



**ST. ANTHONY'S SCHOOL  
EDWARDSTOWN**

13 Castle Street, Edwardstown SA 5039  
Phone: (08) 8371 5579  
Fax: (08) 8293 5892  
Email: [info@stantedw.catholic.edu.au](mailto:info@stantedw.catholic.edu.au)  
Website: [www.stantedw.catholic.edu.au](http://www.stantedw.catholic.edu.au)

## St Anthony's Vacation Care

Welcome to St Anthony's Vacation Care. We are very excited about the collaboration between St Anthony's Vacation Care and St John the Baptist. This is an information pack to give you a snap shot of St Anthony's Vacation Care.

Firstly, we pride ourselves on running an Exceeding rated program by the National Quality Standards. Our program is put together with all children's needs and interests in mind. We cater to the abilities and interests of all children from reception to year 6. To help us understand your child and get to know them faster, complete the following forms in our information pack. This will enable us to provide a successful Vacation Care collaboration.

Meet our Vacation Care core team:



**Hollie McGregor**

Hollie, is our OSHC Director.



**Tracy Dunlevy**

Tracy, is our Senior Qualified OSHC Educator.



**Sheridan Todonai**

Sheridan, is a Qualified Educator.



**Bonnie Parker**

Bonnie, is an OSHC Educator.

St Anthony's OSHC house is located at 13 Castle Street Edwardstown. For safety reason from the street our OSHC house looks like a regular house.



The school is located behind the OSHC house and we gain access to the school through gates in our OSHC garden. We visit the school regularly and a contact number will be provided to call if we are at the school and you are ready to pick up your child.

Depending on the planned activity you will be notified when we will be based at the school. Collection will then be made at the front of the locked school gates.

All OSHC Educators have keys to access all of the school's facilities as well as their required first aid training and other required training and certificates.



### How do I book into Vacation Care at St Anthony's OSHC?

St Anthony's OSHC use a software program called **Fully Booked**. You can register your account here <https://stantedw.fullybookedccms.com.au/family/login>

All bookings will need to be emailed to our OSHC Director at [hparker@stantedw.catholic.edu.au](mailto:hparker@stantedw.catholic.edu.au)

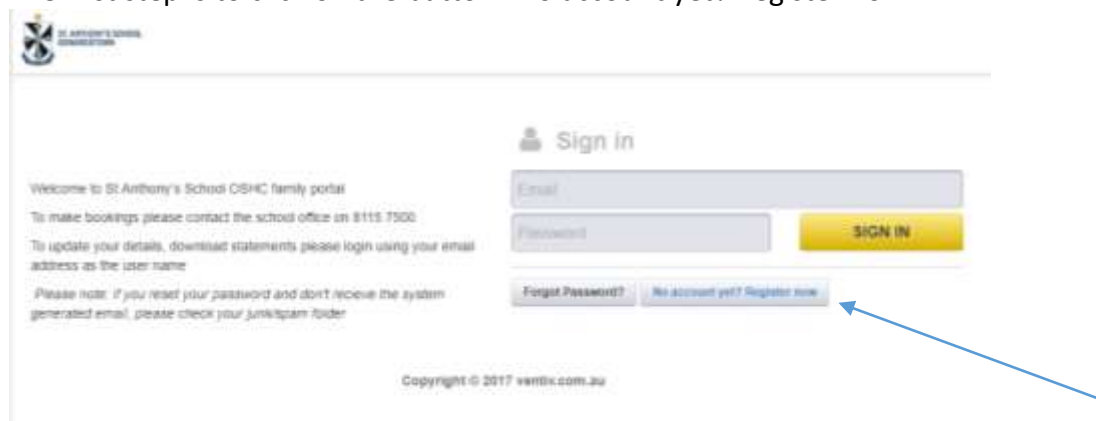
A \$10 deposit per child per day is required to confirm your booking.

This can be paid either:

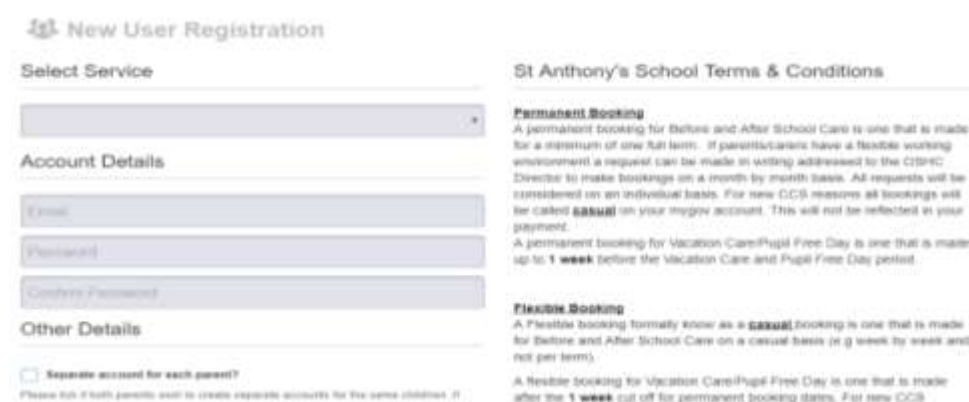
- **Online:** St Anthony's School Edwardstown OSHC Direct Credit payments may be made to BSB 085005 A/C 458634187
- **In person:** at St Anthony's School front office.
- **Over the phone:** at St Anthony's schools front office on 8115 7500.

