



## **PART A – KEEP THIS SECTION FOR YOUR RECORDS**

### **General Information**

- ♣ Kew East Primary School (KEPS) Council operates an Out of School Hours Care Program for primary school aged children attending Kew East Primary School and St. Anne's Primary School.
- ♣ The program provides high quality Before Care, After Care and Pupil Free Day Care (numbers permitting) in a safe, enjoyable and caring environment.
- ♣ The program is provided at minimal cost and enables parents to pursue options relating to employment, training, recreation and personal interests.
- ♣ The OSHC Supervisor can be contacted on **9859 6052** or [oshc.kew.east.ps@education.vic.gov.au](mailto:oshc.kew.east.ps@education.vic.gov.au)
- ♣ Hours of operation are from 7.00 – 9.00am and 3.00 – 6.15pm Monday to Friday and KEPS Pupil Free days 7.00am – 6.00pm.
- ♣ The program is operated through an online database program called HubWorks! The invoices and statements will be emailed to you via Hubworks! The invoices are emailed weekly and the statements are emailed monthly.
- ♣ Children must be signed in and out of OSHC by the parent/guardian using an Electronic Sign in via an ipad or paper attendance sheet.
- ♣ Fee payments are processed from your credit card which must be provided by all parent/guardians via the enrolment form. Payments are processed on a Thursday with parents A-L surnames and then the following alternate week payments M-Z surnames are processed on a fortnightly cycle. At the end of each term all monies outstanding are processed.
- ♣ Once your child's enrolment form has been processed you will receive a username and password to access Hubworks! This will enable you to keep your child's information up to date and to view invoices and statements and agree to the new Complying Written Agreement (CWA).
- ♣ At the program, qualified and experienced OSHC educators plan a balance of activities to meet the physical, social, intellectual, emotional, recreational and creative developmental needs of children.
- ♣ Play is recognised as an important part of children's learning and development, which is demonstrated by the variety of games and resources provided at the program.
- ♣ Children's health & wellbeing is catered to in a variety of ways including varied and nutritional snacks, Sun Smart policy, qualified First Aid staff and a program which is inclusive with regard to planning for individual needs, cultural relevance, children with additional needs and gender equality.
- ♣ The Program is guided by the **National Quality Frameworks (NQF), National Quality Standards (NQS) and My Time, Our Place** (the Framework for School Aged Care in Australia).
- ♣ For further information on the Frameworks, refer to website <http://education.gov.au/national-quality-framework-early-childhood-education-and-care>
- ♣ The Program provides breakfast at **Before School Care** up to 8.00am and an afternoon snack at **After School Care**. **KEPS Pupil free** days (numbers permitting) all food and drinks are provided. The Program also caters for children with additional needs.

## HOURS OF OPERATION

The **Before School Care Program** operates between the hours of **7:00am – 8.45am daily (BSC)\***

The **After School Care Program** operates between the hours of **3:30pm – 6:15pm daily (ASC)\*\***

**KEPS Pupil Free Day Care** operates between the hours of **7.00am – 6.15pm\*\***

KEPS last day of term 1 – 3 ASC Program operates between the hours of **2.30pm – 6.15pm\*\***

KEPS last day of term 4 ASC Program operates between the hours of **1.30pm – 6.15pm\*\***

*\*At 8.45am St Anne's students will be escorted to St Anne's Primary School, KEPS year 1-6 students will be dismissed into the school grounds to go to their classrooms. KEPS Foundation students will be escorted to the Junior School Hall to unpack bags and enter classrooms.*

*\*\* The After Care program officially ends at 6.00pm. There is a grace pick up period of 15 minutes to 6.15pm. **If a child/children are not collected by 6.15pm a fee of \$6.00 per minute will be charged.***

## ENROLMENT

- ❖ A once off enrolment form is required for all permanent and casual bookings.
- ❖ A Complying Written Agreement (CWA) between KEPS OSHC and the family submitted online via the Hubworks! software using the family user name and password.
- ❖ A new enrolment form may be required due to changes in circumstances (divorce/separation).
- ❖ A yearly non-refundable Annual Administration Fee of \$40.00 is payable per family.
- ❖ A parent/guardian who has lawful authority in relation to the child must complete this form.
- ❖ A brief explanation of Parental Responsibility/lawful authority is included under Information about Parents/Guardians.

