Pymble LC OSHC

REGULAR BOOKING 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 make a Regular booking?

Step 1: Kidsoft iParent Portal

1

Bookings for Pymble LC OSHC can be made via the Kidsoft iParent Portal. Log in by clicking the link below.

Kidsoft link --> https://parentslogin.kidsoft.com.au/

2

From the iParent Portal home page > click the bookings tab

Pymble Ladies' College Out of School Hours Care

General Details Payments **Bookings** MyGov Find a Place iEnrol Status

Bookings

Bookings

Bookings

Prev		June 2020				Next		30-Jun-2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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	1	2	3	4	5

+ Casual Booking

+ Create Bookings

No booking data on selected date.

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3

On the right-hand side > click **Create Booking. The Manage Bookings screen will display**

How to make a Regular booking?
Step 1: Kidsoft iParent Portal

(4)

Manage Bookings

1. Select **Child** from drop-down list
2. Repeat
3. Select the **Booking Date** from the calendar provided
4. Select the **Repeat Until** from the calendar provided
5. Select the **Bookings per Day** from the drop-down list
6. Select the care type from the **Room** drop down list
7. Select the **Days** per week for the required care
8. Tick that you have read and understand the **booking information conditions**
9. Click **Save**

Manage Bookings

*Child
Select a Child

*Repeat:
Weekly

*Booking Start Date
30-Jun-2020   Tue

*Repeat Until:
dd-mon-yyyy

*Bookings Per Day
1

*Room
Select a Room

Days:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	☐	☐	☐	☐	☐	☐	☐

I acknowledge/agree that:

· I have provided correct information and agree to notify the Service if my circumstances change.
· I give permission for my details to be provided to the Service for the purpose of enrolment.
· I understand that the Service regards my information as confidential and has policies in place to ensure the protection of this information.
· I understand that this data may be used for statistical purposes.
· I am the legal Guardian of the Child and have authority to provide the information contained in this form.
· I understand that my child will not be given permission to attend Co-curricular activities if I have not supplied the correct information to the Pymble LC OSHC.
· Any K-2 child who requires walking to or from an activity must be organised through Prep Administration.
· In conjunction with the terms and conditions I understand I must complete the Co-curricular Form using the link below and update this with any changes made to my childs Term bookings. Link
· I understand and agree to the late pick-up fee of $5 per minute per child.
· I understand and agree to the $7.50 non-notification fee.
· I understand and agree that if the Winter Holiday Program is closed during operational hours due to COVID19 that my first emergency contact number will be called. The emergency contact must be someone other than parent 1 or 2 that can collect your child promptly from the OSHC Centre should this situation eventuate.
· I understand and agree to not send my child to Winter Holiday Program if they have received any medication to lower their temperature or relieve any other flu-like symptoms on the morning of attendance.

☐ **I acknowledge that I have read and understand the information above.**

Cancel   Save

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.
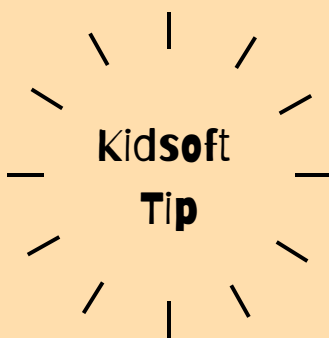
Filling in this form gives permission for your K-2 daughter to be accompanied to/from an afternoon activity or your 3-6 daughter to walk independently to her activity on campus.
If you do not complete this form your daughter will not be signed out from OSHC to attend her co-curricular activity.

Regular ASC Co-curricular form:

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

Kidsoft Tip

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

Pymble Ladies' College Out of School Hours Care

General   Details   Payments   Bookings   ...yGov   Find a Place   iEnrol Status

General
Notifications
Reminders
Documents Provided
Learning Feedback
CWA Form