It is imperative that all families register and set up an account with **Fully Booked** prior to attending Vacation Care via the website: <https://stantedw.fullybookedccms.com.au/family/login>

The first step is to click on the button “No account yet? Register now”



You will then be required to fill in a new user registration form. There is an option to have separate accounts for one child. If you wish to do this, please contact Hollie. Remember, to receive any Child Care Subsidy you must be registered with Centrelink and have a CRN number. *ie. One for each parent/carer*



To complete registration you will need to scroll to the bottom of the page and read the T&C's and check the box if you accept these. You will then be able to Register.

On your account you will be required to enter contact details, emergency contact details, collection authorisation and more.



## Will I need to be transferred over to the Child Care Subsidy before attending St Anthony's Vacation Care?

For a seamless transition to St Anthony's Vacation Care it would be ideal if you have already transferred over to the new Child Care Subsidy that started July, 2018. If you are already receiving your CCS Subsidy, once registered with **Fully Booked** your CCS details will be linked with our software. If you have not yet transferred over to the new CCS system, it may take a few weeks to receive your entitled subsidy.

### Can my account be backdated?

If your child starts attending care while a claim is being assessed, any subsidy payable for this period will only be backdated up to 28 days. For example, if you have not registered with Centrelink and do not have a CRN number you will only receive backdated payments up to 28 days. It is extremely important to have your Centrelink account ready before you start using care.

### What is a CWA form?

The Government requires that for every 8 weeks that care is not being used parents are to submit a Complying Written Arrangement form (CWA). With our new software this will happen automatically and you will be asked to update your registered account with **Fully Booked**. We believe this will be just confirming and adding any information if it has changed since you last used OSHC or Vacation Care.

### Why is my account Casual on Centrelink?

St Anthony's OSHC has been advised to label all care at OSHC as "Casual". This means you will be able to change your bookings term to term and during Vacation Care rather than completing CWA forms every time you want to change days, book into Vacation Care and/or Pupil Free Days. You will be still charged at the permanent rate.

### When do I need to book to be charged at the Permanent rate?

A permanent booking for Vacation Care is one that is made at least **1 week** before the Vacation Care period. If parents/carers have a flexible working environment a request can be made in writing addressed to the OSHC Director to make bookings on a month by month basis. All requests will be considered on an individual basis. For new CCS reasons all bookings will be called **casual** on your myGov account. This will not be reflected in your payment.

### What are casual and flexible fees?

The OSHC Advisory Committee wanted to save confusion and change our casual bookings to "Flexible Bookings". A Flexible booking for Vacation Care is one that is made after the **1 week** cut off for permanent booking dates. For new CCS reasons all bookings will be called **casual** on your myGov account. This will not be reflected in your payment.

### What are the Vacation Care operating hours?

Vacation Care is open from 7.30am – 6pm.

Vacation Care operating hours may be subject to change on particular days at the discretion of the OSHC Advisory Committee if we are not able to provide the service due to low numbers. This is to ensure we maintain our duty of care to all children and the educators who are operating the service.

### What are the fees?

<u>Session</u>	<u>Time</u>	<u>Fees 2018</u>
<b>Vacation Care</b>  (Pricing includes resources for activities, incursions/excursions, snack and CCS changes.)	7.30am – 6.00pm	<b>\$64.50</b> permanent rate  <b>\$69.50</b> flexible rate  <b>\$73.00</b> late booking rate (For bookings made day of care)

There is a **\$1.00 per minute** fee if your child/ren arrives **before or after** the opening and closing times.

## Permanent Booking

A permanent booking for Vacation Care/Pupil Free Day is one that is made up to **1 week** before the Vacation Care and Pupil Free Day period.

## Flexible Booking

A Flexible booking, formally known as a casual, is one that is made after the **1 week** cut off for permanent booking dates. For new CCS reasons all bookings will be called casual on your myGov account. This will not be reflected in your payment.

## Late Booking Rate

A late booking rate will be charged for a booking that is made on the same day that the service is required. This is necessary to ensure we can make provisions to accommodate for your child/children.

## Cancellation Process

For Vacation Care/Pupil Free Days the full fee will be charged on all cancellations, unless a medical certificate can be provided.

## Fees

OSHC accounts are generated fortnightly and emailed or sent home via your child's classroom that afternoon. Fees are to be paid on a regular basis (a minimum of fortnightly). St Anthony's OSHC is a not for profit organisation and cannot operate effectively with late payments. It is suggested that a payment plan is set up so that regular fortnightly payments can be made. Fees can be paid at the St Anthony's School front office by cash, cheque, credit card or by setting up a regular fortnightly payment plan. Please contact the school Bursar to discuss payment options.

