

# **Child care subsidy-update**

## **STEP1- Enrol for CCS**

Dear families

You need to do a Centrelink Child Care Subsidy Assessment now

You can [do your assessment through myGov](#) using your Centrelink online account. Or, through the Express Plus Centrelink mobile app.

This is important, because if you don't do your assessment, you may not receive any subsidy from 2 July.

Please do this as soon as possible. To find out more, visit [education.gov.au/childcare](https://www.education.gov.au/childcare) or watch this short video: <https://www.youtube.com/watch?v=8q6sTegWkcY>.

## **STEP2 –Casual sessions**

**PLEASE NOTE:** Every family who wish to claim CCS must ensure they tick CASUAL SESSIONS as part of their CCS Reporting details. Families who don't tick this box, then use the service beyond their regular/normal usage will not have Child Care Subsidy apply to these extra days.

## **STEP 3 Fees: St Finbar's OSHC**

Initial Registration Fee \$30; \$15 for subsequent children (CCS not applicable to enrolment fee)

Please note that this is a once off fee

Holiday Program	8-6pm	\$38
Holiday Program half day	Any 5 hours of the day	\$19

**\*There is no difference between casual and regular booking fees**

**\*Excursion and Incursion costs will be added to the account as an adhoc booking and do NOT attract CCS.**

**\*Late fee: \$1 minute does not attract CCS**

## **STEP4- Complying Written Arrangement (CWA)**

As a part of the CCS changes in July 2018, there is a requirement to document with Guardians more information than previously done as a part of the Complying Written Arrangement (CWA). This is located on page 9 of then enrolment record and changes can be made via email or phone call.

OSHC has already generated a format which details the following items and must be completed upon enrolment or upon change of regular days:

- Provider name
- Sessions of care booked in (regular bookings)
- Times of the sessions
- Fees associated with sessions
- If casual care is available
  - PLEASE NOTE: Every family wishing to claim CCS must ensure they tick CASUAL SESSIONS as part of their CCS Reporting details. Families who don't tick this box, then use the service beyond their regular/normal usage will not have Child Care Subsidy apply to these extra days.
  - **CWA's are located on page 9 of the enrolment form**
  - **Any changes to regular bookings must be made via email**([melissa.asmar1@gamil.com](mailto:melissa.asmar1@gamil.com))
  -

## **STEP5 -**

- St Finbar's OSHC has successfully migrated your family information. Please log onto MyGov and confirm your status.

## **STEP 6-Casual usage of the service after 8 weeks**

Families who book ad-hocly must be aware that after 8 weeks of **not** using the service, **must log back into MyGov and tick enrol again as it has passed the 8 week grace period**. This is especially important of families who use the service only for vacation care.

## **St Finbar's OSHC Holiday Program- EXCURSIONS and INCURSIONS**

ALL who wish to book for excursions, **including the movies**, MUST email [melissa.asmar1@gmail.com](mailto:melissa.asmar1@gmail.com)



A confirmation email by Melissa needs to be received so that the excursion/incursion booking is valid.

The excursion/incursion fee is then paid via direct transfer.  
Excursion form signed.

