

Enrolling at Coomera Rivers OSHC

Thank you for your interest in enrolling your child with us at Coomera Rivers OSHC, we look forward to meeting you!

Step 1:

Complete an enrolment form (one per child), via the following link

<https://www.owna.com.au/enrol/coomerariversoshc.html>

Step 2:

Once submitted, your enrolment request will then be reviewed by our enrolment team. If your child has diagnosed medical or behavioural needs, we may contact you to request additional information in relation to your enrolment request.

Step 3:

An email will be sent to you requesting additional information be completed prior to an enrolment offer being issued. This includes;

- Set up of OWNA account (a separate welcome email will be sent to you from OWNA - this may go to your junk mail)
- Payment of Bond
- Set up of Direct Debit for payment


Step 4:

An enrolment offer will be sent to you via email, including the number of days that are we are able to offer. Should some days not be available, you will be added to our waitlist and be contacted as soon as a place becomes available.

2023/2024 Fees:

- *Before School Care*
06:00-08:30
\$22.00 per child per session before CCS benefits
- *After School Care*
14:30-18:30
\$40.00 per child per session before CCS benefits
- *Vacation Care*
06:00-18:30
\$90.00 + incursion/excursion fees, per child per session before CCS benefits
- *Non-notification fee - \$5*
This fee will be applied if parents fail to notify the service of their child's absence for ASC by 12pm that day

Service Information

- **SIGNING YOUR CHILD IN/ OUT:** Families are encouraged to sign in/ out on your own phone via the OWNA app. When you arrive, click the + symbol on the app and choose 'Sign child in/ out'. You will then be able to tick the little box next to your child's name, and sign them in. This sends the service an alert and we will confirm that your child is here 😊. If you do not have your phone with you, there is also an iPad at the sign in desk for families to sign their children in/ out using the pin number emailed to you via OWNA upon enrolment.
 - **ABSENT DAYS/ NON-ATTENDANCE:** Parents must mark their child as not attending, directly via the OWNA app. Please click the + symbol on the app and choose 'Mark child not attending'. The service has a non-notification fee of \$5 per child in place for families who do not advise the service by 12pm on the day of care, that their child will not be attending After School Care.
 - **PREP DROP OFF/ COLLECTION FROM CLASS:** Our educators will drop off Prep children to class each morning and pick them up from class each afternoon for almost the entire year (until mid Term 4, where we will help them get ready for Year 1 and walk to OSHC themselves). We already know which class your child is in, and have also provided their class teacher with your child's attendance days, so they can have them prepared ready to come to OSHC in the afternoons.
 - **YEAR 1 - 6 ASSEMBLY POINTS FOR AFTER SCHOOL CARE:** Children in Year 1 & 2 will walk directly to the SSC, where they will be greeted and signed in by an educator in the afternoon. Children in Year 3 - 6 will meet at OSHC (hall)
 - **PREP - OSHC WRISTBANDS:** We are excited to introduce 'I'm going to Coomera Rivers OSHC' wristbands as a gift for all of our new Prep children (our older children are very jealous!). While we collect your child from class every day in Prep, this is a great reminder for your child, as well as helping them know which of their friends are also coming along! These wristbands will be handed out either on your visit to the service OR on your child's first day at OSHC. Please make sure to put the wristband on your child each day that they will be coming to OSHC.
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- **OUR ROUTINE:** Upon arrival, all children will start their afternoon with some yummy afternoon tea. After afternoon tea, approximately 3:30pm, children will have the option to engage in a variety of planned and reading at OSHC, at 5:15pm the children will settle down with an educator, who will read them an age-appropriate book, before we enjoy some indoor play before we close at 6:30pm.
- **DOCUMENTING CHILDREN'S LEARNING:** Our team writes up daily observations via OWNA, so you can see what your child has been up to at OSHC! If an observation has been written about your child, you will receive a notification to say that a new post has been added - so make sure to turn those notification on!
- **OUR STAFF:** We have an energetic team of educators who will be excited to greet your child and share with you some highlights from their day. A list of educators on shift is displayed at the sign in desk each day, as well as who is the Responsible Person (RP) on duty for the day. This will be your go-to person for any queries and they will also communicate any incidents, accidents or illnesses with you.
- **ENROLMENT ENQUIRIES:** The service Director will be your first point of call for enrolment enquiries 😊 If I am not on site when you come in, one of our RP's will be happy to take a message for you and I will make sure to get back to you the next day, or alternatively you can send me an email.
- **FINANCE ENQUIRIES:** We are also lucky to have a Finance Manager, Tania, working with us. Tania will assist you with any billing, fee or statement enquiries and will email from crsspandcfinances@outlook.com
- **MENU AND PROGRAM:** Our weekly menu and program are emailed to all families via SchoolZine (online newsletter) and will also be uploaded to OWNA weekly. A simple program & menu are also displayed on the large whiteboard at the service entry.
- **USING OWNA:** OWNA is used widely throughout the service, including for sharing incident forms, medication administration and important posts.
- **COVID - POSITIVE CASES/ ISOLATION:** Families who are required to isolate due to being a positive case or close contact, are eligible to have their gap-fee waived for these days. To have these fees waived, families must notify us and provide proof of positive case or requirement to isolate.
- **FAMILY HANDBOOK:** Our Family Handbook is attached. This document includes lots of our Policy information and can assist you with any queries you may have