Scotch College

SCOTCH COLLEGE

FREE SUPERVISION & OUT OF SCHOOL HOURS CARE (OSHC) ARRANGEMENTS

I am writing to you regarding the free supervision services and Out of School Hours Care (OSHC) arrangements for Scotch College Junior School for 2019. As you may be aware, we have taken on the OSHC provision from Camp Australia and we are now running the service in-house. Attached to this email is a document outlining the OSHC service provision, fees and how parents can enrol their child into the programme.

A free before school supervision service is available as follows:

- Early drop off from 7.40am in the Library for Years 1 to 5 boys and,
- Early drop off from 7.40am in the ELC for Pre-Kindy, Kindergarten and Pre-Primary children.

The OSHC before school care arrangements (costs involved) are available as follows:

- Before School Care will be run from the ELC from 7:00am to 8:30am for Pre-Kindy, Kindergarten and Pre-Primary children
- For Years 1 to 5 students, before school care will run from 7:00am to 8:10am in the ELC
- At 8:10am, Years 1 to 5 boys will be sent to their respective before school reading clubs or to the Junior School playground where they will be supervised by our teachers until 8:30am.

A free after school late collection service is available as follows:

- Pre-Kindy, Kindergarten and Pre-Primary children in the ELC from 3.00pm to 3.25pm.
- At 3.25pm the remaining children in the ELC will be escorted to the Library where their parents can collect them as part of the free supervision service until 3.45pm.
- Years 1 to 5 in the Library from 3.15pm to 3.45pm.

The after school late collection service (costs involved) and OSHC are available as follows:

- Your child may remain at school from 3.15pm to 3.45pm. This supervision is offered free.
- At 3.45pm children who are not collected by their parents will be transferred to the late collection service that will operate in the Library until 4.15pm. Parents who collect their child between 3.45pm and 4.15pm will be charged a late collection fee of $5.00.
- After this time, any remaining children will be transferred to the full OSHC service which is available until 6.00pm for a fee of $25.00.

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SCOTCH COLLEGE

Scotch College Out of School Hours Care (OSHC) Programme

Service contact details
Phone: 9383 6874
Email: juniorschool@scotch.wa.edu.au

Welcome to Scotch College OSHC
Scotch College Junior School provides Outside School Hours Care (OSHC) services to the school community. We provide children with fun, play based learning experiences, healthy nutritious food and interactions with caring motivated team members.

What happens at OSHC?
We provide a range of activities for all ages. The service provides breakfast at Before School Care and afternoon tea at After School Care. Children can attend co-curricular clubs run by the Junior School and then return to OSHC.

Our team
Your children are in the care of our qualified and experienced team members who have a current working with children's check and are trained in First Aid, CPR, Asthma and Anaphylaxis.

Where is the service located?
Before School Care will be run from the Early Learning Centre (ELC) from 7:00am to 8:30am for Pre-Kindy, Kindergarten and Pre-Primary children; and 7:00am to 8:10am for Years 1 to 5 students. At 8:10am, Years 1 to 5 boys will be sent to their before school reading clubs or to the Junior School playground where they will be supervised by members of the Junior School teaching staff until 8:30am.

After School Care will be run in the Junior School Library from 3:30 to 6:00pm. Pre-Kindy, Kindergarten and Pre-Primary children will be collected and supervised in the ELC until 3:25pm and then brought to the Library. Years 1 to 5 boys will go directly to the Library when dismissed from class at 3:15pm.

All children attending the service must be dropped off in the morning or collected in the afternoon by an authorised person and signed in and out of each session.

Free supervision is available for children after school until 3.45pm. Thereafter, children are transferred to the late collection service in the Junior School Library, which runs between 3:45pm and 4:15pm. Parents will be charged a fee of $5.00 for this service.

How to enrol
An online OSHC enrolment form must be completed prior to your child's first attendance. The enrolment form is located via https://parents.kidsoft.com.au/p/ScotchCollegeOSHC. Once enrolled with OSHC you will be required to log into your account and book the sessions you require.

Making or cancelling bookings
We offer permanent and casual bookings to accommodate the needs of our families. Once enrolled, bookings can be made online at any time, up to 24 hours prior to the commencement of the session of care for Before and After School Care and up to five days prior to Vacation Care.

Late bookings can only be made by calling the Junior School Admin on 9383 6874. Late bookings made within 24 hours will incur an extra charge of $4.00 per session per child (excluding rebates).

Cancellations

48 hours' notice is required for cancellation of a before and after school booking to ensure you are not charged a 'No Show' fee of $5.00 (per child). Cancellations can be made through the following means:

- Online — Logging into your account at Kidsoft (this will be activated for parents after they have registered their child with Scotch College OSHC)
- Phone — Contacting Junior School Admin on 9383 6874
- Email — Email to the Coordinator of the programme. Include the following details to ensure your request can be processed
  - Child's full name e.g. Scott and Isaac Smith and year level
  - Session and date you wish to cancel e.g. After School Care on 4 February 2019

Fees and session times

Many families are eligible for Child Care Subsidy (CCS), which reduces the out of pocket cost of school hours care. The following three key tests are used to determine the amount of subsidy for each family:

- Combined family annual adjusted taxable income – the percentage of subsidy a family will be entitled to will be based on their combined annual income.
- Activity test – the number of hours of subsidised child care that families will have access to per fortnight will be based on the activity level of both parents in the workforce or other recognised activity.
- Service type – the type of child care service a family uses for child care.

To establish what level of CCS you may be entitled to please contact the Centrelink Family Line on 13 61 50.

The following table outlines the full fee with no CCS subsidy, for one child, per session. Please use the 'Governments Estimator Website' to obtain an estimate that is based on your individual details.

Care Type	Hours	Full Fee (excluding CCS Subsidy)
Before School Care	7:00 am – 8:30 am	$12.00
After School Care (PK, K and PP)	3:00 pm – 6:00 pm	$25.00
After School Care (Years 1 to 5)	3:15 pm – 6:00 pm	$25.00
Late collection service	3:45 pm – 4:15 pm	$5.00
Vacation Care	7:00 am – 6:00 pm	$80.00
Bookings made within 24 hours		$4.00
No Show		$5.00

The fees and rebate levels are subject to change each financial year and are based on the hours of operation as shown above. Child Care Subsidy is available on a sliding scale for families with a combined annual income of less than $351,000 subject to Centrelink Assessment.

Late pick-up fees of $2.00 per minute per child may apply.

How to pay

Fees can be paid by direct debit from your nominated bank account. Your account will be automatically charged every two weeks for your attendance fees. As part of the online enrolment process, you will be required to complete an online iDebitPro Direct Debit form. Please note that a penalty fee will be charged by iDebitPro to your bank account if a transaction is declined.

If you have any questions regarding your account, please contact the Junior School Admin on 9383 6874 (8.00am to 4.00pm Monday to Friday) or email juniorschool@scotch.wa.edu.au

Complaints

Any complaints or concerns regarding this service should be addressed to the Coordinator in the first instance. If you would like to escalate your complaint, please contact the Head of Junior School on 9383 6874. Complaints can also be logged on the Tell Us link on home.scotch.wa.edu.au

Policies

All policies and procedures are available at the service. Please feel free to discuss any questions or concerns with your Service Coordinator.