**Direct transfer to:**



















***St Finbar's Outside School Hours Care***

***BSB: 083 347A/c: 55055 9263.***

***Please include your surname and child's name in the Ref area).***



# St Finbar's OSHC Holiday Program 2018

Monday 2/7/18	Tuesday 3/7 <u>EXCURSION IMAX</u>	Wednesday 4/7	Thursday 5/7 <b>Incursion</b>	Friday 6/7
<p><b>*FunArt4Kids:</b> Picasso Inspired masks</p>  <p><b>*FastFoodFlip</b> Healthy sweet and sour chicken served at 3pm</p> <p><b>*FunGroupGames4Kids</b> Simpsons Musical Chairs/statues Poison Ball using Wubble Bubble Gym Ball relay</p>	<p><b>PANDAS</b> <b>3D</b></p>  <p>PRE BOOKINGS ONLY ACCEPTED COST: \$25 Please email <a href="mailto:melissa.asmar1@gmail.com">melissa.asmar1@gmail.com</a> to book and pay for tickets. Children must be at the service by <b>9am sharp</b> Excursion form must be completed. BYO lunch, snacks and refillable water bottle.</p> <p><b>*FunArt4Kids:</b></p> 	<p><b>*FunArt4Kids</b> Day of the dead</p>  <p><b>*FunLegoChallenges4Kids</b></p>  <p><b>*FastFoodFlip</b> Mexican Day of the Dead Bread served 3pm</p> 	 <p>Australian native animals <b>10am-11am</b> Cost \$15 <b>*FunArt4Kids:</b></p>  <p><b>*FastFoodFlip</b> Milkshakes served @3pm</p>	<p><b>*FunArt4Kids:</b> Hot Tea drawings</p>  <p><b>*FunForensicScience4Kids</b></p>  <p>Solve the crime!</p> <p><b>*FastFoodFlip</b> Healthy Iced Tea served at 3pm</p> <p><b>*FunChallenges 4Kids</b> Blanket races: Rocket balloons</p>
Monday 9/7/18 <b>Incursion</b>	Tuesday 10/7 <b>Incursion</b>	Wednesday 11/7 <b>EXCURSION</b>	Thursday 12/7	Friday 13/7
<p><b>*FunArt4Kids:</b></p>  <p><b>Dreamer in the Deep</b> <b>11am show COST:\$12</b></p>  <p><b>*FastFoodFlip</b> Pizza Served @ 3pm</p>	<p><b>Hip Hop</b> <b>Cost\$15 2-3pm</b></p> <p>Get down with the latest moves as students express themselves, build confidence and dress up. All in attendance will be expected to participate.</p> <p><b>*FunArt4Kids:</b></p>  <p><b>*FastFoodFlip</b> Mini burgers served @3pm</p>	<p><b>HOTEL TRANSYLVANIA 3</b> MOVIE NOVELIZATION</p>  <p>Movies PRE BOOKINGS ONLY ACCEPTED COST: \$13 Please email <a href="mailto:melissa.asmar1@gmail.com">melissa.asmar1@gmail.com</a> to book and pay for tickets. Excursion form must be completed Children must be at the service by 9am BYO lunch snacks and refillable water bottle.</p> <p><b>*FunArt4Kids:</b></p> 	<p><b>*FunArt4Kids:</b> LIFE-SIZED <b>BODY MAP</b> Anatomy For Kids</p>  <p><b>*FunGroupGames4Kids</b> Balloon up Alphabet Scavenger hunt Musical Chairs <b>*FastFoodFlip</b> Chicken nuggets served at 3pm</p>	<p><b>*FunArt4Kids:</b></p>  <p><b>*CookingSpecialTreat4Kids</b> Chocolate Crackle Freckle Cake served at 3pm</p>  <p><b>*FunGroupGames4Kids</b> Dodgeball Reverse Dodgeball Indoor hockey</p>

**\*FastFoodFlip-Children learn to prepare the healthier version of their favourite take out and/or "fast food"**



# St Finbar's OSHC Holiday Program 2018 Helpful Hints

Enter via Centre rd entrance; park in the car park and head to the black gates; If gate is closed enter via the pedestrian gate; walk by the lower playground/ equipment towards the Fr Heriot sign; enter via the left side entrance

Parent Handbook available on line (St Finbar's School Website-Community-OSHC)

Program Information: (Program could be subject to change)

Enrolment- An enrolment form must be completed BEFORE making a booking. Children must be 5 years of age and enrolled in school to be permitted to use the service.

Registration Fee of \$30 for one child and \$15 for subsequent children needs to be paid BEFORE making a booking. (Please note this is a once only payment, not an annual fee)

Cost \$38 per child per day, with half days @ half the cost (any 5 hours for \$19)

Child Care Benefit. Applicable to some families

Register with the family assistance office by calling 136150 or visit the Department of Human services website at [www.humanservices.gov.au](http://www.humanservices.gov.au) (**Your eligibility will be means tested therefore be prepared to offer family income information**) Complete our registration form, noting birthdates and reference numbers of both parents and children. (Please ensure that these numbers are correct and that each family member has an individual reference number) \*the service will process your information and then email the DHS.

