



**ST. ANTHONY'S SCHOOL
EDWARDSTOWN**

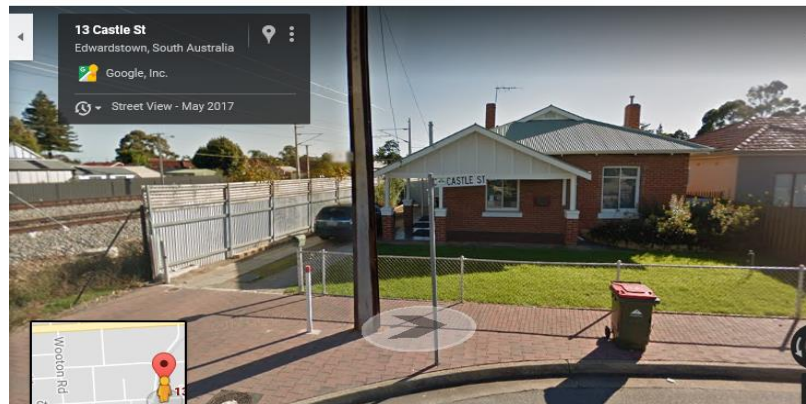
13 Castle Street, Edwardstown SA 5039
Phone: (08) 8371 5579
Mobile: 0478 111 640
School: (08) 8115 7500
Email: lsawyers@statedw.catholic.edu.au
Email: info@statedw.catholic.edu.au
Website: www.statedw.catholic.edu.au

St Anthony's OSHC

Welcome to St Anthony's OSHC, this is an information pack to give you a snap shot of St Anthony's OSHC

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 OSHC program.

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.



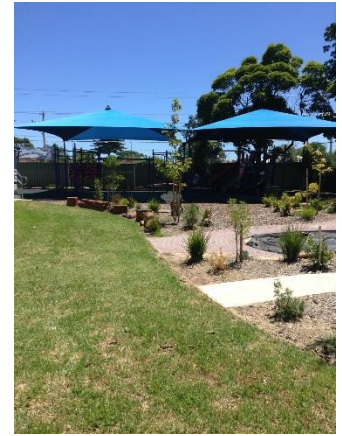
The school is located behind the OSHC house and we gain access to the school through gates in our OSHC garden.

- Before school care is from 7.15am -8.30am
- After School Care is from 3.15pm -6pm. For all new enrolments until your child is comfortable an OSHC educator will collect them from class. Otherwise we meet all children at school.
- Vacation Care is from 7.30am -6pm

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. Generally during the school term we stay at school until 4pm.

During Vacation Care 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 OSHC at St Anthony's OSHC?

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

- **Fullybooked Family portal:** Once you have completed the fullybooked registration you are able to make and cancel bookings from your phone or tablet.
- **In person:** at St Anthony's School front office.
- **Over the phone:** St Anthony's front office 8115 7500
- **Email our OSHC Staff Member Brooke Gherghetta :** BGherghetta@statedw.catholic.edu.au

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

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

 ST ANTHONY'S SCHOOL
EDWARDSTOWN

Welcome to St Anthony's School OSHC family portal

To make bookings please contact the school office on 8115 7500

To update your details, download statements please login using your email address as the user name

Please note: if you reset your password and don't receive the system generated email, please check your junk/spam folder

Sign in

Email

Password **SIGN IN**

[Forgot Password?](#) [No account yet? Register now](#)

Copyright © 2017 ventiv.com.au

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 Lauren. Remember, to receive any Child Care Subsidy you must be registered with Centrelink and have a CRN number. *ie. One for each parent/carer*

New User Registration

Select Service

St Anthony's School Terms & Conditions

Permanent Booking
A permanent booking for Before and After School Care is one that is made for a minimum of one full term. 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.
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 know as a **casual** booking is one that is made for Before and After School Care on a casual basis (e.g week by week and not per term).
A flexible booking for Vacation Care/Pupil Free Day is one that is made after the **1 week** cut off for permanent booking dates. For new CCS

Account Details

Email

Password

Confirm Password

Other Details

Separate account for each parent?
Please tick if both parents wish to create separate accounts for the same child/ren. If

responsible for special toys/treasures that your child brings. Children are not to bring any electronic devices unless otherwise arranged and approved.

Vacation Care
During Vacation Care we offer a 4 year old program that is open to kindy families that will be attending St Anthony's School the following year.
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.

Please read the T&Cs and check this box if you accept these.