If you have more than one child attending the program **you must provide a separate enrolment form for each child.** General family details pertaining to all of your children attending the before and/or after school program can be entered then photocopied for each child – individual child details can then be added on each child's enrolment form – e.g. name, age, medical information.

## HEALTH & SAFETY

Please ensure that registration details are kept up to date during the year and that all allergies and medical details are listed. Allergies/Anaphylaxis/Asthma forms must be filled out prior to commence of the program. If you require a form please see the Supervisor in the OSHC building.

Medication can only be administered to children by staff with the written consent of parents on the OSHC Medication Record provided by the program. Children must wear their own hats during outdoor activities from September to April, when they are also encouraged to bring their own sunscreen and apply it each afternoon before going outside. If a child does not bring their hat they will play indoors or in a shaded area. Please feel free to discuss any issues or queries regarding your child with the OSHC Supervisor during program hours (time permitting), by arranged meeting time or by phone – 9859 6052.

**Anaphylaxis & Asthma Medication:** Must be brought to the program from the classroom to OSHC.

## **DROPPING OFF / COLLECTION OF CHILDREN**

- ❖ Children can only be collected by **parents, guardians or other authorised persons** listed on the registration/enrolment form.
- ❖ Requests for any other arrangements should be in writing.
- ❖ Children will not be released to a sibling unless they are 16 years of age.
- ❖ In emergency situations, verbal or written permission by parents to authorise additional persons to collect the child will be permitted.
- ❖ Educators may intervene and not allow a student to be signed out in the care of an authorised person if that person is intoxicated or not fit to drive. In the instance, the person will be requested to stay at the school and contact another authorised person to come and pick up the student. Police will also be contacted by the supervisor or school principal.
- ❖ The After Care program officially ends at 6.00pm. There is a grace pick up period of 15 minutes to 6.15pm. **If a child/children are not collected by 6.15pm a fee of \$6.00 per minute will be charged.**

### **SIGNING your child into Before School Care, After School Care or on Pupil Free days IS YOUR RESPONSIBILITY.**

Children must always be signed into Before School Care and After School Care by parents, guardians or other authorised people. It is also important to record the actual time the child is dropped off at Before School Care or picked up from After School Care.

## **CUSTODY ORDERS**

In the case of custody orders parents must provide a copy to the OSHC supervisor. The custody order will be secured and kept on file.

## **SEPARATED PARENTS AND SHARED CARE ARRANGEMENTS**

It is important that you notify us of changes to your personal circumstances in relation to sharing the care of a child due to separation or divorce. Families often incorrectly assume that after separation their out of pocket child care costs will not change. This is incorrect because families are obligated to notify Centrelink within 14 days of the change to their circumstances. A new Child Care Subsidy (CCS) assessment must be completed with Centrelink for each parent to claim any CCS entitlements. This means both parents will have individual family incomes and CCS percentages.

They have become two separate families for CCS purposes. In these situations we require each parent to complete and sign a new enrolment form as a new electronic enrolment will be created for each parent.

## **PARENTAL RESPONSIBILITY (LAWFUL AUTHORITY)**

**Parents:** All parents have powers and responsibilities in relation to their children that can only be changed by a court order. **The Education and Care Services National Law Act 2010** refer to these powers and responsibilities as parental responsibility. It is not affected by the relationship between the parents, such as whether or not they have lived together or are married. A court order, such as under the Family Law Act, may take away the authority of a parent to do something, or may give it to another person.

**Guardians:** A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of "guardian" under the **Education and Care Services National Law Act 2010** also covers situations where a child does not live with his/her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control over the child.

## **CHILDREN NOT COLLECTED BY CLOSING TIME**

The After Care program officially ends at 6.00pm. There is a grace pick up period of 15 minutes to 6.15pm. **If a child/children are not collected by 6.15pm a fee of \$6.00 per minute will be charged.** At 6.15pm the OSHC supervisor will attempt to contact parents. If parents cannot be contacted by 6.30pm, emergency contacts will be notified and asked to collect the child. If there is still no response by 6.45pm the OSHC supervisor will contact the KEPS principal or assistant principal. **Please Note: Consistent late collection could jeopardise your child/ren's place**

## **NON-ATTENDANCE (After School Program)**

It is the responsibility of the parent/guardian to contact the program if there has been a change in the daily attendance (Safety is the issue and we need to know where all booked children are).

