

September 2018

Dear Parents,

**Re-enrolment and Enrolment Process Information for Out of School Hours Care for 2019**

**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 2019. **This process is different to the past years, whereby all enrolments and bookings are made via the My Family lounge website;** [**www.myfamilylounge.com.au**](http://www.myfamilylounge.com.au) **or on the OSHC page of the school’s website; <http://beps.edu.au/oshc/>**

This letter outlines all the enrolment details for:

**Round 1 – Re-enrolments** : Families who are currently using the Service and would like to re-enrol for places in 2019, and

**Round 2 – 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 dates for 2018**
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. Waiting List Policy
   3. 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 [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 2018 for 2019**

**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 booking for 2019 is accepted and then subsequently cancelled after the 10th December 2018 - 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 10th December 2018**.

**IMPORTANT DATES**

|  |  |
| --- | --- |
| **Mon 24 September** | Round One - current families manage their 2019 bookings via My Family lounge; <http://beps.vic.edu.au/oshc/>; and can opt to;   1. continue their bookings – putting No end date in their booking pattern 2. request to change their days via the waitlist option 3. end their bookings by putting in the last day of term 4 – 21/12 in the bookings tab as an end date 4. remove or add a sibling to the enrolment and booking/waitlist tabs |
| **Mon 22 October** | Round One - booking patterns, enrolment forms and deposit due BY 5PM to confirm request for 2019 |
| **Mon 29 October** | Round One - Offers confirmed to families by email |
| **Mon 5 November** | Round Two – Enrolment and Booking information sent to new families and 2017 Prep families |
| **Mon 19 November** | Round Two – Waitlist/Booking Request DUE BY 5PM in My Family Lounge |
| **Mon 26 November** | Round Two – waitlist/Booking Requests accepted sent to families by My Family Lounge |
| **Mon 4 December** | Round Two – Enrolment forms and deposit DUE BY 5PM |
| **Mon 11 December** | Round Two – Offers confirmed to families by email |

**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. **BEPS Waiting List Policy**

The Waiting List Policy provides information for families on the priority access for families who meet the criteria as outlined by the Department. Each family should read this policy carefully and contact the service if they have any questions about this.

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 2019 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 2018, places will **NOT** be offered in 2019.

**Step 5 – Submit Enrolment Form**

Complete the relevant Enrolment forms and email 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 22 October, 5pm **or** Round Two – Monday 4 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 [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 2019,

Kind regards,

Ranita Swamy

Out of School Hours Care Coordinator