

Dear 2020 Outside School Hours Care Families

We are so excited to welcome you to our **St Francis Xavier Outside School Hours Care Service** Family and are looking forward to having you and your child with us throughout the coming year.

Our OSHC service provides operates under the Regulatory Authority-The Department of Education and Care and therefore we abide by the National Education and Care Services Act and Laws. Please take the time to visit the *Framework document for OSHC "My Time Our Place"*.

Website <https://www.education.gov.au/my-time-our-place> to view the framework that guides the services program.

Enrolment Pack Checklist

Attached is our Enrolment Pack.

Please return the following documents to finalise your child's enrolment:

- **Direct Debit form – for new families and if there are any changes to your details.**
- **Enrolment Form**
 - Ensure that each page is signed
 - Medical Information section is completed
 - Authorised Nominees is complete (additional pages can be obtained from OSHC)
 - Immunisation Status is ticked, and service has sighted the accompanying documentation.
- **Any Health Care information to accompany the child's enrolment.**

Existing families please note: Only contacts on your most recent enrolment will be on your account. Previous years contacts will be deleted.

OSHC Fees

Below is the Fee Schedule for 2020 and attached is a Direct Debit Form to complete.

Before School Care: Routine \$ 19.50 per child per session		
Casual \$ 20.50 per child per session		
 After School Care: Routine \$24.50 per child per session		
Casual \$25.50 per child per session		
 Vacation Care: \$53.00 per child per session		
Additional Fees		
Re Enrolment Fee	\$ 20	per family – per year
New Enrolment	\$ 20	per child
 Late Fee \$17 for every 15 mins or part thereof per family		

Upon return of these completed forms your child will be entered into the OSHC system, the OSHC will submit the request for your child to be linked to the Child Care Subsidy System, however you must log into your **mygov a/c** and confirm the enrolment before any subsidy will be paid by the government subsidy scheme. Until this confirmation is made full fees will be charged on any attendances.

St Francis Xavier OSHC

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