If a child goes home during the school day due to illness or does not come to school due to illness it is the responsibility of the parent/guardian to contact OSHC via phone, message or email that the child/ren will not be attending OSHC that day.

- ❖ The staff will endeavour to ensure that children booked into the service arrive as intended.
- ❖ Staff have the responsibility to ensure that a roll call of children is conducted as they arrive at the program.
- ❖ The roll is checked at 3.40pm to determine whether there are children booked into the service are present.
- ❖ OSHC staff have the responsibility to ensure that a message is put over the intercom/speaker requesting that the missing child/children in question go immediately to the service.
- ❖ If missing children have not arrived by 3.45pm the supervisor will attempt to contact parents/guardians or authorised persons over the age of 16 to determine whether the child/children are supposed to be attending the service.
- ❖ If the parent/guardians cannot be contacted the staff will contact the Principal to determine the next course of action.

## **BOOKINGS AND CANCELLATIONS**

Families wishing to use the Out of School Hours Program must register with the program by completing IN FULL the enrolment form provided by the Program. An annual non-refundable administration fee of \$40.00 per family will be charged in the first invoice. To ensure the whereabouts and safety of children, ALL children attending must be registered and booked in whether attending regularly or on an informal basis.

- ❖ **It is the responsibility of the parent/carer, not the school, the teacher or the child to inform the OSHC program of changes to attendances.**
- ❖ Bookings should be made prior to attendance via the once off enrolment form, with casual adjustments written in the book in the main OSHC room, by message left on the program message service Tel 9859 6052 or by email to [oshc.kew.east.ps@education.vic.gov.au](mailto:oshc.kew.east.ps@education.vic.gov.au)
- ❖ Cancellations MUST be made for children who are booked but NOT attending a booked/casual session for Before, After or Pupil Free Day Care. Cancellations can be made by phone, email, cancellation book or in person.
- ❖ Cancellations of booked care **received by 6:00 pm the night before the session**, will **NOT** incur a fee.
- ❖ Cancellations received **after 6:00pm** will be charged as an Allowable Absence and the **normal session fee** will apply. Please see the OSHC supervisor for more information regarding **Allowable Absences**.
- ❖ Cancellations for Mondays must be received by **6.00pm** on Friday or the session fee will apply.
- ❖ **If a child goes home during the school day due to illness or does not come to school due to illness it is the responsibility of the parent/guardian to contact OSHC via phone, message or email that the child/ren will not be attending OSHC that day.**
- ❖ **If your child/ren becomes ill overnight and is unable to attend school that day please contact OSHC via phone, message or email by 9.00am the day of the booking and the family will only be charged for the morning session but not for the afternoon session.**
- ❖ **If a child/ren has become ill at school and has gone home, please contact OSHC via phone, message immediately to inform that the child/ren will not be attending OSHC ASC, and then no charge will be applied for the absence. If OSHC is not informed that your child has gone home sick, you will be charged for after school care.**
- ❖ **Long term** cancellations of, or complete changes to, sessions that are regular bookings, must be in writing (email) with 1 weeks notice to the OSHC email.
- ❖ **KEPS Pupil Free Day Care** – bookings & cancellations must be received by the program five working days prior to the day.

## BOOKING DETAILS

- ❖ **REGULAR BOOKING** = 1 OR MORE attendance sessions each week on the same day/s.
- ❖ **CASUAL** = EXTRA DAY/S to attend sometimes in addition to Regular BOOKED
- ❖ **IRREGULAR** = Occasional Care NO regular days booked each week
- ❖ **CASUAL and IRREGULAR** users must contact the service prior to any attendance in order to ensure that a place is available.