50% Rebate available to ALL families (EXCURSIONS and spending money for lunch does not attract CCB or CCR rebate)

In addition, ALL families will be eligible for a further 50% rebate on child care costs up to \$7500 per child per year thus still needing to register with the DHS by calling 136150 visit the Department of Human services website at [www.humanservices.gov.au](http://www.humanservices.gov.au)

\*Complete our registration form, noting birthdates and reference numbers of both parents and children. (Please ensure that these numbers are correct and that each family member has an individual reference number) \*the service will process your information where it will be matched and verified against the entitlement information held by the DHS by email.

**Therefore the real cost of holiday program per child per day is \$19 with half day (any 5 hrs of the day) at \$9.50**

**PLEASE REFER TO CHILD CARE SUBSIDY AFTER 2<sup>nd</sup> JULY 2018**

Fee Payment: Accounts will be distributed through the school, mailed or emailed. Accounts must be finalised within the 7 day grace period. Please note that if fees are not settled, an overdue notice will be followed by a preclusion letter and further action will be taken. Methods of payment, **cheque** (made to St Finbar's OSHC) or **direct transfers** of payment into the OSHC account BSB 083347 A/c 550559263. A "No Cash" Policy is now implemented

**Accounts- Should accounts fall into arrears then access to the program will be denied.**

Financial services:

## Other government and community support services

There are a range of other organisations that provide support services and useful information you may find helpful.



The MoneySmart website has information to help you make the most of your money. Visit the [Families](#) section on the MoneySmart website.

Sunsmart Guidelines: NO HAT NO PLAY. We insist children on wearing a hat @ all times during outside play. We recommend broad rimmed or legionnaire hats. SPF 30+ sunscreen must be applied prior to arrival at the program. Sunscreen must be supplied by families and staff will record and assist with application at intervals throughout the day.

Extra Forms to complete if necessary: Excursion form, Medication form

**BYO HEALTHY LUNCH, SNACKS AND DRINK BOTTLE WITH WATER:** where food is brought from home, the service encourages families to provide food that is consistent with the: Australian Government guidelines Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood, and/or Dietary Guidelines for Children and Adolescents in Australia. We encourage parents to provide extra fruit and vegetables for afternoon snack and "sometimes foods" to be kept to a minimum. Store lunches in our fridge (chilled water is always available @ the service) Snack time 10.15am - Lunch 12.15pm daily.

**Please note that the service aspires to be a nut and egg free environment.**

**Anaphylaxis:**

Under regulations children who have been prescribed an adrenaline auto-injection device such as an EpiPen® must bring it to the service. Please note that the school office will be closed during holidays and as such OSHC staff cannot access the first aid room.

To ensure parents/guardians of the child/ren diagnosed at risk of anaphylaxis are provided with a copy of the policy (r. 20(2A)), the service has now posted the policy on the school website. (Community tab: OSHC; Anaphylaxis policy)

## Thunderstorm Asthma

### Actions required by parents or guardians

If a child is diagnosed with asthma all medication and asthma action plan must accompany the child to the service. It's important to note that the school is a separate entity and as such permission by the parent must be given for the child to bring their medication from the office to the After care. Asthma medication must be provided during Holiday Program.

**Behaviour-** Children are expected to follow the rules and practice positive behaviour, where a mutual respect between staff and children shall be fostered. If a child/rens behaviour is deemed unsatisfactory, behaviour management action will take place to positively change the behaviour (redirect to quieter activities) if unsatisfactory behaviour persists, then an incident record will be completed and parents/guardians notified. Collection of child/ren may be an option if behaviour severely impacts the health and welfare of children and staff . The Co-ordinator/Directress reserves the right to exclude the child/ren from participating in the program.

