



## Welcome to Forbes Out of School Hours Care.

Thank you for your recent enrolment. We look forward to working alongside you and your family. We have detailed below some information that may be useful to you in starting care with us.

### Times of operation for the service

Before school care: 7:00am-8:30am

After school care: 3:00pm-6:00pm

Vacation care/Pupil Free days: 7:00am-6:00pm

### Xplor

We use our booking system Xplor for communication, bookings, cancellations, receiving photos and checking your statement. Please ensure that you have downloaded the app "Xplor home" for use.

Cancellations are made through the app and require 24 hours notice. Failure to notify the service of a cancelled booking without the 24 hours will result in the sessions fees being charged.

### Attendance at the service

An Educator will walk children to their class in the morning as required. In the afternoon, an Educator will meet the children near the Junior Primary building. Please notify class teachers if your child is attending OSHC so that they can ensure that the child meets the Educator.

If your child attends a sports practice after school while they are booked into OSHC, they must check into OSHC first. Normal session fees will apply.

All children must be signed in/out when they attend. Parents/caregivers will do this via the device at the service.

Where the children are to be collected by someone other than their parent/caregiver, notice must be given to Educators at the service.



## Fees

### Fee structure

Before School Care \$10

After School Care \$25

Pupil Free Days \$50

Vacation Care \$50

Vacation Care half day \$30

**Late collection fee of \$1 per minute is charged after 6:00pm**

Invoices are sent by email each Monday for the previous week of care. It is an expectation of the service that fees are paid on a regular basis.

Payments can be made by cash or EFTPOS at OSHC, or by direct deposit using the details below:

Account name: Forbes PS OSHC/Vacation Care

BSB: 105081

Account number: 062855440

## Childcare Subsidy (CCS)

As discussed during your enrolment, you may be eligible for a Childcare Subsidy through Centrelink. After your child/ren's first attendance, you will need to confirm that they have attended by logging into your MyGov account and confirming the enrolment there. Subsidies can take up to 4 weeks to be allocated to the account.

## Accidents and illnesses

If a child has an accident at the service, Educators will apply first aid. If necessary, parents/caregivers will be contacted by the service. An accident record will be available at the service to be signed upon the child being collected.

If a child arrives at the service unwell, or becomes unwell during a session, parent/caregivers will be notified and asked to collect the child.

Where parents/caregivers are unable to be reached, or are unable to reach the service in a reasonable time frame, emergency contacts will be notified.

## Behaviour



We aim to keep our OSHC a safe and happy place for your child/ren. We expect all children to behave in a manner that is responsible and respectful towards other people, property, and themselves. Where children who exhibit unacceptable behaviour, parents/caregivers will be notified to collect their child from OSHC. Repeated unacceptable behaviour may result in suspension or exclusion from the service.

## Contact us

Please contact us for any questions or comments that you may have. We can be contacted by phone on 8293 2568 or email [dl.0658.oshc@schools.sa.edu.au](mailto:dl.0658.oshc@schools.sa.edu.au)



**Government of South Australia**

Department for Education and  
Child Development