## FEE SCHEDULE FOR 2024

|   |                           |                          |   |
|---|---------------------------|--------------------------|---|
| <b>Before School Care</b><br>Permanent Booking                | <b>\$26.90 per child</b>  | CCS available            | Includes breakfast (to 8.00am)                            |
| <b>After School Care</b><br>Permanent Booking                 | <b>\$37.15 per child</b>  | CCS available            | Includes afternoon snacks                                 |
| <b>Before School Care</b><br>Casual Booking/Irregular Booking | <b>\$31.60 per child</b>  | CCS available            | Includes breakfast (to 8.00am)                            |
| <b>After School Care</b><br>Casual Booking/Irregular Booking  | <b>\$40.70 per child</b>  | CCS available            | Includes afternoon snacks                                 |
| <b>Pupil free Day Care</b>                                    | <b>\$110.00 per child</b> | CCS available            | All food & drink provided –<br>Breakfast, lunch & snacks. |
| <b>Annual Administration Fee</b><br>(Non-refundable)          | <b>\$40.00 per family</b> | <b>CCS not available</b> |   |
| <b>Late Fines</b><br>(applied after program closes a 6.15pm)  | <b>\$6.00 per minute</b>  | <b>CCS not available</b> |   |

## FEE PAYMENT

- Signed EFT withdrawal permission with credit card details (see following letter / form provided)
- Fee payments are processed from your credit card which must be provided by all parents via the enrolment form. Payments are processed on a Thursday with parents A-L surnames and then the following alternate week payments M-Z surnames are processed on a fortnightly cycle.
- At the end of each term and the end of the year all outstanding invoices are processed.
- Invoices are emailed out weekly on a Tuesday.
- Statements are emailed out monthly.

## REDUCE YOUR CHILD CARE FEE PAYMENTS

The Australian Government offers a **Child Care Subsidy** to assist parents with care of children aged 0 – 13 so they can work, train, study or volunteer. The Child Care Subsidy is determined by completing a Child Care Subsidy assessment via **myGov** using your Centrelink Online user name and password. If you do not have a **myGov** account, you will need to create one also via **myGov** website. Three things determine a family's level of Child Care Subsidy:

- A family's annual adjusted taxable income determines the percentage of subsidy they are eligible for;
- An activity test determines how much subsidised care families can access; and
- The type of child care service the child attends.

Some basic requirements must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child. These include:

- the age of the child (must be 13 or under and not attending secondary school);
- the child meeting immunisation requirements; and
- the individual, or their partner, meeting the residency requirements.

Once the assessment has been completed, OSHC will be notified and the Child Care Subsidy will be paid directly to OSHC as a fee reduction thereby reducing your OSHC fees and will show on your weekly invoice and monthly statements.

For more information on this process, visit [education.gov.au/childcare](https://www.education.gov.au/childcare)





**HubWorks!**<sup>TM</sup>  
Connecting Parents, Services, Govt.



*Together in Knowledge and Faith*

Child's Name: \_\_\_\_\_

**PART B**  
**TO BE RETURNED**  
**Enrolment Form for KEPS**  
**Out of School Hours Care**  
**(OSHC)**

**KEPS OSHC requires a 'Once Off' enrolment form for each child attending before and after school care or a pupil free day session. Online access will be granted to the family once the enrolment is processed.**

**Please complete the entire form and hand back to OSHC office.**

Please ensure the following are attached or completed

- Immunisation Certificate Status
- Medical detail and documents
- Credit Card Details
- Court Orders

# ENROLMENT INFORMATION

## CHILD'S INFORMATION

First Given Name:

Second Given Name:

Surname Name:

Date of Birth:

Sex:  Male  Female  Unspecified

**CRN:**

Country of Birth:

Current Address (Inc. postcode)

School:

Aboriginal or Torres Strait Islander descent? (Y or N)

Child's Cultural Background:

## PARENT 1 (Parent with CRN)

First Given Name:

Second Given Name:

Surname:

Date of Birth:

**CRN:**

Current Address (Inc. postcode)

Home Phone:

Work Phone:

Mobile:

Languages Spoken at Home:

Email Address:

Please be aware that all invoices / statements are sent to you via email. The email address that Parent 1 with the CRN is the email address that will receive them. You will be direct debited from your credit card on a fortnightly basis on a Thursday. If Parent 2 would also like to receive email correspondences please tick the box under the parent 2 details.



