

September 2019

Dear Parents,

**Re-enrolment and New Enrolment Information for Out of School Hours Care for 2020**

**Brunswick East Primary School Out of School Hours Care Vision**

T*o provide quality care programs to primary school-aged childcare at the Brunswick East Primary School Out of School Hours Care Service (BEPS OSHC) where we aim to provide a safe and stimulating environment in which middle school aged children can play and relax before and after school and on pupil-free days. The service will provide inclusive child-centred programs underpinned by the learning frameworks, which focus on developmental, social and recreational activities and experiences appropriate to the needs of all the children.*

The enrolment process commences soon for places in BEPS Out of School Hours Care Service for 2020. **All enrolments and bookings are made via the My Family lounge website;** [**www.myfamilylounge.com.au**](http://www.myfamilylounge.com.au) **or situated as a widget on the OSHC page of the school’s website;** [**http://beps.edu.au/oshc/**](http://beps.edu.au/oshc/) **(for new enrolling families)**

This letter outlines all the enrolment details for:

**Round One – Re-enrolments** : Families who are currently using the Service and would like to re-enrol in their current days in 2020, including adding siblings (any requests to changes to days and adding additional days, besides Beforecare or Friday aftercare will be looked at once the Round Two offers have been confirmed).

**Round Two – New enrolments**: Families who would like to enrol for the first time in the Service

This information sheet includes:

1. **Key enrolment information**
2. **Important enrolment timelines for 2019**
3. **OSHC policies**- families should read the following policies prior to enrolment. Each of the policies are located on the BEPS website or you can request a copy via email:
   1. OSHC Enrolment, Re-enrolment & Orientation Policy
   2. Payment of Fees Policy

It is important that you **read this sheet** carefully, note the important dates and contact Out of School Hours Care Coordinator Ranita Swamy, tel: 9387 2631 or 0409380202 email: [swamy.ranita.r@edumail.vic.gov.au](mailto:swamy.ranita.r@edumail.vic.gov.au), as soon as possible if you have any questions.

**ENROLMENT PROCESS 2019 for 2020**

**Step 1 –**Review the important dates for enrolments and re-enrolments and keep a note of these. Families must ensure all relevant paperwork **and deposits** are submitted by the due dates.

**Late enrolment forms will NOT be accepted.**

**Note**: If bookings for 2020 are confirmed and then subsequently cancelled after the 6th December 2019 - this deposit will be forfeited. To cancel your place and have your deposit returned or credited to your account you must speak with Ranita Swamy **before 6th December 2019**.

**IMPORTANT DATES**

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| **Mon 7 October** | Round One Re-enrolment opens - current families manage their 2020 bookings via My Family lounge; <http://beps.vic.edu.au/oshc/>; and can opt to;   1. Continue their ‘current bookings’ – putting no end date in their booking pattern. Send email to swamy.ranita.r@edumail.vic.gov.au to request to continue current days. 2. Request to add days via the Booking Request option 3. Request to remove days via the Booking Request option 4. End their bookings by putting in the last day of term 4 – 21/12 in the bookings tab as an end date 5. Remove Sibling by putting end date in their booking pattern under ‘Current Booking tab’ 6. or add a sibling to the enrolment and booking request |
| **Mon 21 October** | Round One - current bookings/booking requests, enrolment forms and deposit due BY 5PM to confirm request for 2020 |
| **Mon 28 October** | Round One - Offers confirmed by families logging into their My Family Lounge accounts to view their booking pattern for 2020 |
| **Mon 11 November** | Round Two – Enrolment and Booking information sent to new families and 2020 Prep families on request |
| **Mon 18 November** | Round Two – Waitlist/Booking Request DUE BY 5PM in My Family Lounge |
| **Mon 25 November** | Round Two – Waitlist/Booking Requests accepted by OSHC and an Offer sent to families, who are then required to accept the offer and are then prompted to complete the enrolment in My Family Lounge |
| **Mon 2 December** | Round Two – Enrolment forms and deposit DUE BY 5PM |
| **Mon 9 December** | Round Two – Offers confirmed by families logging into their My Family Lounge account and viewing their booking pattern for 2020 under ‘Current Bookings’ |

**Step 2 - Read the OSHC policies**

Each of the policies are available on the BEPS website or you can ask the Service to email you a copy.

Each policy provides relevant information about the philosophy, approach and requirements of both the Service and families who are part of the Out of School Hours Care.

1. **Enrolment Policy**

The Enrolment Policy provides an overview of BEPS OSHC approach to enrolments and re-enrolments, what the requirements are for families in terms of cancellations and other details about fee structure and other general information.

1. **Fee Policy**

BEPS OSHC aims to provide a high quality service which is accessible and affordable to all families. This is an important policy as it outlines all the details of the fee structure the Out of School Hours Service. The Service operates as a community based not-for-profit organisation and therefore all monies are expended on staff costs, food, equipment and resources for the children’s program, minor upgrades and service improvements as specified by the BEPS School Council and the annual OSHC budget proposal.

**Step 4 – Fee Payments Finalised**

Ensure all fees for the current year have been received by the Service, by no later than the end of Term 4. The 2020 OSHC deposit will be entered into family accounts as they arrive. As the deposit cannot be separated from normal fees in the families account, families must ensure their OSHC accounts are in credit by $100 at the end of term 4.

**Note**: If fees are still outstanding by the end of Term 4 2019, places will **NOT** be offered in 2020.

**Step 5 – Submit Enrolment Form**

If new family; Complete the online Enrolment form and submit via My Family Lounge, print out and return signed copy to OSHC to Ranita Swamy, Out of Hours School Care Coordinator [swamy.ranita.r@edumail.vic.gov.au](mailto:swamy.ranita.r@edumail.vic.gov.au), by the due date (Round 1 – Mon 21 October, 5pm **or** Round Two – Monday 18 November, 5pm).

**Need more information?**

If you would like more information about the enrolment process or have questions about the Service, please contact Ranita Swamy, Out of School Hours Care Coordinator on 9387 2631, (mob) 0409380202 or [swamy.ranita.r@edumail.vic.gov.au](mailto:swamy.ranita.r@edumail.vic.gov.au).

**NOTE**: Please ensure OSHC has your **current email address**, as all enrolment information will be sent to families via email.

We look forward to welcoming your family to BEPS OSHC Service in 2020,

Kind regards,

Ranita Swamy

Out of School Hours Care Coordinator

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