William Carey Out of School Hours (OOSH) Care
Before School Care - After School Care - Vacation Care

OOSH Registration and Service Information

Thank you for your interest in placing your child into OOSH Care at William Carey Christian School (WCCS). Before School, After School and Vacation Care is operated on level 1 in the Prep building on WCCS grounds.

William Carey OOSH is committed to serving local families by providing a high quality service in a Christian setting for children in Prep to Year Six. Our program offers a diverse range of experiences from individual to group activities that encourage and nurture each child. The OOSH centre is a safe and friendly environment for children to play confidently, in order to learn and grow. The OOSH educators strive to keep connected with the parents to create a family community.

OOSH Registration

- There is a one-off registration process for families to use William Carey OOSH services.
- Acceptance of the OOSH Registration application registers your child to use William Carey OOSH and does not guarantee a place. Enrolment is at the service’s discretion, taking into account the Australian Government Priority of Access Guidelines and the ability to cater for any special needs.
- The information requested in the OOSH Registration is required as per the Education and Care Services National Regulations. Information received is kept confidential in accordance with the Australian Privacy Principles contained in the Commonwealth Privacy Act.
- The OOSH service cannot be used until families have received written confirmation of enrolment.
- Once registration has been confirmed, parents need only request the OOSH session required using the appropriate booking method. Session bookings must be confirmed by OOSH staff before a child’s attendance at the requested session.

Registration Form Requirements

- To register your child into OOSH please complete the:
  - OOSH Registration form - one form per family, and
  - Child Profile - one form per child
- The OOSH service is mindful of the limited time parents have to complete paperwork and offer our commitment to making the process as efficient as possible. Please contact the OOSH Coordinator if you require any assistance completing the forms.

OOSH Registration Procedure

1. Complete all forms and submit to the WCCS Enrolments office or OOSH office.
   - Please note that registrations cannot be processed and bookings cannot be confirmed until all completed forms have been returned.
2. Written confirmation of your child’s registration into OOSH, and the confirmed booking schedule, will be sent to the parent via the nominated communication method, as indicated on the OOSH Registration form.
   - This process may take up to 2 weeks. Incomplete forms may delay the registration process.
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Centre Operation
- William Carey OOSH operates Monday to Friday and follows the William Carey Christian School term dates. The centre is closed on NSW public holidays.
- The service is available for Primary school age children, from Kindergarten up to Year Six, aged 4 to 12 years. All local families and WCCS families are welcome to register with and use William Carey OOSH.
- WCCS Prep children are eligible to use William Carey OOSH, however, children must have commenced attendance at WCCS Prep school before they can be booked into and participate in an OOSH session.
- Our licence limits the number of children we can accommodate per session.
- William Carey OOSH provides breakfast until 8:00 am during Before School Care and afternoon tea during After School Care.
- The centre operating hours are:

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<tr>
<th></th>
<th>Before School Care</th>
<th>After School Care</th>
<th>Vacation Care</th>
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<tbody>
<tr>
<td></td>
<td>6:30 am - 8:30 am</td>
<td>3:00 pm - 6:00 pm</td>
<td>7:00 am - 6:00 pm</td>
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Permanent Booking
- A permanent booking is defined as a Before and / or After School care position that is required every week. Parents nominate the days and sessions they require.
- Permanent bookings commence in the first week of the WCCS year, remain continuous throughout the WCCS terms and expire in the last week of the William Carey Christian School year.
- Permanent Before and After School care bookings are not charged during the school holiday period.
- Permanent bookings requested during the year will be confirmed only when there is a position available. Children will be placed on the OOSH waiting list until a vacancy exists for the nominated day and session. An available permanent booking cannot be held for a later date.
- Families must re-apply for permanent Before School and After School Care bookings every new school year.
- Application opens, and forms are available, on the first Monday in November for permanent bookings required for the new school year.

Casual Booking
- Once registered with OOSH, a casual booking can be made by:
  o filling in the Casual Booking form, available from the centre or the OOSH office
  o downloading the Casual Booking form from the WCCS website [www.wccs.nsw.edu.au](http://www.wccs.nsw.edu.au)
  o making a request directly to the OOSH Coordinator either by phone or email
- Casual sessions are limited and available only where there is a position available according to the number of children already booked in for that session.
- All Vacation Care bookings are casual bookings. Vacation Care (VC) bookings open, and forms are available, three (3) weeks prior to the commencement of each Vacation Care.
Fee Schedule

- The fee is set regardless of how many hours your child is in care. Fees will not be charged for permanent bookings that fall on a scheduled NSW Public Holiday.