REGISTER

Have you remembered your login details? [Log in again](#)

Copyright © 2017 ventiv.com.au

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 OSHC 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 Before and After School Care is one that is made for a minimum of one full term. 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.

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.

OSHC General Information

The following are St Anthony’s OSHC & Vacation Care/Pupil Free Day rates, please note they are before any CCS subsidy.

<u>Session</u>	<u>Time</u>	<u>Rates</u>
Before School Care (Pricing includes breakfast, resources for activities and CCS changes.)	7.15am – 8.30am	\$15.50 permanent rate (For CCS reason all bookings will be advised as <u>casual</u> on your mygov account) \$20.50 flexible rate \$23.50 late booking rate (bookings made day of care)
After School Care (Pricing includes fruit snack at 4pm, a substantial snack served at 4.30pm, resources for activities and CCS changes.)	3.15pm – 6.00pm	\$22.00 permanent rate \$27.00 flexible rate \$30.00 late booking rate (bookings made day of care)
Vacation Care /Pupil Free Day (Pricing includes resources for activities, incursions/excursions, snack and CCS changes.)	7.30am – 6.00pm	\$64.50 permanent rate \$69.50 flexible rate \$73.00 late booking rate (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 Before and After School Care is one that is made for a minimum of one full term. 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.

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 know as a **casual** booking is one that is made for Before and After School Care on a casual basis (e.g week by week and not per term).

A flexible booking for Vacation Care/Pupil Free Day 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 fee 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 your child/children.

Cancellation Process

For OSHC, the full rate will be charged on all cancellations received with less than **1 weeks'** notice, unless a medical certificate is provided. This includes all permanent, casual and late bookings.

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.

Fees can be paid by:

- **Ezidebit:** This is our preferred option. Invoices will be emailed fortnightly on a Monday or Tuesday and accounts will be deducted the following Friday.
- **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.

Fee Rebate CCS

St Anthony's School OSHC is an approved child care service provider. This means that you may be eligible to receive the new Child Care Subsidy on all OSHC fees 2nd July 2018. Phone Centrelink on 136150 or via their website on www.centrelink.gov.au to confirm your eligibility and provide your CRN details to us. Please contact Lauren 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 childcare 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

Before School Care and Vacation Care/Pupil Free Days children are required to be dropped off and picked up from the OSHC House, 13 Castle Street, Edwardstown.

For After School Care all children are required to meet the OSHC staff in the Resource Centre. Once the role is marked off and the second bell has gone OSHC staff will supervise children in the school grounds for supervised play time. OSHC staff will then walk students over to the OSHC House which is located behind the school. 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

Breakfast will be provided for children who arrive at Before School Care before 8.00am.

A healthy snack is provided for children at After School Care as soon as everyone arrives at the OSHC House from school. Snack includes a selection of seasonal fruit, vegetables, crackers and bread 'n' spread. At 4.30pm second snack is substantial portion size snack that is in line with the healthy guidelines, e.g pasta bake, baked potatoes, wraps, deconstructed sushi and soup in the cooler weather. 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 on Vacation Care and Pupil Free Days. Breakfast is provided before 8.00am in the mornings if required. All snack and breakfast is included in the fee pricing

OSHC Programming

St Anthony's OSHC has an Exceeding rating and our weekly program is available at the OSHC House. During OSHC, children will have the choice between relaxing play and active play. Children also have the option and time to complete their homework. Screen time is limited with the exception of allocated time to complete homework in the Resource Centre between 3.30pm -4pm. Home devices are to be used under the guidelines of the St Anthony's School BYOD Policy.

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 to be applied before they attend OSHC or Vacation Care/Pupil Free Days. 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.

Vacation Care

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's next?

Once St Anthony's OSHC receive your booking and an OSHC staff member will make contact with you to arrange a time to visit if needed and to answer any questions. During Vacation Care a confirmation letter will be sent home along with a Welcome pack. This will include any additional information that is required for each themed day.

Please do not hesitate to contact our OSHC staff or Front Office if you have any questions before making an OSHC or Vacation Care booking.

St Anthony's OSHC 13 Castle Street, Edwardstown SA 5039

OSHC Phone: (08) 8371 5579

OSHC Mobile: 0478 111 640

Email: bgherghetta@stantedw.catholic.edu.au

St Anthony's School 1 Castle Street, Edwardstown SA 5039

Phone: (08) 8115 7500

Email : info@stantedw.catholic.edu.au

Website: www.stantedw.catholic.edu.au