



Offering quality childcare for more than 30 years

Enrolment and Booking Guide



**Out of School
Hours Care**

Rymble Ladies' College

Welcome to Pymble OSHC

AFTER SCHOOL CARE

When: 2.45pm to 6.30pm, Monday to Friday. Afternoon tea provided.

Cost: \$47.00

YEAR 3 TO 6 BICCIes (BEFORE AND IN BETWEEN CO-CURRICULAR)

What: The BICCIes Room for eligible bookings. BICCIes stands for Before and In-between Co-Curricular and has been designed to promote safety on campus for Years 3 to 6 children who walk independently to and from their co-curricular activities.

Cost: \$20.00

The cost for a BICCIes booking is \$20, which includes afternoon tea. This fee applies only on days when your child has a co-curricular activity. If your child does not attend a co-curricular activity on a booked day, the booking will be charged at the regular OSHC afternoon rate, and we ask that you make the appropriate room booking.

Please only book the BICCIes Room if your child meets the eligibility criteria.

ELIGIBILITY

Children in Years 3–6 who are attending a co-curricular activity on the Pymble Campus may be eligible to attend OSHC using a BICCIes Room booking.

TIME LIMITS

- The maximum duration of a BICCIes booking is 75 minutes.
- If this time is exceeded, the booking will automatically roll over to a regular OSHC booking.
- The time frame is for 75 consecutive minutes only, with no split time frames. The load on the administration is unable to manage split time frames.

EXAMPLES OF A BICCIes BOOKING

A BICCIes booking may apply in the following situations:

- Before a co-curricular activity, not exceeding 75 minutes (e.g., school finishes at 3:00 pm and the activity starts at 4:15 pm)
- In between two co-curricular activities (e.g., swimming finishes at 4:00 pm and drama or dance starts at 5:30 pm, with a wait of 45 minutes)
- After a co-curricular activity until home time (e.g., activity finishes at 5:00 pm and collection is by 6:15 pm)

All BICCIes bookings will undergo a manual administrative check to ensure activities and timeframes are correct. Please ensure that your child meets the eligibility requirements before selecting this room when booking.

SENIOR SISTER

When: 2.45pm to 3.30pm

Senior Sister bookings are submitted when you require a routine or casual care for your child

whilst your child waits at after school until 3:30pm, for a 'Senior Sister, Year 7-12' to collect your child. This is a free service and afternoon tea is not provided. Please feel free to pack an additional snack. If your child is collected after 3:30pm or collected by someone other than the 'senior sister' the full charge of \$47.00 for an afternoon session will be applied. You must notify OSHC if your child is not attending, or you will incur a Non-Notification Fee of \$20.

HOLIDAY PROGRAM

When: 7.30am to 6.00pm. Check website for holiday program information.

Cost: \$130.00

Payments for OSHC will be directly debited every two weeks in arrears. The transaction fees are detailed in the direct debit agreement form available on Kidsoft. Please refrain from making any additional payments in Kidsoft as this may lead to doubling up of payments due to the automated payment system. We will contact families if any additional payments are required.

LATE BOOKING FEE

Families will be charged \$5 for bookings that are made within 24 hours of After School Care session time.

LATE COLLECTION FEE

Families will be charged \$20.00 per minute per child after the centre's closing time.

CANCELLATION

A notice period of five days is required when cancelling a routine booking, 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 five-day notice period has not been provided.

NON-ATTENDANCE FEE

A fee of \$20 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.

NOTIFICATION OF ABSENCE VIA IPARENT PORTAL OR KIDSOFT APP

It is a parent or carer's duty of care to notify the OSHC Centre of any absences, even if your child is on school camp, an excursion or any other school or non-school activity. The OSHC Centre cannot assume your child will not be attending due to a school activity.

For more information please visit: pymblelc.nsw.edu.au/pymblelc-oshc

How to enrol

1. CREATE A KIDSOFT ACCOUNT

Click on the link → <https://parent-portal.kidsoft.com.au/find-a-place?URLCode=pymblelsoshc>

Please note if you are eligible for the Childcare Subsidy the parent or guardian registering for Kidsoft must be the parent linked to the child with Centrelink otherwise the Childcare Subsidy will not be applied.

- a. Please complete every question on the enrolment form in order to register your child into OSHC. You must include one emergency contact other than Parent 1 or Parent 2.
- b. An immunisation record is required. Instructions to download this can be found here: servicesaustralia.gov.au/how-to-get-immunisation-history-statement?context=22436
- c. Acknowledge the terms and conditions and press submit. Once the form has been completed correctly you will receive an email confirming enrolment within 24 to 72 hours.

2. COMPLETE OSHC CO-CURRICULAR AND EVENT NOTIFICATION FORM

Click on the link → <https://www.pymblelc.nsw.edu.au/pymblelc-oshc/oshc-co-curricular-notification-form/>

The OSHC co-curricular notification form keeps the OSHC Centre up to date with your child's co-curricular activities or event. This is a requirement for both routine and casual OSHC bookings.

The form gives permission for your child in Kindergarten to Year 2 to be accompanied to and from an afternoon activity, or your child in Year 3 to 6 to walk independently to her activity on campus. Your child will ONLY be signed out from the OSHC Centre to attend a co-curricular lesson if we have this form completed by a parent or carer.

PARENT PORTAL TIP SHEET FOR GUARDIANS

<https://www.pymblelc.nsw.edu.au/wp-content/uploads/2017/06/Parent-Portal-Tip-Sheet-for-Guardians-1.pdf>

