There will be a fee increase every July, in accordance with the CPI.
- Breakfast + Afternoon Tea are included for OSHC.
- CURRICULUM day parents provide all food.
- **All parents/children need a CRN number and to be registered with Centrelink before commencement.**
- **Centrelink does not backdate claims.**

Curriculum Day/ OHSC

- Please book as early as possible, this is done through the APP, a confirmation will be sent to you, or a reject notification.
- **Advice of Cancellations and all Bookings are charged.**
- Extra children will only be accepted on the day if a position is available.

Account

All accounts are on the APP, and emailed when it is in arrears, please make sure we have your correct email address.

Payment can be made by Direct Deposit set up on the APP, or pay now also on APP.

Nonpayment of fees will be automatic cancellation of your child's position. Please see OSHC Team if you are having difficulties.

Safety

- **Children must be signed in and out by an adult before and after school – NO EXCEPTION**
- **A \$10.00 non-sign out administration fee will be charged for each child not signed out.**
- Music/Dance/Sports teachers sign out children when picking them up for each lesson. Please supply your phone number and **4 DIGIT CODE** to whoever is picking up your child. (code is the one you use on the APP)
- Children cannot be signed back into the centre.

Late Collection

- Children must be picked up by **6.00pm** on School/Curriculum Days
- **A late fee of \$10.00 every 1 minute per child will apply if a child/ren is not picked up by these times.**
- Positions will be withdrawn if constantly late.
- Please ring us on **03.52610946** if you are running late, so we can reassure your child.

Bookings

Prep children are picked up from the classroom, please notify their teacher.

- Bookings need to be made on the APP, and confirmation needs to be received.
- **Must be made before or by 2.30pm on the day of booking.**
- Please be aware that some days may be booked out and you will need to make alternate arrangements.
- **Registered children who attend without a booking will be cared for if there is a position available however a \$10.00 per child non booking fee may apply.**
- All bookings are charged if there is a cancellation or Absence.

Cancellations

- Cancellations need to be made on the APP, and confirmation needs to be received.
- **Must be made before or by 2.30pm on the day of the booking.**
- For your child's safety you need to notify us if your child is not attending care.
- **Parents that do not notify of child absence will incur a \$10.00 non-cancellation fee.**

Illness and Accident

- Parents/carers will be contacted if a child is unwell and asked to pick up child as soon as possible.
- Accidents will be recorded, and parents asked to sign incident report.
- Medications will only be administered when recorded and signed on a medication sheet.
- The program follows the school's Student Management and Welfare Policy

Anaphylaxis/ Asthmatic Children

- An Anaphylaxis/Asthma medical management plan must be provided to the centre and be current.
- All medication child needs will be provided for the centre.
- A Risk Minimisation Plan will be completed.

Please feel free to contact the service and talk to the Co-ordinator **on 03.52612360 and follow prompts** should you have any concerns or enquiries. The OSHC is situated in the wellbeing room/after school room.

Emails on the APP are disabled.

Our email is oshc@torquaycollege.vic.gov.au

Respect | Friendship | Doing your best
torquaycollege.vic.edu.au



I acknowledge and pay respect to the traditional Aboriginal owners of country throughout Australia, their culture and Elders past, present and future.