

# Outside School Hours Care (OSHC) After School Care Program 2020 Fact Sheet

## Contact Details

General Enquires: 9205 5555

Email: [aftercare@yarracity.vic.gov.au](mailto:aftercare@yarracity.vic.gov.au)

## Program Information

The After School Care programs are licensed and assessed for Quality under the National Quality Framework, including the Education and Care Act & Regulations 2011 and the National Quality Standards.

At Yarra Council's After School Care program our goal is to create an environment where the needs and interest of the children and families are supported and extended by qualified staff. We encourage all children and families to enter a partnership with us to plan, resource and implement a quality program where the voice of the children in the program is reflected. This includes engagement in recreational and educational opportunities; or being able to relax, chill with friends and play.

## Inclusive Program

City of Yarra OSHC Services are inclusive services. We engage with the Victorian Inclusion Agency and Community Child Care to work together to ensure all children and families that would like to access the service can do so. If you would like further information or wish to discuss any needs that your child or family may have, please contact a member of the Outside School Hours Care team.

## Afternoon Tea

A nutritious and varied afternoon tea is provided each day that includes fresh fruit and as well as an afternoon snack, such as dips, pasta, soups, rice dishes etc. We ensure we have an inclusive menu plan that meets the needs of children with any dietary requirements. **We request that families are mindful of bringing food into the service that may include common allergens such as nuts.**

## Our Educators

Our Outside School Hours Care educators are qualified and experienced educators. All educators have successfully completed a Police Check, Working with Children Check, First Aid qualifications and other relevant training in either Education, Child Care, Youth, Recreation, Social Work or Allied Health.

## Our Locations

Richmond West Primary School 25 Lennox Street, Richmond	Phone: 9429 7502 or 0412 418 194 Email: <a href="mailto:aftercare@yarracity.vic.gov.au">aftercare@yarracity.vic.gov.au</a> Hours of Operation: 3:30pm – 6:00pm
Collingwood College Cromwell St, Collingwood	Phone: 9416 2820 or 0438 205 224 Email: <a href="mailto:aftercare@yarracity.vic.gov.au">aftercare@yarracity.vic.gov.au</a> Hours of Operation: 3:00pm – 6:00pm
Collingwood College is available for children attending Collingwood College & St Joseph's Primary School. Children are collected from St Joseph's Primary School by the Council community bus and delivered to Collingwood College.	

## Fees & Payment

Session	2020 Fee
Regular After Care	\$18.85
Casual After Care	\$21.45
Curriculum Day	\$50.55
Half Day Care	\$29.00
End of Term Early Finish	\$24.75
End of Year Extra Early finish	\$29.00
Vacation Care – In Day	\$56.05
Vacation Care – Incursion/Excursion	\$69.20

All accounts are required to be maintained by direct debit. The payment cycle includes current fortnight plus 2 weeks in advance. Statements can be checked on the Home app.

### Late Fees

The service closure time is strictly 6:00pm. All children must be collected from the program by this time. In the event of a late collection the following fees will be charged per child: \$26.20 for the first 10 mins - \$1.33 each minute after that.

### Child Care Subsidy

Families may be eligible for the Child Care Subsidy. Please visit <https://www.education.gov.au/child-care-package-families> to determine your eligibility.

For more information about the Child Care Subsidy (CCS) you can contact Centrelink on 13 61 50 (or the multilingual line on 13 12 02).

### Enrolments

We use the online management system Xplor for enrolments and bookings. Families are required to submit a completed enrolment before bookings can be accepted.

#### Step 1

Email [aftercare@yarracity.vic.gov.au](mailto:aftercare@yarracity.vic.gov.au) requesting the required service. Collingwood College, Richmond West or Atherton Gardens. We will email the online enrolment link directly to you for completion and attaching all relevant documents.

#### Step 2

You will then receive an invite email from [no-reply@myxplor.com](mailto:no-reply@myxplor.com) to set up your Xplor account following all the prompts. Also we will send you a 'Welcome' email with further service information.

#### Step 3

Download the Home app. on your phone to view, request or cancel bookings. Log into the Home web page on your computer to add your banking details.

### Bookings

Regular bookings: Please email [aftercare@yarracity.vic.gov.au](mailto:aftercare@yarracity.vic.gov.au) and add your details along with the days you are requesting. Please wait for a reply email from the admin team to state if the booking request has been accepted or rejected and will be updated onto the Home app. for parents to view.

Casual bookings: Use the Home app to request bookings.

Bookings will not be accepted less than 20 minutes before the program start unless due to an emergency. If you are booking on the day, please ensure you contact the school so they can advise your child.

Please provide two weeks' notice to end booking and intention to use/not use the service in a specified period. For any changes/cancellations to bookings where notice given is less than two weeks, attendance will be marked as absent and fees will apply.

**Non-Attendance:** It is very important that you advise us when your child will not be attending a session they are booked for via the Home app. and a call or text message to the service mobile number.