

## Dear 2023 Outside School Hours Care Families,

We are excited to welcome you to the **St Patrick's Outside School Hours Care Service** and are looking forward to having you and your child with us throughout the coming year.

Our OSHC service operates under the Regulatory Authority -The Department of Education and Care and therefore we abide by the National Education and Care Services Act and Laws. Please take the time to visit the *Framework document for OSHC 'My Time Our Place'*

Website <https://www.education.gov.au/my-time-our-place> to view the framework that guides the services program.

### Enrolment Checklist

Please click here [St Patricks After School Care](#) to complete the online enrolment form. (The enrolment link can also be accessed via the St Patrick's School website.)

- *Ensure you have a CRN (customer reference number) for yourself and your child.*
- *Attach a copy of your child's Birth Certificate*
- *Attach a copy of your child's Copy of Immunisation Record*
- *Attach a copy of any custody orders or Health/Medical Care information*
- *Ensure you have included contact details for your other people who are authorised to collect on your behalf.*

### OSHC Fees

**Our session times are 3.00pm – 6.00pm.**

**Permanent booking \$25.00 per session, Casual Booking \$28.00 per session.** (Afternoon tea and most activities are included in this fee.)

Upon lodgement your child will be entered into the OSHC system, the OSHC will submit the request for your child to be linked to the Child Care Subsidy System, however you must log into your **myGov account** and confirm the enrolment before any subsidy will be paid by the government subsidy scheme. Until this confirmation is made full fees will be charged on any attendances.

### Xplor Home

You will also be prompted to create an Xplor account as this is the system we use for bookings and payments. You can also download the Xplor home app to your phone to make signing in & out easier and touch-free.

Feel free to contact us with any questions or concerns you may have.

**St Patrick's OSHC**

**Email: [SPBG\\_OSHC@rok.catholic.edu.au](mailto:SPBG_OSHC@rok.catholic.edu.au)**

**Phone: 0417 199 586**