



Immanuel Lutheran College

Outside School Hours Care

STUDENT FREE DAY  
FRIDAY 3 SEPTEMBER 2021



***SPRING***

***SPECTACULAR!***

NERF BATTLE, POOL PLAY, SLIP N  
SLIDE, WATER GUNS, TEAM  
RELAYS, SPONGE WARS & SAUSAGE  
SIZZLE!

# Important Information

## Complying Written Agreement (CWA)

### Program Dates

Friday 3 September 2021

### Operation Hours

Open: 8am

Close: 6pm. Late collection fee applies thereafter.

All children must be signed in and out by an authorised nominee.

## Bookings:

Child Care Subsidy is paid directly to the child care provider and passed onto families. In order for this to occur, all personal information provided to the Service must be exactly the same as your MyGov account. All families must be linked to the ILC OSHC via MyGov.

### Enrolment:

1. Families must be enrolled in the service. Enrolment forms can be obtained from the webpage: <https://www.immanuel.qld.edu.au/community/outside-school-hours-care>
2. **Xplor.** Accept email invitation from Xplor Home .
3. Accept CWA on Xplor Home app in Financials Tab.
4. Accept enrolment from our service on your MyGov account.

### To Book:

1. Complete and return the booking form email to [oshc@immanuel.qld.edu.au](mailto:oshc@immanuel.qld.edu.au)
2. Bookings will only be accepted if all fees are paid up to date and there is a nil balance.

### Payment

1. You will be emailed a statement fortnightly.
2. The statement is due for payment two weeks after the date of issue.
3. Payment can be made over the phone, direct debit request, in person or direct deposit.

BSB: 034 198

A/C No: 214 658

When using direct deposit please note your family name in the reference.

4. Late payments will incur a \$10.00 fee every 14 days until payment is made.

### Is your enrolment still valid?

The government ceases an enrolment if the child has not attended the service in the past 10 weeks. You must re-enrol on MyGov before your child's first attendance by 1. accepting the CWA on your xplor app and then accepting the enrolment on your MyGov. Otherwise you are expected to pay full fee.

### Agreement:

By signing the booking form you are agreeing to this (CWA between ILC OSHC and yourself).

### Cost

- Child Care Subsidy (CCS) is paid directly to the child care provider. Families pay the gap fee. All families must be linked to ILC OSHC via MyGov to receive CCS. If you do not complete all requirements in MyGov, your account will be charged the full fee.
- More information available via the following link:  
<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>
- Families can also contact Centrelink from Mon– Fri, 8:00am– 8:00pm on 136 150.

### Fees

- \$58 per child per day (less CCS)
- \$29 per child for half day (indicate 1/2 am or pm day on booking form)
- Additional fees for incursions and activities as per program (less CCS)

### Specific child needs

We aim to provide an inclusive service. Please advise staff if your child requires additional support or has specific needs. (i.e dietary, neurologically)

### Cancellation

- Cancellation must be made **5 working days** prior to the date of booking.
- Anytime after this, that day's fee will be incurred.
- Notify OSHC via email if your child is not able to attend the booked day.

### Late booking fee

Bookings that are received **after 8am the day before** a required day, a \$10.00 fee will be applied.

### Bring

- Healthy rubbish-free morning tea and lunch
- Sun smart hat
- Rashie/ Sun Shirt for water play activities
- Apply sunscreen before attending & sign register on arrival
- Change of clothes
- Water bottle
- Covered shoes (thongs can be worn to walk to and from the pool)
- No heeies, skateboards, toys or electronics.

### Sign in and Collection

Children are to be signed in and collected by an authorised nominee. ID may be required to be sighted by Educators.

### Behaviour

Disruptive behaviour will be discussed with parents/guardians with the view to resolve any problems. Constant disruption may result in a child's exclusion in some activities or the entire program.

### Privacy

ILC OSHC collects personal and health related information for registering your child and providing the required care. We are committed to protecting confidentiality.

