



Welcome to St Columba's Outside School Hours Care (OSHC)

Service

We provide Before School Care, After School Care and Vacation Care, as well as all day care during the school's Pupil Free Days.

We are licensed for up to 107 children in a session but during 2018 we have had between 55 and 90 children in the afternoons and between 25 and 45 children in the mornings. We have a ratio of 1 staff member to every 10 children on kindy days and 1 staff member to every 13 children when there are no Kindy children present.

Our **Before School Care** service opens at 7am and we provide a morning snack and take Kindy and Pre-Primary children to their classes. The session is \$17 per child.

After School Care operates from 3pm to 6pm (the Kindy children start with us at 2.45pm). We provide afternoon tea to the children when they first come in for the afternoon, with fruit and water available throughout the afternoon. The 3pm till 6pm session is \$28 per child. If you only need your child to attend after school for a short period, you may book in from 3pm to 4pm for a lower fee of \$17. If you have booked in for the later stay but are able to collect your child by 4pm we will adjust the fee to \$17 at the end of the day.

Vacation Care is open from 7am to 6pm and we provide morning and afternoon tea. We have 3 different fees depending on what is being offered in the program that day: \$65 for a normal day at the service; \$80 for a day at the service with an incursion; \$88 for a day where we leave the service on an excursion.

Child Care Subsidy may be applied to your account if you have registered with Centrelink for this. All fees given here are before any Centrelink subsidy that you may be entitled to. Please provide the Centrelink reference numbers for yourself and your child on the enrolment form to ensure that you will receive these. If you have not yet registered with Centrelink for the childcare subsidy we recommend that you do so, as it can reduce your fees considerably. Once you have enrolled with us and your bookings have been entered into the system, you will need to log on to your MyGov account and confirm your agreed bookings and fees with our service for the subsidy to start being paid. Once the subsidy starts coming through to us at the service you will only be charged the remaining outstanding fees for each session.

Bookings and Enrolment

Children may attend our service from January 1st of the year that they enter a Kindy class at the school. Unfortunately we are unable to take children attending the Pre-Kindy class.

If you would like to book in to any of our services, please complete our online booking form within our Hubworks software:

<http://stcolumbaoshc.hubworks.com.au>

You will then receive log in details for your Hubworks account with us and can then add your payment details, view your current bookings and edit your enrolment form when needed. We also require a copy of your child's birth and immunisation records, which can be uploaded into your Hubworks account. Please also send an email to us (oshc@stcolumbays.wa.edu.au) with your booking requests so that we can enter them into the system for you when we receive your online enrolment form.

If you would like your child to attend the vacation care program you will be able to log in to your account and book the days that you would like through the "BookMe" section. The program will come out approx 4 weeks before the start of each holiday period and bookings can then be made in Hubworks. These are made on a first come first served basis. The programs are emailed out to parents enrolled at OSHC and are also available on OSHC page on the school website.

If your child has any health needs that we need to be aware of or food requirements, please complete the relevant section of the enrolment form. We have a range of different foods that we provide for afternoon tea and we will adapt them to suit any dietary requirements so that all of the children are eating something similar.

If you need to make changes to your after school care or before school bookings please contact the OSHC service directly. If your child does not need to attend their usual OSHC booking, please let us know. If you can tell us in advance, we do not charge for cancellations. The more notice you can give us though the easier it is to organise the correct amount of staffing for the day. We also take casual bookings, so if you are running late to collect them from class please give us a call and we can often fit your child in.

Staff

Jess Scott is the OSHC Supervisor, currently working 8.00 - 4.30 Monday – Friday. She has a Post Graduate Degree in Early Years Teaching.

Ehood Aburreda is the Assistant Supervisor and works at each morning and afternoon session. She has her Certificate 4 in Education Support and can help you with any enquiries.

Other Educators: We have a number of educators that work regular shifts each week. The children get to know every staff member well and there will always be a room full of familiar faces for them when they arrive.

These staff include: **Shelby Whatmore** (Certificate 3 in Education Support), **Megan Johnson** (studying Early Years Education), **Mason Newton** (studying Primary Education), **Rachel Shaddick** (studying Early Years Education), **Michael Lodge** (studying Primary Education), **Zara Cavalot**, **Helen Pez** and **Natalie Dowling** (Education Assistant in Pre-Primary).

Current Availability

Bookings for families roll over each term and each school year unless families inform us that they need to make changes. At the end of the school year we ask current families if they will be needing to continue with the same bookings for next February. Once we have received these responses we will know which spots have been released for others to use. For this reason we are unable to guarantee which before and after school care bookings will be available for new families or existing families wishing to swap days until January. We enter will children onto a waiting list in the mean time for their preferred bookings. Wednesday afternoons is our most requested session and is currently at capacity, but we do have children leaving the service for 2019 and expect some spots to become available.

We recommend that you complete your enrolment form and email through your preferred bookings as soon as you can so that you are as high on the waiting list as possible.

Further Information

Please have a look at our parent handbook and vacation care information booklet (which are available on the OSHC page on the school website) for more details, but if you have any questions don't hesitate to contact us on 9208 2723 / 0418 186 822 or email us at oshc@stcolsbays.wa.edu.au

We look forward to seeing you soon!

Jess and the OSHC Team ☺