**Excursions-** Children must be @ the centre by 9am. A cut lunch and snacks must be provided. ALL who wish to book for excursions, **including the movies**, MUST email



[melissa.asmar1@gmail.com](mailto:melissa.asmar1@gmail.com) . A confirmation email by Melissa needs to be made so that the excursion booking is valid.

The excursion fee is then paid via direct transfer and an excursion form signed.

Duration of excursions 9am-4pm

**Incursions:** Special events are organised by the service and everyone booked in for the day are expected to participate. The cost of the incursion will be added to each families invoice as an adhoc billing procedure.

**Open from 8-6pm** daily unless otherwise stated below. A **late fee of a \$1 a minute** will be charged if children are not “picked up” by 6pm.

**Theory of Philosophy** Embedded in an integrated approach to child development and learning is the idea that children are competent and active learners from birth and have the ability to influence or co-construct their own learning. (E 1.1.6) The ability to influence the activity or the people a child is involved with is called **‘agency’** (Kennedy& Surman, 2006, p. 45). Macfarlane and Cartmel (2008, p. 44) describe agency as ‘the ability to assert subjectivity and to exercise power.

**Activities that enhance agency, wellbeing, belonging, development and learning::** Vacation Care Centre staff develop a program of holiday activities through consultation with the children and families as well as through being aware of opportunities for children to participate in external activities. Activities listed support middle childhood development. We focus on the process **and** product. We also incorporate a free and undirected play element. We set up many “workstations” or “play areas” that allow children the ability to choose activities that appeal to them. We aim to complete most planned activities between 9 - 12 leaving a great portion of day for children to direct their own play and leisure experiences with their peers. Each child’s current knowledge, ideas, culture, abilities and interests are the foundation of the program. (E 1.1.2)

### **Activities available every day**

**Indoor activities;** Music and movement; language and books; creative expression, drama and cultural experiences; Floor and mat experiences; table activities; cooking; art craft; construction; group games; free choice of activities; quiet area; playdoh; gym balls; dress ups; cd player and music; board games;”Chill Out Couch”, Dress ups & cubby area, CD player, DVD’s (PG,G); whiteboard drawings; “think, play, invent & create” activity centre , **\*Fun Art 4 Kids projects that spark imagination;** hall facility and more.

**Outdoor activities:** sand pit, four square court, play/climbing equipment, open unencumbered space for group games that develop prosocial behaviour, basketball court, vast selection of sports equipment, sustainability garden, cubby house, scooters with helmets, running track etc.( E3.2.1) The outdoor environments are not only places for children to release energy and engage in physical activity but also for exploration, problem solving and creative expression .(E3.2.2) There is evidence that the outdoor environment is regularly rearranged or adjusted to provide additional interest, variety and challenge

**Electronic games** are welcome although items bought from home are the children’s responsibility. **St Finbar’s OSHC will not take responsibility for lost or broken games.**

**Please ask children to hand over any electronic games to staff and they will be placed in the staff cupboard to only to be used during screen time.**

**KIDS ON WHEELS-** you’re welcome to bring anything with wheels and a helmet for safety

**CHILDREN WITH ADDITIONAL NEEDS** OSHC supports all children including children with additional needs. Please contact the Holiday Program Directress (Melissa) at least 4 weeks before the program is due to commence. Each case will be looked at individually, in some cases we will need to apply for funding for extra staff to support your child’s participation in the program.

**Excursion Record – Permission Form**

(To be held by Co-ordinator in charge of excursion, and archived with the enrolment record post-excursion.)

**1 Excursion Information****EXCURSION costs and spending money for lunch does not attract CCB or CCR rebate****Student's Name:****Name of Excursion:** Dendy Cinemas Hotel Transylvania 3**Date of Excursion:** Wednesday 11/7/ 2018☐ the reason the child is to be taken outside the premises

-Excursions are regarded as valuable educational/recreational experiences that develop life skills.

-Children's views are canvassed and taken into account when decisions are made.