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<thead>
<tr>
<th></th>
<th>permanent booking*</th>
<th>casual booking*</th>
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<tbody>
<tr>
<td>Before School Care</td>
<td>$15</td>
<td>$17</td>
</tr>
<tr>
<td>After School Care</td>
<td>$20</td>
<td>$22</td>
</tr>
<tr>
<td>Vacation Care**</td>
<td>daily fee $55</td>
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<tr>
<td>Vacation Care</td>
<td>Daily fee $75</td>
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<tr>
<td>Excursion***</td>
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*Fees are per child, per session

** Some incursions and activities may incur an additional cost to the daily fee which cannot be claimed on CCB.

***Excursions are now included in the daily fee charged-making excursion claimable on CCB and CCR

Reduced Fees - Government Benefits

- The Child Care Benefit (CCB) is a payment from the Australian Government that helps families with the cost of child care, including outside school hours care and vacation care. Families can choose to receive CCB as a lump sum payment or as reduced child care fees. To be eligible for CCB families must meet Australian Government requirements and claim through the Department of Human Services www.humanservices.gov.au

Families can estimate their CCB entitlements by using the Online Estimator on the Department of Human Services website.

- Parents deemed eligible for CCB by the Australian Government and intending to receive a reduction in their OOSH fee must submit their Customer Reference Number (CRN), and the CRN of each child using the service, provided by the Department of Human Services, to the OOSH service. OOSH fees will not be reduced until parents present valid CRN’s.

- All required CRN’s must be submitted with the OOSH registration paperwork as once the registration is processed, fee adjustment will not be backdated and parents will need to claim CCB entitlements through the Department of Human Services.

You may be eligible for Child Care Rebate (CCR) if:

- You are eligible for Child Care Benefit, even if you earn too much to receive payment, and
- you and your partner meet the Work, Training, Study test or are exempt from it

Child Care Rebate is not income tested.

Payment Process

- WCCS families will be invoiced after their child has used the William Carey OOSH service. Confirmed OOSH sessions will be billed per calendar month and invoices will be sent to families monthly for payment of service.

- Parents, please note that if you are on a direct debit payment system for William Carey Christian School fees, OOSH fees are not included in that direct debit payment. Once invoiced, OOSH fees must be paid monthly via the methods outlined below or by other arrangement made directly with the WCCS accounts department (e.g. increasing direct debit amount to include OOSH fees).

- Non-WCCS school families will be required to pay 50% of the (confirmed) booked service prior to using the service and the remainder of the service fee after the child has used the service.

- The WCCS accounts department will prepare the Invoice/Statement of Account from the Parent Child Care Benefit Statement as received from the Government’s Child Care Management System (CCMS) according to the Attendance Report.

- Families have several payment method options available to pay their OOSH fees including:
  - personally at the school front reception by cash, cheque or eftpos payment, or
OOSH Registration and Service Information

- telephone and internet banking (BPAY) arranged through a financial institution.
- Invoiced fees are to be paid within 14 days. Invoice queries should be directed to the Accounts department. Families who have difficulty paying OOSH fees should speak to the Accounts department staff prior to the payment due date.

Cancellation of Confirmed Bookings

- Before and After School Care, permanent bookings require two (2) weeks’ written notice to cancel or change your child’s permanent schedule.
- Before and After School Care, casual bookings require a minimum of 24 hours’ notice before the booked session commences to cancel a confirmed casual session.
- Cancellation of Vacation Care (VC) bookings requires notice of more than five (5) working days prior to VC commencing. Bookings made in the week before VC commences or during the VC period will still be charged the standard VC fee if cancelled.
- All booking cancellations must be in writing. For your convenience, an OOSH Booking Cancellation form is available from the centre or the OOSH office.
- Any changes or cancellations outside of these times will still incur the full OOSH fee. Fees charged for cancelled bookings where children have not attended the centre cannot be claimed on CCB.

Late Collection of Children

- Parents who are late to collect their child will incur a late fee on their OOSH invoice. Regular late pick up of children could place your child’s position at the centre in jeopardy. Late fees are calculated per child.
- Parents collecting their child from OOSH after 6:00 pm will be charged $15, per child, (for any arrival time within the first 15 minutes) and then an additional $10, per child, for every 5 minutes, or part of, thereafter.

Priority of Access

- William Carey Out Of School Hours Care allocates places to those families with the greatest need for child care support in accordance with the Australian Government Priority of Access Guidelines.
- Please be advised that the OOSH service may require a child that is already using William Carey OOSH to leave the child care service in order to provide a place for a higher priority child.
- Parents will be given 14 days written notice if their child’s position at the centre is to be affected.

Need more information about William Carey OOSH?

- Check out the WCCS website www.wccs.nsw.edu.au for further details about OOSH or to download OOSH forms.
- Call OOSH directly during school hours on phone 02-9608 2118 and speak to the OOSH Coordinator. You can also drop by the OOSH office, located on the ground floor of the WCCS Prep building.
- Email your queries to oosh@wccs.nsw.edu.au. Be sure to leave your contact number if you’d like us to get in touch with you for a chat.
- Come and take a look inside William Carey OOSH - we’d be happy to guide you through a personal tour. Contact the OOSH office to arrange a time that suits you.