



# Pymble LC OSHC

ENROLMENT GUIDE

# Welcome to Pymble LC OSHC

*Pymble Ladies' College's Out of School Hours Care (OSHC) has been offering quality childcare for more than 30 years.*

## Before School Care

7:00am - 8:30am  
Monday to Friday  
Cost: \$16.00

## After School Care

2:45pm - 6:30pm  
Monday to Friday  
Cost: \$35.00

## Senior Sister

2:45pm - 3:30pm  
Senior Sister bookings are submitted when you require regular or casual care for your daughter whilst your daughter waits, after school to 3:30pm, for a 'Senior Sister' to collect your daughter. *This is a free service and no afternoon tea is provided.*

## Vacation Care

7:30pm - 6:00pm  
Check website for holiday program dates  
Cost: \$80.00 (base rate)

## Late Booking Fee

Families will be charged \$4.00 for bookings that are made within 24 hours of After School Care session time and 12 hours of Before School Care session time

## Late Collection Fee

Families will be charged an additional \$5.00 per minute, per child, after the Centre closing time

## Cancellation

A notice period of one week is required when cancelling permanent and 12 hours for casual bookings in Kidsoft. Senior Sister bookings can be modified up to one hour before attendance. Charges are applied regardless of attendance if the one week notice period has not been provided.

## Non-attendance Fee

A fee of \$7.50 will be charged to your Kidsoft account if an SMS message or phone call from the Centre is required to confirm your child's absence from their scheduled After School Care session. SMS 0439 044 279 or email [oshcadmin@pymblelc.nsw.edu.au](mailto:oshcadmin@pymblelc.nsw.edu.au)

More information please visit:

[www.pymblelc.nsw.edu.au/pymblelc-oshc/](http://www.pymblelc.nsw.edu.au/pymblelc-oshc/)

# How to enrol into Pymble LC OSHC

## Step 1: Create a Kidsoft Account

1

Follow the link to register into

Kidsoft: <https://app.kidsoft.com.au/p/pymble-ladies-college/enrolment-form>

### Please note if you are eligible for the Child Care Subsidy:



The 'Parent/Guardian 1' registering for Kidsoft must be the parent linked to child with Centrelink otherwise Child Care Subsidy will not be applied.

2

Complete the Enrolment Form. Please note you will be required to complete this process for each child you want to enrol in OSHC.

You need to complete the **FULL enrolment** for your child in order to register them to use the services.

### Must include:

1. One emergency contact other than Parent 1 or 2
2. Immunisation record

The screenshot shows a web browser window with the URL 'Pymble Ladies' College Out of School Hours Care'. The page title is 'Enrolment Form for Pymble Ladies' College Out of School Hours Care'. The form is titled 'Section 1 of 3: Child Information'. It includes the following fields and controls:

- Buttons: Cancel, Prev, Next
- Section: Your child's details
- Fields: \*First Name, Middle Name, \*Last Name, Nick Name, \*Gender, \*Date of Birth
- Upload proof of DOB (Birth Certificate or Passport) with an 'Attach file' button and a red warning message: 'Please scan and attach a copy of the requested document. If you are unable to provide the document right now, please ensure a copy is provided to the service prior to your child starting.'
- Fields: CRN (Centrelink customer reference number), Medicare Card Number
- Section: Home Address
- Fields: Address Line 1, Address Line 2

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Acknowledge the Terms and Conditions of each child and press submit. If form has been completed correctly you will receive an email confirming enrolment within 24-72 hours.

# Step 2: Complete the ASC Co-curricular Form

1

The ASC Co-curricular form keeps the OSHC Centre up to date with your daughter's co-curricular activities. This is a requirement for both Regular and Casual OSHC bookings.

Filling in this form gives permission for your K-2 daughter to be accompanied to/from an afternoon activity or your 3-6 daughter to walk independently to her activity on campus.

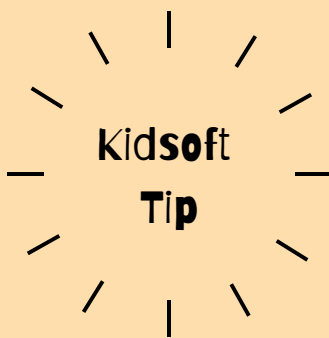
**If you do not complete this form your daughter will not be signed out from OSHC to attend her co-curricular activity.**

Regular ASC Co-curricular form:

<https://www.pymblelc.nsw.edu.au/pymblelc-oshc/out-of-school-hours-care-booking-form/>

Casual ASC Co-curricular form:

<https://www.pymblelc.nsw.edu.au/pymblelc-oshc/oshc-casual-booking-form/>



You can also access the forms in Kidsoft iParent Portal!

### How to access forms in Kidsoft:

1. Log into Kidsoft iParent Portal
2. Click General --> Click Documents Provided
3. Select the appropriate booking form

