



West Pymble Out of School Care

Enrolments for 2022

Available dates to <u>submit</u> Application Forms	
EXISTING OOSC FAMILIES AND SIBLINGS	FRIDAY 6 TH August 2021 from 6.00 a.m.
NEW FAMILIES	MONDAY 16 TH August 2021 from 6:00 a.m.
Forms are available from Wednesday 4TH August 2021 on our website and in the WPPS Parent Info packs All forms MUST be fully completed, permissions initialled and the form signed by both parents. Please ensure you have supplied CRN numbers, immunisation certificates.	
ENROLMENT <u>WILL NOT</u> 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 two-page 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.

At the beginning of a new school year we enrol many new Kindergarten children, both siblings and newcomers. Enrolment for 2022 will commence during **TERM 3 OF 2021**. Application forms will be available for pre-completion from Wednesday 4th August 2021 on our website and distributed with kindy packs by West Pymble Public School. Forms can be scanned and submitted by email.

All application forms will be marked for date and time received and places allocated chronologically. Confirmation of sessions allocated will be advised by **16th November 2021 at the latest**

TIMELINE OF OUR PROCESS

1. Families download form from our website, or from WPPS pack or request a paper copy at the WPPS Apollo Ave gate by phoning us on 9418 1918.
2. Families complete application forms and submit to WPOOSC by email or by hand (at the gate currently)
3. Ensure you have applied for CCS through the Centrelink website and confirm details via your mygov (a message will come to your inbox)
4. After receiving your application form we will send you a **link to the Centrelink enrolment record**
5. We will also send information about our centre in a WELCOME LETTER, a FAMILY HANDBOOK and an invoice for the annual Family Registration Fee of \$40.
6. Please complete the ENROLMENT online, and deposit the annual Family Registration Fee to our account (new families only, existing families will be billed in 2022)
7. We will verify payment, accept the enrolment online and then assign your session roster.
8. You will get a message in mygov inbox to accept the roster and sign CWA (Complying Written Agreement) or RA (Relevant Agreement) electronically.

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 2021/2022

Fee	Amount	Description	Due Date
Registration Charge	\$40.00 per family	Membership of Incorporated Association Annual Administration Processing Fee.	NEW FAMILIES - At time of enrolment. EXISTING FAMILIES - on Term 1 account.
Daily Fee Permanent	BSC \$12.00 ASC \$24.00	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 for each term (or part thereof) that your child is enrolled Term fees are invoiced in week 2 of each term and are payable immediately in full but no later than week 4 of that term. Payment can be by Direct Bank Deposit or by cheque/ cash.
Daily Fee Casual (pre-booked)	BSC \$14.00 ASC \$28.00	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 child. Payment can be by Direct Bank Deposit or by cheque/ cash.
Late Pick Up Charge	\$15 per 15 mins or part thereof then \$30 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	100% of the current After School Care fee 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	\$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.	
FEES ARE SUBJECT TO CHANGE – NOTICE WILL BE ADVISED 2 WEEKS BEFORE ANY INCREASES ARE APPLIED			

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