**PARENT 2**

First Given Name:

Second Given Name:

Last Name:

Date of Birth:

Current Address (Incl. postcode)

Home Phone:

Work Phone:

Mobile:

Email Address:

 Include in email  
communications**FAMILY STATUS** Both parents at home,  sole parent , shared custody  other

Other \_\_\_\_\_

Do you have a Family Court Order?

*If Yes, please provide latest copy to OSHC Co-ordinator* Yes  No

Custody Arrangements

*(If applicable, please see OSHC coordinator)* Yes  NoIf you are separated or divorced, who has legal custody  
of the child? Parent 1  Parent 2  Both

**1 - Emergency Contact (not parent/guardian)****Name:****Relationship to Child:****Address (Inc. Postcode)****Date of Birth:****Mobile Number:****This person has authority to (please tick beside if permission granted)**

|   |  |
|---|--|
| ♣ Collect/Deliver your child to/from the service  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ Give permission to authorise an educator to take the child outside the education and care service premises                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ Consent to medical treatment  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ Permit transportation by an ambulance service   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ Give permission to authorise the education and care service to transport the child or arrange transportation of the child                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ Request/Permit medication to be given   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ If the parent/guardians cannot be contacted, this person should be notified of any accident, injury, trauma or illness involving your child | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**2 - Emergency Contact (not parent/guardian)****Name:****Relationship to Child:****Address (Inc. Postcode)****Date of Birth:****Mobile Number:****This person has authority to (please tick beside if permission granted)**

|   |  |
|---|--|
| ♣ Collect/Delivery your child to/from the service   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ Give permission to authorise an educator to take the child outside the education and care service premises                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ Consent to medical treatment  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ Permit transportation by an ambulance service   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ Give permission to authorise the education and care service to transport the child or arrange transportation of the child                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ Request/Permit medication to be given   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♣ If the parent/guardians cannot be contacted, this person should be notified of any accident, injury, trauma or illness involving your child | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## CHILD'S INFORMATION

### HEALTH & MEDICAL INFORMATION

Medicare Number:

Medical Centre Name:

Doctor's Name:

Medical Centre Address

Medical Centre Phone No:

Ambulance Subscription

Yes  No

Does your child have **Anaphylaxis**?

If yes, please provide an up to date **Anaphylaxis Action Plan**

Yes  No

Does your child have **Asthma**?

If yes, please provide an up to date **Asthma Action Plan**

Yes  No

Does your child have any **Allergies** e.g. food, medication, animals, insects?

If yes, please provide an up to date **Allergies Management Plan**

Please list allergies \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes  No

Any Special Dietary Requirements?

*If Yes, please state what to*

Yes  No

Any problems with hearing, sight or speech?

*If Yes, please explain*

Yes  No

Any health problems, operations, illnesses or disabilities we should know about?

*If Yes, please explain*

Yes  No

Does your child take any regular medication?

If Yes, please explain

Yes  No

Does your child have a physical disability or delay, including intellectual, sensory or physical impairment?

If Yes, please explain

Yes  No

Please supply a copy of your child's immunisation status certificate which can be downloaded from Medicare Australia ([www.my.gov.au](http://www.my.gov.au))

Immunisation is:

Completed  Incomplete

**CHILD'S INFORMATION**

**MEDICAL CONSENT**

Where the Out of School Hours Care Educators are unable to contact me or it is otherwise impracticable to contact me, I authorise the Out of School Hours staff to:

- Consent to the service to seek medical treatment from a registered medical practitioner, hospital or ambulance service.
- Administer such first aid as the Out of School Hours staff may judge to be reasonably necessary.
- Give consent for the service to seek transportation by an ambulance service when medical treatment is required.

Parent/Guardian Signature.....Date.....

**Please note details of any special needs, concerns**

.....

**EMERGENCY PROCEDURE RESPONSES**

**LOCKOUT EVACUATION**

As part of the Kew East Primary School and the Out of School Hours Care program Emergency Response Plan, there could be times when the children have to be escorted by OSHC staff off the school grounds and to a safe evacuation point.

