



West Pymble Out of School Care

Enrolments Advice for 2024

Available dates to <u>submit</u> Application Forms	
EXISTING WPOOSC FAMILIES AND SIBLINGS	Friday 1 September 2023
NEW FAMILIES	Monday 4 September 2023
Forms will be available on our website from Monday 21 Aug 23, www.wpoosc.com.au and in the West Pymble Public School Parent Info packs. All forms MUST be fully completed, permissions initialled and the form signed. Please ensure you have supplied CRN numbers, immunisation certificates and health plans.	ENROLMENT WILL NOT BE ACCEPTED IF APPLICATION FORMS ARE INCOMPLETE – FORMS WILL BE REJECTED AND A NEW DATE AND TIME APPLIED WHEN COMPLETED FORMS ARE RETURNED TO THE CENTRE. Please note that the Application form must be received before we send out an online ENROLMENT link.

West Pymble Out of School Care is an independently managed not-for-profit centre managed by a parent committee, we offer *Before and After School Care* Mondays to Fridays from **7.30-9.00 am** and **3.00 to 6.00 pm** during term time. Our enrolment priorities for new children follow government guidelines. We enrol on a continuous basis during the year for new and existing families to the school, if a request cannot be fulfilled right away your child's name will be placed on our waiting list.

All application forms will be marked for date and time received and places allocated chronologically. Confirmation of sessions allocated will be advised by **17th November 2023, at the latest.**

OUR PROCESS

- Where do families get an **Application Form**?
 - from 21 August 2023, download a .pdf from our website on the *Registrations* page. On the .pdf choose **SIGN** then **FILL & SIGN** to complete the form. You can then save it and email directly to us.
 - get a paper copy in WPPS pack
 - request a paper copy at the WPOOSC centre.
- Complete and submit application forms to WPOOSC by hand or by email – properly scanned copies only, we CANNOT accept poor quality photos, you will be asked to resubmit. Please use a scanner or a scanner app.
- Ensure you have applied for **CCS** through the Centrelink website and confirm details via your mygov . (a message will come to your mygov inbox)
- After receiving your application form, we will send
 - an **INVOICE** for the Annual Family Registration Fee
 - a **LINK** to the Centrelink CMS enrolment record for you to complete,
 - a **WELCOME LETTER** and a
 - FAMILY HANDBOOK**
- Please complete the ENROLMENT online, and deposit the annual Family Registration Fee to our account (new families only, existing families and siblings will be billed in 2024)
- We will verify payment, accept the enrolment online and then assign your session roster.
- You will get a message in your mygov inbox to electronically accept the roster and sign **CWA (Complying Written Agreement applying for CCS)** or RA (Relevant Agreement, no government rebate).

Apollo Avenue, WEST PYMBLE NSW 2073

Telephone: (02) 9418 1918 E-MAIL: coordinator@wpoosc.com.au

ABN: 11 023 668 457



West Pymble Out of School Care

PLEASE RETAIN FOR YOUR RECORDS

GENERAL FINANCIAL INFORMATION 2023/2024 (effective 21/08/2023)

Fee	Amount	Description	Due
Registration Charge <i>Not covered by subsidy</i>	\$45.00 per family	Membership of Incorporated Association & Annual Administration Processing Fee.	NEW FAMILIES - At time of enrolment. EXISTING FAMILIES - on Term 1 account.
Permanent Daily Fee <i>Before subsidy</i>	BSC \$15.00 (morning) ASC \$28.50 (Afternoon)	This fee covers the normal daily attendance of your child. An enrolled child results in a fee commitment to the end of that year. If you wish to cancel your child's attendance during the year, you must give 2 week's written notice or pay the equivalent amount in fees.	Invoiced in arrears each fortnight that your child is enrolled Payment can be by Direct Bank Deposit or by cheque/ cash.
Casual Daily Fee (pre-booked) <i>Before subsidy</i>	BSC \$18.00 (morning) ASC \$34.50 (afternoon)	Must be pre-booked in advance and paid for at the time of use. Places are limited due to licensed quota. Casual places booked require 24 hrs notice for cancellation or fee will be charged.	On booking or collection of children. Payment can be by Direct Bank Deposit or by cheque/ cash.
Late Pick Up Charge <i>Not covered by subsidy</i>	\$30 for the first 15 mins or part thereof then \$15 each subsequent 15 mins	This fee will be charged after 6.00 p.m. as the Centre is closed and 2 staff members need to be paid overtime to wait with your child until you arrive.	This will be added to your invoice to be paid immediately
Unauthorised Absence <i>Not covered by subsidy</i>	100% of the current <i>After School Care fee</i> plus the session fee on each occasion	To avoid being charged an extra fee please let us know by email (or in emergency by phone) prior to. <ul style="list-style-type: none"> • 7.30 am on the day (BSC) • 2.30 pm on the day (ASC). 	This will be added to your invoice to be paid immediately
Late Payment of Fees <i>Not covered by subsidy</i>	\$15 per week	This fee will be charged when accounts are overdue by one month. Additional charges may be applied. This decision will be made by the Parent Committee	This will be added to your invoice to be paid immediately
Loss of Placement	Any families with outstanding fees at the end of the term risk losing their place and not being accepted for future care. This decision will be made by the Parent Committee.		

FEEES ARE SUBJECT TO CHANGE – NOTICE WILL BE ADVISED 2 WEEKS BEFORE ANY INCREASES ARE APPLIED

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