If fees are overdue and no contact has been made to advise when payment will be received, OSHC has the right to deny access to Before and After School Care, Vacation Care and Pupil Free Day Care until fees have been settled. Contact will be made via telephone and access will only be approved once payment has been made.

If fees are not paid the debt collection process will be actioned as per the St Anthony's School Fees Policy.

## Fee Rebate CCS

St Anthony's School OSHC is an approved child care from service provider.

This means that you may be eligible to receive the new Child Care Subsidy on all OSHC fees 2<sup>nd</sup> July 2018. Call Centrelink on 136 150 or via their website on [www.centrelink.gov.au](http://www.centrelink.gov.au) to confirm your eligibility and provide your CRN details to us. Please contact Hollie directly for any questions.

## Priority of Access

The Australian Government has Priority of Access Guidelines for allocating places in these circumstances. These guidelines apply to CCB approved centre-based Long Day Care (LDC), IHC, Family Day Care (FDC), and Outside School Hours Care (OSHC) services. They set out the following three levels of priority, which child care services must follow when filling vacant places:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of a single parent who satisfies or of parents who both satisfy, the work, training, study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*
- Priority 3 – any other child

## **Picking up and Dropping off Children**

For Vacation Care Days children are required to be dropped off and picked up from the OSHC House, 13 Castle Street, Edwardstown.

Drop off and pick up is at the OSHC House, 13 Castle Street, Edwardstown. Collection and drop off must be made by an authorised parent/caregiver/family member who must be over 18 years of age.

## **Food Provided**

A healthy snack is provided for children during the afternoon.

The snack includes a selection of seasonal fruit, vegetables, crackers and bread 'n' spread. Along with a themed snack that is included as part of the day's activity i.e wraps, small baked potatoes, scones, pikelets, homemade cornflake crackles, cakes, cupcakes, chocolate crackles, choc chip cookies and in the warmer weather ice-cream, ice blocks, homemade sorbet and frozen fruit kebabs. We do provide gluten-free options and other dietary needs as long as the OHSC Director has been made aware of this requirement.

Children are required to bring a packed recess, lunch and drink bottle to Vacation Care. Breakfast is provided before 8.00am in the mornings if required. All snacks are included in the fee pricing.

## **Sun Protection**

During Terms 1 and 4, children are required to wear hats for outside play. Sunblock is provided during the day but it is recommended it is applied before they attend Vacation Care. Please refer the St Anthony's Sun Smart Policy for further details.

## **Medication**

If your child requires any medication, a medication authority form signed by a Medical Practitioner or Pharmacist must be provided to the OHSC Director as per our Medication Policy. This includes asthma puffers, prescription medication and over the counter medications/creams. Medication must be handed to OSHC staff for them to administer when required.

## **Security**

What your child brings to OSHC is their responsibility. OSHC will not be responsible for special toys/treasures that your child brings. Children are not to bring any electronic devices unless otherwise arranged and approved.

## **Extreme Behaviour**

As per St Anthony's schools Building Respectful Relationships: Behaviour Education and student support policy. All children who exhibit extreme behaviours, such as inappropriate socially unacceptable language and or violent behaviours that including throwing, damaging property, socially unacceptable physical actions towards others will be dealt with accordingly. Families will be asked to collect their child from Vacation Care in order to provide respite for their child and our OSHC community. In extreme cases children may need to be physically restrained to protect themselves or others. If deemed necessary the school will call for emergency support. This policy is available in full on the school's website.

## What's next?

After St Anthony's OSHC receive your booking and deposit, a confirmation letter will be emailed home along with a Welcome pack. This will include any additional information that is required for each themed day.

We are very excited about collaborating during Vacation with St John the Baptists and think this will be a great opportunity for all families. With this in mind, places are limited so to secure your child's place please promptly complete the booking forms.

Please do not hesitate to contact Hollie our OSHC Director if you have any questions before making a Vacation Care booking.

**Hollie McGregor**  
**St Anthony's OSHC 13 Castle Street, Edwardstown SA 5039**  
**OSHC Phone: (08) 8371 5579**  
**Email: [hparker@stantedw.catholic.edu.au](mailto:hparker@stantedw.catholic.edu.au)**

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## Family Check List to attend St Anthony's Vacation Care

- Complete your Centrelink Child Care Subsidy Assessment now if you haven't already registered. You can do your assessment through myGov using your Centrelink online account. Or, through the Express Plus Centrelink mobile app. This is important, because if you don't do your assessment, you may not receive any subsidy.
- Register and create an account on **Fully Booked**  
It is imperative that all families register and set up an account with **Fully Booked** prior to starting Vacation Care via the website: <https://stantedw.fullybookedccms.com.au/family/login>
- Complete the first time enrolment form. This is a once off enrolment form. All updates will be completed on the online **Fully Booked** software in the future.
- Complete the getting to know you form
- Return your booking form via email. All bookings will need to be emailed to our OSHC Director at [hparker@stantedw.catholic.edu.au](mailto:hparker@stantedw.catholic.edu.au)  
A \$10 deposit per child per day is required to confirm your booking.
- If you have any questions, or would like to arrange an opportunity to meet with our OSHC Director please contact Hollie on 8371 5579.