



Pymble LC OSHC

ENROLMENT GUIDE

Welcome to Pymble LC OSHC

Pymble Ladies' College's Out of School Hours Care (OSHC) has been offering quality childcare for more than 30 years.

Before School Care

7:00am - 8:30am
Monday to Friday
Cost: \$16.00

After School Care

2:45pm - 6:30pm
Monday to Friday
Cost: \$35.00

Senior Sister

2:45pm - 3:30pm
Senior Sister bookings are submitted when you require regular or casual care for your daughter whilst your daughter waits, after school to 3:30pm, for a 'Senior Sister' to collect your daughter. *This is a free service and no afternoon tea is provided.*

Vacation Care

7:30pm - 6:00pm
Check website for holiday program dates
Cost: \$80.00 (base rate)

Late Booking Fee

Families will be charged \$4.00 for bookings that are made within 24 hours of After School Care session time and 12 hours of Before School Care session time

Late Collection Fee

Families will be charged an additional \$5.00 per minute, per child, after the Centre closing time

Cancellation

A notice period of one week is required when cancelling permanent and 12 hours for casual bookings in Kidsoft. Senior Sister bookings can be modified up to one hour before attendance. Charges are applied regardless of attendance if the one week notice period has not been provided.

Non-attendance Fee

A fee of \$7.50 will be charged to your Kidsoft account if an SMS message or phone call from the Centre is required to confirm your child's absence from their scheduled After School Care session. SMS 0439 044 279 or email oshcadmin@pymblelc.nsw.edu.au

More information please visit:

www.pymblelc.nsw.edu.au/pymblelc-oshc/

How to enrol into Pymble LC OSHC

Step 1: Create a Kidsoft Account

1

Follow the link to register into

Kidsoft: <https://app.kidsoft.com.au/p/pymble-ladies-college/find-a-place>

Please note if you are eligible for the Child Care Subsidy:



The 'Parent/Guardian One' registering for Kidsoft must be the parent linked to child with Centrelink otherwise Child Care Subsidy will not be applied.

2

Once registered, you will see a tab 'Find a place'; this will allow you to enrol your daughter into Pymble LC OSHC. Please note you will be required to complete this process for each child you want to enrol in OSHC.

Uniting MyGov Find a Place iEnrol Status

Find a Place

Find a Place

Add the details of the Child/Children you would like to enrol.

Select existing or add new details

+ New Child

*Child's First Name

*Child's Last Name

*Child's Date of Birth: dd-mon-yyyy

Aug 2020

| Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

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Today Clear Close

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Acknowledge the Terms and Conditions of each child and press submit. You will receive a confirmation email that your child is now on the waitlist for PymbleLC OSHC.

How to enrol into Pymble LC OSHC

Step 2: Accept Booking in Kidsoft iParent Portal

1

It is important that you keep an eye on your emails as Pymble LC OSHC will offer you a place for the service you selected.

Within **24-72 hours** you will receive an email asking you to '**Accept Offer.**' From this email, click on '**View Enrolment Offer.**'

General MyGov Find a Place iEnrol Status

iEnrol Status

Thank you for your Child's waiting list application.
You will be contacted once a place becomes available.
Please feel free to contact the Service if you have any questions. Contact details can be found on the Services website.

Waitlisted Date: ✓ - to - ✓

Service Provider: ✓ Service Type: ✓

Children: ✓ Status: ✓

| Service Provider | Waitlisted Date | Service Type | Child | Days | Status | Unread Waitinglist Communication | Action |
|---|-----------------|--------------|-------|------|---------|----------------------------------|--|
| Pymble Ladies' College Out of School Hours Care | 15-May-2020 | OSHC | | | Offered | 0 | Accept Offer Decline Offer |

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2

- Log into the iParent Portal and click '**Accept Offer**' next to your child's name
- You will now need to complete the **FULL enrolment** for your child in order to register them to use the services.
 - **Must include at least one Emergency Contact other than Parent 1 or 2.**

Step 2: Complete the ASC Co-curricular Form

1

The ASC Co-curricular form keeps the OSHC Centre up to date with your daughter's co-curricular activities. This is a requirement for both Regular and Casual OSHC bookings.

Filling in this form gives permission for your K-2 daughter to be accompanied to/from an afternoon activity or your 3-6 daughter to walk independently to her activity on campus.

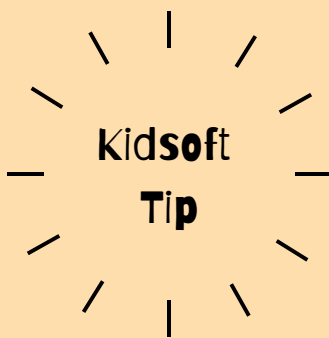
If you do not complete this form your daughter will not be signed out from OSHC to attend her co-curricular activity.

Regular ASC Co-curricular form:

<https://www.pymblelc.nsw.edu.au/pymblelc-oshc/out-of-school-hours-care-booking-form/>

Casual ASC Co-curricular form:

<https://www.pymblelc.nsw.edu.au/pymblelc-oshc/oshc-casual-booking-form/>



You can also access the forms in Kidsoft iParent Portal!

How to access forms in Kidsoft:

1. Log into Kidsoft iParent Portal
2. Click General --> Click Documents Provided
3. Select the appropriate booking form