-Address popular culture, that is , something that is considered "in", attractive and of great interest for a period of time,

-and a wonderful opportunity to work in partnership with children

☐ the proposed destination for the excursion; **Dendy Cinemas 26 Church Street Brighton**☐ the method of transport to be used for the excursion: **Bus 703 COST \$13**☐ the proposed activities to be undertaken by the child during the excursion: **Watch the Movie**☐ the period the child will be away from the premises; **Approximate departure time 9am; Approximate arrival time 3.30pm**☐ the number of staff members, family day carers, and any other responsible person who will accompany and supervise the child on the excursion (regulation 73(2)). **One staff member per 8 students**

Indemnity :

I give permission for the staff in Charge to administer first aid treatment as reasonably required

-In case of illness or accident, I authorise the staff at the Program to seek medical or other attention, as required, I accept all operation, blood transfusion and/or anaesthetic risks involved and the responsibility for payment of any expenses incurred.

-I consent for ambulance, dental, medical or surgical treatment as deemed necessary in the event I am uncontactable.

-I understand that although all care and supervision are provided, that neither the organisation nor it's officers and staff will be liable for any damage or injury however caused or of whatsoever nature that may be incurred by any of my children during attendance at this excursion.

I acknowledge that my child is responsible for applying and reapplying their own sunscreen throughout the day, with reminders from carers.

Medication required for my child has been supplied and a medication form completed.

Ambulance Subscription: YES NO (please circle)

The authorisation must be given by a person named in the child's enrolment record as having lawful authority to authorise the taking of the child outside the premises

Name of Parent/Guardian \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone number on the day of excursion \_\_\_\_\_

Children will not be permitted to attend an excursion unless a form is completed.

**Excursion Record – Permission Form**

(To be held by Co-ordinator in charge of excursion, and archived with the enrolment record post-excursion.)

**1 Excursion Information****EXCURSION costs and spending money for lunch does not attract CCB or CCR rebate****Student's Name:****Name of Excursion:** IMAX PANDAS 3D**Date of Excursion:** Tuesday 3/7/2018☐ **the reason the child is to be taken outside the premises**

-Excursions are regarded as valuable educational/recreational experiences that develop life skills.

-Children's views are canvassed and taken into account when decisions are made.

-Address popular culture, that is, something that is considered "in", attractive and of great interest for a period of time,

-and a wonderful opportunity to work in partnership with children

☐ **the proposed destination for the excursion;** Melbourne Museum Precinct, Rathdowne St, Carlton VIC 3053☐ **the method of transport to be used for the excursion:** Chartered bus **COST:\$25**☐ **the proposed activities to be undertaken by the child during the excursion:** Conservation☐ **the period the child will be away from the premises;** Approximate departure time 9am; Approximate arrival time 3.30pm☐ **the number of staff members, family day carers, and any other responsible person who will accompany and supervise the child on the excursion (regulation 73(2)). One staff member per 8 students****Indemnity :**

I give permission for the staff in Charge to administer first aid treatment as reasonably required

-In case of illness or accident, I authorise the staff at the Program to seek medical or other attention, as required, I accept all operation, blood transfusion and/or anaesthetic risks involved and the responsibility for payment of any expenses incurred.

-I consent for ambulance, dental, medical or surgical treatment as deemed necessary in the event I am uncontactable.

-I understand that although all care and supervision are provided, that neither the organisation nor its officers and staff will be liable for any damage or injury however caused or of whatsoever nature that may be incurred by any of my children during attendance at this excursion.



I acknowledge that my child is responsible for applying and reapplying their own sunscreen throughout the day, with reminders from carers.

Medication required for my child has been supplied and a medication form completed.

Ambulance Subscription: YES NO (please circle)

The authorisation must be given by a person named in the child's enrolment record as having lawful authority to authorise the taking of the child outside the premises

Name of Parent/Guardian \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone number on the day of excursion \_\_\_\_\_

Children will not be permitted to attend an excursion unless a form is completed.