



# Torquay College Out of School Hours Care Information for Parents

We would like to take this opportunity to say welcome to the OSHC.

## 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 explore app and set up pin. A short video on how to use the app is available on the school website.

**Please 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**

**Attendance of children is determined by priority of access guidelines stated below.**

## Commonwealth Priority of Access Guidelines

The Federal Government has determined guidelines for allocating places to those families with the greatest need for childcare support.

**These guidelines are strictly adhered to by O.S.H.C**

**First Priority:** Children are at serious risk of abuse or neglect

**Second Priority:** A child/children of parent/s who satisfy, the **work/training/study** test  
(under section 14 of the Family Assistance Act)

**Third Priority:** Any other child

**Note:** If you are a non-working/studying parent you may be restricted to one day of care per week. Should a working parent require your allocated day of care, every effort will be made to offer you an alternative day. If this not available, you will be given 1 week notice to withdraw your child to make way for a higher priority child.

## Hours

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

## Fees

Morning	\$12.00	7.00am to 8.15am
Afternoon	\$29.50	3.00pm to 6.00pm
Curriculum/vacation	\$75.00	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. Non payment of fees will be automatic cancellation of your child's position. Please see Anna if you are having difficulties.

## Safety

- Children must be signed in and out by an adult before and after school – NO EXCEPTION

- A \$5.00 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.

### **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 after you book in this is an allowable 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

Parents that do not notify of child absence (more than once) 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**

- A 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 52610946 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](mailto:oshc@torquaycollege.vic.gov.au)**

We are located next to the school stadium. You may park in the staff carpark in the evenings for collection of children.

Anna Fryar  
Co-Ordinator