



South Coogee Children's Services

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South Coogee OOSH 2019 Enrolment Procedure:

There will be three rounds of enrolments for families to sign up for Before school care and/or After school care places at South Coogee OOSH for 2019. Please see below to decide which round your application falls under.

You must make an application within one of the rounds to ensure you receive a place in 2019. If you do not, your current 2018 place may be offered to another family.

Round 1: Continuation of Care / Reduction Of Days (week 3, term 4)

Monday 29nd October – Friday 2nd November

Round 1 is for families who have a current booking and would like it to continue it in 2019, and for families who have a current booking and would like to drop care sessions in 2019. Please submit a *Continuation of Care* form to the Centre. You are not required to submit a new enrolment form however if any personal details and/or information has changed please inform the Centre via email.

If you would like to add care sessions to your current booking, please see round 3.

Important: Late bookings will not be accepted for Round 1, other than in extenuating circumstances. This week is your opportunity to retain your existing booking. If you do not submit a continuation booking during this week, your child's place will be considered vacated and available for allocation in Round 2.

Round 2: New Enrolments (week 4, term 4)

Monday 5th November – Friday 9th of November

Round 2 is for all new families, for existing families with children who have never attended previously, and for existing families who do not have a current 2018 booking. Please submit an *Enrolment* form, *Reservation* form, a copy of your child's birth certificate and immunisation record. Applications without all relevant documentation will not be accepted.

Round 3: Change of Booking (week 5, term 4)

Monday 12th of November – Friday 16th of November

Round 3 is for existing families who have a current booking but would like to change it by adding care sessions. Please submit a *Change of Booking* form to the Centre. You are not required to submit a new enrolment form however if any personal details and/or information has changed please inform the Centre via email.

Important Information

Lodging Applications:

- Applications can be made in person with hard copies or with soft copies via email. If you submit your application via email the Centre will respond with a confirmation of receipt.
- All applications in rounds 1, 2 and 3 are subject to the *Building, Utility and Resource (BUR)* fee, which is outlined below.
- Families with more than one child must submit a separate application for each child.
- Applications without all relevant documentation will not be accepted.

Application and Sessions Costs:

A *Building, Utility and Resource (BUR)* fee must be paid when submitting an application for care. The fee is payable by credit card, EFTPOS or bank transfer. Payments made via bank transfer must be referenced "*BUR, (child's name)*". Cash and cheques will not be accepted. Once an offer for care has been accepted the application fee will be transferred to the *OOSH Building, Utilities and Resources Fund (BUR)* and used to enhance our Centre. If a child is unsuccessful in obtaining a care placement the fee will be refunded.

Application BUR Fee structure:

- First child - \$100.00 (low income family - \$50.00)
- Additional children - \$50.00 (low income family - \$25.00)
- Maximum payment per family - \$200.00 (low income family - \$100.00)

Sessions Fee Structure:

Session		Permanent	Casual
Before School Care		\$13.00	\$15.00
After School Care		\$19.00	\$21.00
Session	Standard Day	Incursion	Excursion
Vacation Care	\$55.00	\$60.00	\$65.00

The Parent Committee does not intend to change fees however, they are subject to periodic review. In the event that fees are changed 4 weeks' notice will be given.

Priority of Access:

Applications will be assessed using the legislated '*Priority of Access Guidelines*'. Due to limited available places there may be a waitlist for some sessions.

Priority 1 - A child at risk of serious abuse or neglect

Priority 2 - A child of a single parent who satisfies, or of two parents who both satisfy, the work/training/study test under Section 14 of the 'A new tax system' Family Act 1999

Priority 3 – Any other child

Within each priority, the following categories will be considered:

- Children in Aboriginal and Torres Strait Islander families;
- Children in families which include a person with a disability;

- Children with a primary care giver employed by the Australian Defence Force;
- Children in families on low incomes;
- Children in families from culturally and linguistically diverse backgrounds;
- Children in socially isolated families;
- Children of single parents;
- Children with a sibling who attends the Centre.

To assess these categories the Centre may request supporting documentation.

Enrolment Outcomes:

This enrolment procedure ends on the 16th November. Families wanting to enrol after this date will not be considered until this procedure is finalised Confirmation of acceptance will be sent via email. Due to the high volume of applicants we will aim to inform all families of decisions by early December.

The OOSH director will collate all booking information in the following weeks after the 16th of November. As per Centre policy, we require 2 weeks' notice for any changes to bookings. Should the centre reach capacity before your enrolment is processed your child will be placed on a wait list and days will be confirmed as spots become available.