

November 2022

Dear Parents,

**Re-enrolment and New Enrolment Information for Out of School Hours Care for 2023**

**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 now for places in BEPS Out of School Hours Care Service for 2023. **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.vic.edu.au/oshc/**](http://beps.vic.edu.au/oshc/) **(Please note new enrolling families must enter via the OSHC Page)**

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 2023, including adding siblings, requests to change days and adding additional days or programs.

**Round Two – New enrolments**: Families who would like to enrol for the first time in the OSHC Service. Casual users who currently only use the service on a casual basis.

This information sheet includes:

1. **Key enrolment information**
2. **Important enrolment timelines in 2022 for 2023 enrolments**
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: Ranita.Swamy@education.vic.gov.au, as soon as possible if you have queries.

**ENROLMENT PROCESS for 2023**

**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 may affect your booking availability.**

**Note**: If bookings for 2023 are confirmed and then subsequently cancelled after the 9th December 2022 - 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 (OSHC Coordinator) **before 9th December 2022**.

**IMPORTANT DATES**

**Round One – Re-enrolments**

|  |  |
| --- | --- |
| **Thur 10th November** | **Round One Re-enrolment opens** - current families manage their 2023 bookings via My Family lounge; <http://beps.vic.edu.au/oshc/>; and can opt to;1. If no change to permanent days – send me an email saying No change to bookings
2. Edit ‘current bookings’ and put in a preferred start date, add requested days, remove days, or end booking. Or put in a ‘Booking Request’ (casual users and those with no current bookings)
3. add a sibling to the enrolment and booking request
4. Review enrolment form and edit changes and submit
 |
| **Mon 21st November** | **Round One** - current bookings/booking requests, enrolment forms and deposit due BY 5PM to confirm request for 2023. Offers of places (for families who are changing their days) will be sent to family emails – these offers need to be accepted and confirmed in order for the request to be filtered back to OSHC and confirmed. |
| **Mon 28th November** | **Round One** - Offers confirmed by families logging into their My Family Lounge accounts to view their booking pattern for 2023 – this may look like a booking pattern started in 2020/2021 that has no end date. Or will have a 2023 start date if families are changing their days, or adding a sibling. |

**Round Two – New families**

|  |  |
| --- | --- |
| **Tues 22nd November** | **Round Two** – Enrolment and Booking information sent to new families and 2023 Prep families on request. |
| **Fri 2nd December** | **Round Two** – Waitlist/Booking Requests DUE BY 5PM in My Family Lounge. Offer of places are sent to family emails, who are then required to accept and confirm the offer and are then prompted to complete and submit the enrolment in My Family Lounge. Enrolment forms and deposit DUE BY 5PM |
| **Fri 9th December** | **Round Two** – Offers confirmed by families logging into their My Family Lounge account and viewing their booking pattern for 2023 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 of 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 2023 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 2022, places will **NOT** be offered in 2023.

**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 Ranita.Swamy@education.vic.gov.au, by the due date (Round 1 – Mon 21st November, 5pm **or** Round Two – Monday 2nd December, 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 Ranita.Swamy@educatio.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 2023,

Kind Regards,

Ranita Swamy

Out of School Hours Care Coordinator

November 2022