The evacuation points are:

1. One on the KEPS school grounds and two offsite evacuation points
2. St Anne's emergency meeting point
3. Guthrie Park in Windella Street

I give my permission for my child to leave the school grounds if required during an Emergency Response and for practice of such.

Parent/Guardian Signature.....Date.....

**PHOTOGRAPHIC PERMISSION**

I give permission for the written, photographic video or audio recording of my child and authorise the use of any recording to only be used within the OSHC program (we are required to record evidence of children participating in our program activities to comply with regulations, for newsletter inclusion and children to enjoy viewing photos of their activities).

Signature.....Date.....

Please feel free to consult staff if you have any problems or queries. We welcome your input to the program. Refer to the notice board for general information on programs.

## GENERAL DECLARATION

I understand that some information from my registration form may be used by the program to assist with Child Care Subsidy status enquiries to the Child Care Subsidy System (CCSS) on my behalf.

- ❖ I agree to the transitional learning and development statement to be made available to the OSHC Educators if required;
- ❖ I agree to familiarise myself with, and follow the terms and conditions of the program's Policy & Procedures as per section of KEPS website, under OSHC.
- ❖ I agree to allow my child/children to attend and participate in the activities of the program and will advise OSHC Educators if I do not wish my child/children to participate in any particular activity ;
- ❖ I agree to my child/children watching G and PG films with OSHC Educator supervision;
- ❖ I acknowledge that Kew East Primary School provides a Sun Smart Program therefore my child/children is required to have correct clothing and hat to participate in all outdoor activities between the months of September to April of each year;
- ❖ Sun Smart behaviour will be regularly enforced by OSHC Educators;
- ❖ I understand that although care and supervision are provided, the Kew East Primary Out of School Hours Educators and the Kew East Primary School Council cannot accept responsibility for any injury sustained by my child at Before or After School Care or Pupil Free Day Care;
- ❖ I authorise the Out of School Hours Care program to record as an allowable absence, any day indicated as a booking that my child does not attend the service, unless I provide a valid reason (according to Federal Government requirements) for the absence to be recorded as an approved absence and acknowledge that all allowable absences are to be signed for. I understand that CCS is paid for only 42 allowable absences per child per year;
- ❖ I agree to pay for all of the days my child/children is successfully enrolled, as a regular/ casual/or irregular booking regardless of whether my child/children actually attends the OSHC program;
- ❖ I agree to provide my credit card details for fortnightly payment and end of term payment;
- ❖ I understand and agree that the information from this registration form and other related information regarding my child's wellbeing may be discussed by OSHC Educators with the principal and/or staff of Kew East Primary School/ St. Anne's Primary School;
- ❖ The information I have provided on this form is correct.

Parent/Guardian Signature.....Date.....

## OSHC BOOKING

### BOOKING DETAILS FOR 2024

- ❖ **REGULAR BOOKING** = 1 OR MORE attendance sessions each week on the same day/s.
- ❖ **CASUAL** = EXTRA DAY/S to attend sometimes in addition to Regular BOOKED
- ❖ **IRREGULAR** = Occasional Care NO regular days booked each week
- ❖ Will you be using the program on a **Regular Booked, Casual** or **Irregular** basis? (Please circle)
- ❖ **CASUAL and IRREGULAR** users must contact the service prior to any attendance in order to ensure a place is available.

### REGULAR BOOKED DAYS

If you WILL be requiring the program on a **REGULAR BOOKED** basis **please circle** which booked session/s your child will need each week.

| CHILD'S NAME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------------|--------|---------|-----------|----------|--------|
|              | BSC    | BSC     | BSC       | BSC      | BSC    |
|              | ASC    | ASC     | ASC       | ASC      | ASC    |

### CHILD CARE SUBSIDY (CCS)

#### Reduce your fee payments

Will you be claiming the Child Care Subsidy? **YES** **NO** (Please circle)

### TO CLAIM THE CHILD CARE SUBSIDY

The Australian Government offers a **Child Care Subsidy** to assist parents with care of children aged 0 – 13 so they can work, train, study or volunteer. The Child Care Subsidy is determined by completing a Child Care Subsidy assessment via **myGov** using your Centrelink Online user name and password. If you do not have a **myGov** account, you will need to create a user name and password via the **myGov** website.

