

Saint Maria Goretti

Out of School Hours Care Service

Contact details

Name: Saint Maria Goretti's Out of School Hours Care

Address: 64 Morrison St, REDCLIFFE, WA 6104

(located beside the school library)

Phone: 0413 432 139

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Nominated Supervisors: Fiona & Caitlin

Welcome to Saint Maria Goretti, Out of School Hours Care Service. Our service is operated through Holy Name Early Learning and Care Service and Catholic Education Western Australia. Our service provides a quality education and care programme to children in Kindergarten-Year 6 within Saint Maria Goretti's Catholic School, that follows the guidelines of the Early Years Learning Framework (EYLF) and My Time, Our Place – Framework for School Aged Care in Australia.

Educators at Saint Maria Goretti's OSHC facilitate an interest-based, goal supporting programme that exceeds National Quality Standards, and celebrates the uniqueness of children and their families. We acknowledge that a child's sense of belonging is central to human essence, and support children to form meaningful relationships with peers and educators. We pride ourselves on our provision of a safe, engaging, and playful environment that builds on children's ideas, curiosities and offers a place to explore alongside friends. We aim to maintain reciprocal and collaborative partnerships with families and community and wish to include families in the creation and implementation of our program and future planning.

OPERATING HOURS & FEES

Monday - Friday

<i>Session</i>	<i>Operating Hours</i>	<i>Fees</i>
<i>Before School Care</i>	7:00am – 9:00 am	\$31.00
<i>After School Care</i>	2:50pm – 6:00pm	\$41.00
<i>Vacation Care/ Pupil Free Days</i>	7:00am – 5:30pm	\$87.00

Important Information

Enrolments & Waitlists

We invite you to access the following link to complete our online enrolment form. You will be added to our waitlist whilst your enrolment is processed.

<https://www.xap.rocks/waiting-list?organisationId=a0b356f8-bd60-456f-a2b4-08753c27ca02&providerId=830758a1-7b7b-4d8c-b5eb-6d04f4519a3a¢reId=986a3912-bfb6-443c-aa78-0422e07ccb2e>

To finalise your enrolment, we need the following documents successfully completed and/or uploaded:


- Copy of birth certificate
- Immunisation History Statement
- Health Care Plan and Risk Minimisation Plan
- Valid Asthma and/or Allergies/Anaphylaxis Action Plan
- Regular Transportation Authorisation

Staff are more than happy to support you with this process.

Child Care Subsidy (CCS)

Child Care Subsidy is not automatically applied. You will need to complete the following steps to claim:

1. Sign in to myGov and go to **Centrelink**.
2. Select **Make a claim or view claim status** from your homepage.
3. Select **Get started** from the Families menu.
4. Select **Child Care Subsidy**.
5. Answer the Eligibility check questions first.
6. Start your claim and answer the questions about your situation.
7. Review and confirm your claim.



For help, use the online guide to [claim Child Care Subsidy](#).

Bookings

Permanent

We offer permanent-ongoing bookings, for before and after school care sessions. We aim to accommodate booking requests to the best of our ability and understand that each family schedule is different. Days and sessions are determined by availability. If you are unable to secure the day/session you are requesting, you will be placed on the waitlist and informed when space is made available.

Casual


Casual bookings can be requested any time, via XAP or email. Securing a casual booking request is determined by availability.

Vacation Care

Our Vacation Care program aligns with Saint Maria Goretti Catholic School's Term Planner and offers care on recognised school holidays and pupil free days to children of Saint Maria Goretti Catholic School and surrounding area. Our holiday program offers an extensive range of in-service interest-based activities and experiences, as well as incursions and excursions. Bookings for Vacation Care can be secured by completing our Vacation Care booking document that is distributed to families two weeks before holidays are scheduled to commence. Vacation Care bookings are only confirmed once you have received a confirmation email. If you were not successful in securing a requested day, you will be placed on the waitlist and informed if a space is made available.

Excursions

To ensure your child can attend an excursion, it is essential that all enrolment and health care documents be up to date, and where applicable, the provision of valid medications. When booking your child in for an excursion, please ensure the Vacation Care Transportation Authority document attached to the booking document is completed and returned prior to the date of the excursion. This document is specific to the date and venue of the excursion and one must be completed to reflect each excursion outlined in the Vacation Care Program. This



gives authority to OSHC educators to transport your child to and from the service for the duration of the excursion.

Cancellation Requirements

Before and After School Care – permanent booking: minimum 7 days’ notice

Before and After School Care – casual booking: minimum 24 hours’ notice

Vacation Care – casual booking: minimum 24 hours’ notice

All cancellations must be made via email.

Changes to bookings

Changes to bookings including the adding or removing of certain days is permitted, however a minimum of 7 days’ notice is required. We do not accommodate the swapping of days.

Absences

If your child is absent for any reason, including illness, injury, vacations, they will be marked absent. Absences are charged for permanent bookings; casual bookings can give 24 hours’ notice and will not be charged.

Fee Statements

Statements are generated fortnightly through XAP and reflect the current weeks sessions and a week in advance. Statements are emailed to families and fees are deducted using a direct debit system. For all queries relating to accounts, please email our accounts team at holy.name@cewa.edu.au

Important: Currently our direct debit system is not up and running, however we aim to have this resolved within the next few weeks. Until then, we request that fees be paid via bank transfer.

We invite you to view our [Payment of Fees Policy](#) and [Booking Policy](#) located at the service sign-in desk, or a copy can be emailed on request.

XAP Smile



We invite you to download the 'XAP Smile' app on your mobile device. The Xap Smile app for parents allows you to monitor your child's early childhood journey simply and efficiently. Engage with your child's activities and easily message your child's staff. You can also invite other family members engage or share your child's activities. Plus, you can manage everything online from bookings to payments.

Allergies, Intolerances & Medical

Our service is strictly an egg and nut free environment. The purpose of this policy is to minimise the risk of exposing children with allergies and anaphylaxis to life-threatening foods. To ensure the safety of these children, we ask that your child's lunchbox does not include any nut or egg products. When food and snacks are provided, all allergies and dietary requirements are considered. We invite you to view the weekly menu located at the service.

Documentation relating to health & medical needs

As you complete your child's enrolment, please ensure you provide detailed information relating to any allergies, anaphylaxis, intolerances, additional needs, and medical conditions including preferred sunscreen relating to your child, as well as uploading any relevant documentation.

These documents are:

- Health Care Plan and Risk Minimisation Plan
- Valid Asthma and/or Allergies/Anaphylaxis Action Plan

Any prescribed medication stated within Action Plans and or Health Care Plans must be provided to the service to be kept on site. This includes, Ventolin and spacers, Epi-Pens, antihistamines, preferred sunscreen, etc. Staff will notify families if medication is due to expire and needs to be replaced. Failure to provide valid medications may result in the suspension of further bookings.

“We acknowledge the Whadjuk Noongar people, the Traditional Custodians of the land on which we play and learn and offer our respects to Elders past, present and emerging”

