

OSHC & Vacation Care Information for Parents/Carers

Cedars Christian College offers Outside School Hours Care (OSHC) and Vacation Care programs to students currently enrolled at the college. This service is designed to cater for differences in age, skill, interest and ability level which meet the requirements of the National Quality Standard.

Children engage with a range of planned and spontaneous activities including homework during OSHC, games, sport and outdoor fun that provide opportunities to play, explore and create. Children in Vacation Care will also have opportunities to participate in other activities such as cooking, art & craft and occasional excursions.

Location

OSHC services are held at Cedars Christian College, mainly in J15. At times, OSHC may also utilise the basketball court, oval, Library or CLC Hall.

OSHC Contact Details

- Mobile number for OSHC is 0435 653 928
- Email: oshc@cedars.nsw.edu.au

Hours of Operation

- OSHC services operate from 3pm to 6pm during school terms
- Vacation Care services operate typically from 8am to 6pm during Cedars school holidays

Signing In and Out

- **OSHC:** Children are to wait at the OSHC pick-up area to be picked up by a staff member who will sign children into the program. To ensure the children's safety and meet regulatory requirements, families will sign children out on collection from OSHC.
- **Vacation Care:** Children must be signed in/ dropped off (in J15) on arrival, and signed out on departure each day.

Bookings

- **OSHC Casual Bookings:** Casual bookings incur extra charges and are only available depending on enrolment numbers and cannot be guaranteed.
- **OSHC Permanent Bookings:** A permanent booking is for a fixed pattern of attendance each week and is repeated throughout the Term.
- **Vacation Care Bookings:** Typically, Vacation Care must be booked one week in advance to ensure that the service can maintain the necessary staffing levels to ensure the children's safety and care.

Cancellations and Change of Days

- **OSHC Casual Bookings:** Notification of casual day cancellations need to occur by 10am on the day of booking by emailing oshc@cedars.nsw.edu.au or a sending a text to 0435 653 928.
- **OSHC Permanent Bookings and Vacation Care Bookings:** Cancellations and changes to Vacation Care bookings or permanent OSHC bookings require one week notice and can be made by completing the 'OSHC Change of Days and Cancellation Form' available on C-Hub or at Reception. Unattended days with less than one week's notice will be charged at full fee and are not refundable or transferable.

Food

- **OSHC:** All children are provided with nutritional food for afternoon tea each day, with a selection of fruits, cheese, savoury biscuits and yoghurt (selection may vary).
- **Vacation Care:** All children **must bring their own lunch** from home but will be provided with nutritional food for morning tea and afternoon tea each day.

Clothing

- **Vacation Care:** For your child's safety and wellbeing, please ensure they are wearing enclosed shoes, sun-safe clothing and have a hat.

Vacation Care Excursions

- In the event of any excursions, parents will be notified in advance and advised of any additional costs.
- Written consent is required for children to attend excursions.

Fees and Billing

- OSHC and Vacation Care bookings are additional charges and are **not** covered by your direct debit agreement and should be paid separately by EFTPOS at Reception or online via www.cedars.nsw.edu.au/join-our-college/college-fees.
- Fees will be reflected on your monthly fees statement.
- OSHC (permanent bookings): \$15 per day for the first child/ \$10 per day for the second child/ \$5 per day for the third child.
- OSHC (casual bookings): \$20 per day for the first child/ \$15 per day for the second child/ \$10 per day for the third child.
- Vacation Care: \$82 per day.

Enrolment Documents

- Due to national regulations and laws, all forms and documents must be received by our service before a child can attend OSHC or Vacation Care.

Child Care Subsidy (CCS)

- Families may be eligible for the Australian Government's Child Care Subsidy for children enrolled in OSHC or Vacation Care. Each parent is responsible for following procedures set by the Commonwealth Family Assistance Office for applying and/ or varying the Child Care Subsidy.
- It is important to notify Cedars Christian College if you have any other children attending approved care, whether Cedars Christian College or another provider, as this will affect your Child Care Subsidy entitlements if entitled.
- Information can be obtained through the Family Assistance Office on 136 150 or the following website link:
 - www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy

Outside School Hours Care (OSHC)

AFTER SCHOOL CARE ENROLMENT FORM 2018

Please complete details and tick days required

Child's Full Name	Year/Class	MON	TUE	WED	THUR	FRI	Casual only*
1.							
2.							
3.							
4.							

Booking	Term 1	Term 2	Term 3	Term 4	Whole Year
<i>Please tick to indicate Term(s) required</i>					

Permanent Bookings: \$15 per day for 1st child; \$10 per day for 2nd child; \$5 per day for 3rd child.

Casual Bookings: \$20 per day for 1st child; \$15 per day for 2nd child; \$10 per day for 3rd child.

*Only available depending on enrolment numbers but cannot be guaranteed

1st Parent/ Guardian's Name:		Phone No.	
Signed:		Date:	

2nd Parent/ Guardian's Name:		Phone No.	
Signed:		Date:	

OSHC Contact Details

- Mobile number for OSHC: 0435 653 928
- Email: oshc@cedars.nsw.edu.au

Please return form to Reception or email to oshc@cedars.nsw.edu.au

Outside School Hours Care (OSHC) Authorised Nominees

Cedars Christian College expects that persons authorised to collect children will be over 18 years of age.

Child/ Children's Name(s):			
Parent/ Guardian's Name:		Signature:	

Name 1:				Relationship to child:			
Mobile:			Phone (H):			Phone (W):	
Address:							
Emergency contact?	Y [] N []	Authorised to collect?	Y [] N []	Consent to medical treatment?	Y [] N []	Consent to authorise administration of medication?	Y [] N []

Name 2:				Relationship to child:			
Mobile:			Phone (H):			Phone (W):	
Address:							
Emergency contact?	Y [] N []	Authorised to collect?	Y [] N []	Consent to medical treatment?	Y [] N []	Consent to authorise administration of medication?	Y [] N []

Name 3:				Relationship to child:			
Mobile:			Phone (H):			Phone (W):	
Address:							
Emergency contact?	Y [] N []	Authorised to collect?	Y [] N []	Consent to medical treatment?	Y [] N []	Consent to authorise administration of medication?	Y [] N []

Name 4:				Relationship to child:			
Mobile:			Phone (H):			Phone (W):	
Address:							
Emergency contact?	Y [] N []	Authorised to collect?	Y [] N []	Consent to medical treatment?	Y [] N []	Consent to authorise administration of medication?	Y [] N []

Please return form to Reception or email to oshc@cedars.nsw.edu.au.

Child Care Subsidy (CCS) Application Form

Parent/ Guardian 1 Information			
First Name:		Surname:	
Address:			
Phone Number:		Relationship to Child:	

Parent/ Guardian 2 Information			
First Name:		Surname:	
Address:			
Phone Number:		Relationship to Child:	

Details of Parent(s) Claiming CCS			
Parent's Name:			
Email:			
Parent's Date of Birth:		Parent's CRN:	
<i>Please note: as a minimum, one parent/ guardian MUST provide CRN to be eligible to claim Child Care Subsidy. A second parent/ guardian is required to provide CRN details below in instances of dual Child Care Subsidy claim only.</i>			
Parent's Name:			
Email:			
Parent's Date of Birth:		Parent's CRN:	

Children's Details			
Child's First Name	Child's Surname	Date of Birth	Child's CRN

Parent/ Guardian 1 Signature:		Date:	
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Parent/ Guardian 2 Signature:		Date:	
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NB. For the daily Prep fee please refer to our current Schedule of College Fees on our website at <https://cedars.nsw.edu.au/join-our-college/college-fees>