For more information on this process, visit [education.gov.au/childcare](http://education.gov.au/childcare)

### COMPLYING WRITTEN AGREEMENT (CWA)

KEPS OSHC utilise a software program called Hubhello and on completion of this enrolment an email containing a user name and password for [www.hubhello.com](http://www.hubhello.com) will be emailed to the Parent 1. Via the Hubhello website you can access your child's details and update any new address, contact details or emergency contacts.

Once enrolled each family must agree and submit a Complying Written Agreement, CWA which is between KEPS OSHC and the child's family that outlines attendance, hours of service and cost of permanent or casual/irregular bookings. The CWA can be accessed via Hubhello and must be completed and submitted online by all families. When you first log on the CWA will be one of the first things you see, please read and save the page and that will submit the CWA.

## FEE PAYMENTS 2024

The OSHC program is a standalone program, managed by school council and is separate to all other school programs. Expenditure for staff salaries, food, program equipment, phone calls and utilities (heating, cooling, and electricity) are all funded from OSHC fees. School Council has an expectation that OSHC fees are paid on a regular basis so as to cover the aforementioned costs.

The KEPS OSHC Coordinator's responsibilities do not include collection of OSHC fees and office staff are not available during the OSHC hours to collect fees. All private OSHC providers complete collection of fees either through having credit card details or direct debit whilst their coordinators run the actual program.

In accordance with the KEPS OSHC policy, **fees must be paid fortnightly (Thursday)** with no arrears extending beyond a 14 day period. Invoices and statements will be issued via email to all parents as part of the payment process.

The collection of fees will be from credit card details which must be provided by **all parents annually** on the form accompanying this information letter. This information must be returned along with other enrolment information and prior to the first OSHC session for the school year. I wish to also assure all users that credit card details are kept in a secured place within the school.

As with other school expenses, such as excursions, phone calls, will not be made but rather your child may not be admitted to the OSHC program. It is also the responsibility of all users to inform the school of any changes to credit card details.

The efficient collection of fees from OSHC users will benefit all in the program by keeping costs to a minimum and assisting the KEPS office staff to be completing other work rather than following up on payments.

### **The procedure for fee collection is as follows:**

**TUESDAY:** invoices are sent out fortnightly and statements are sent monthly via email. The email address that Parent 1 with the CRN is the email address that will receive the email.

**THURSDAY:** fee payments for half of parents A-L surnames and then the following alternative week, payments M-Z surnames are processed. This would mean, once in a fortnightly cycle, you would have one payment processed from your nominated credit card account.

**END OF TERM:** All outstanding invoices will be processed at the end of each term.

**END OF YEAR:** At the end of each year **ALL** invoices will be processed and finalised regardless of the financial cycle.

The Kew East Primary School Council have made a number of changes to its OSHC program to ensure both the program and the administrative arrangements run smoothly and efficiently. In doing so, KEPS has been able to continue providing its own OSHC program rather than bringing in an external private provider as an alternative. Your support of our processes is vital to ensure that KEPS can continue to provide a safe and enjoyable OSHC program for our students and those from St Anne's, whilst allowing KEPS School Council to maintain the control of this program.

In anticipation, school council thanks you for your support and hopes that your child/n enjoy their time in the KEPS OSHC program in 2024.

Yours sincerely

Helen Fotheringham  
Principal

Jarrold Frazer  
School Council President

**PTO and fill out your Credit Card Details**

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**PLEASE ALWAYS INFORM THE PROGRAM OF ANY CHANGES  
TO YOUR CREDIT CARD DETAILS**

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**FEE PAYMENT**

**CREDIT CARD DETAILS**

**KEW EAST PRIMARY SCHOOL – OSHC CREDIT CARD DETAILS**

I agree to provide my credit card details for the sole purpose of OSHC payments which will be deducted each fortnight for any usage of OSHC.

Parent name..... Child's name.....

Visa

Mastercard

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
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Expiry date

Cardholder's name..... (Please print)

Cardholder's signature..... Date.....

Please return this form in a sealed envelope together with your completed OHSC Enrolment Form to the OSHC Office.

Thank you.