

September 2016

Dear Parents,

**Enrolment Information for Out of School Hours Care in 2017**

**Brunswick East Primary School Out of School Hours Care Vision**

T*o provide quality care programs to primary school-aged childcare at the Brunswick East Primary School Out of School Hours Care Service (BEPS OSHC) where we aim to provide a safe and stimulating environment in which middle school aged children can play and relax before and after school and on pupil-free days. The service will provide inclusive child-centred programs underpinned by the learning frameworks, which focus on developmental, social and recreational activities and experiences appropriate to the needs of all the children.*

The enrolment process commences soon for places in BEPS Out of School Hours Care Service in 2017.

This letter outlines all the enrolment details for:

**Round 1 – Re-enrolments** : Families who are currently using the Service and would like to re-enrol for places in 2017, and

**Round 2 – New enrolments**: Families who would like to enrol for the first time in the Service

This information sheet includes:

1. **Key enrolment information**
2. **Important enrolment dates for 2016**
3. **OSHC policies**- families should read the following policies prior to enrolment. Each of the policies are located on the BEPS website or you can request a copy via email:
	1. OSHC Enrolment Policy
	2. Waiting List and Priority of Access Policy
	3. Fee Policy

It is important that you **read this sheet** carefully, note the important dates and contact Out of School Hours Care Coordinator Ranita Swamy, tel 9387 2631 or swamy.ranita.r@edumail.vic.gov.au, as soon as possible if you have any questions.

**ENROLMENT PROCESS 2016**

**Step 1 –**Review the important dates for enrolments and re-enrolments and keep a note of these. Families must ensure all relevant paperwork **and deposits** are submitted by the due dates.

**Late enrolment forms will NOT be accepted.**

**Note**: If an offer for 2017 is accepted and then subsequently cancelled after the 2nd December 2016 - this deposit will be forfeited. To cancel your place and have your deposit returned or credited to your account you must speak with Ranita Swamy **before 2 December 2015**.

**IMPORTANT DATES**

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| **Mon 12 September** | Round One - offer emailed to current families |
| **Mon 3 October** | Round One - Offers, enrolment forms and deposit **due BY 5PM** to confirm request |
| **Mon 10 October**  | Round One - Offers confirmed to families by email |
| **Mon 17 October** | Round Two – Booking Requests sent to new families and 2017 Prep families |
| **Mon 7 November** | Round Two – Booking Request forms **DUE BY 5PM** |
| **Mon 14 November** | Round Two – Letters of Offer sent to families by email |
| **Mon 21 November** | Round Two – Enrolment forms and deposit **DUE BY 5PM** |
| **Mon 28 November** | Round Two – Offers confirmed to families by email |

**Step 2 - Read the OSHC policies**

Each of the policies are available on the BEPS website or you can ask the Service to email you a copy.

Each policy provides relevant information about the philosophy, approach and requirements of both the Service and families who are part of the Out of School Hours Care.

1. **Enrolment Policy**

The Enrolment Policy provides an overview of BEPS OSHC approach to enrolments and re-enrolments, what the requirements are for families in terms of cancellations and other details about fee structure and other general information.

1. **BEPS Priority of Access and Waiting List Policy**

The Priority of Access and Waiting List Policy provides information for families on the priority access for families who meet the criteria as outlined by the Department. Each family should read this policy carefully and contact the service if they have any questions about this. Families will be asked to identify their priority access criteria (if relevant) on the Enrolment Form.

1. **Fee Policy**

BEPS OSHC aims to provide a high quality service which is accessible and affordable to all families. This is an important policy as it outlines all the details of the fee structure the Out of School Hours Service. The Service operates as a community based not-for-profit organisation and therefore all monies are expended on staff costs, food, equipment and resources for the children’s program, minor upgrades and service improvements as specified by the BEPS School Council and the annual OSHC budget proposal.

**Step 4 – Fee Payments Finalised**

Ensure all fees for the current year have been received by the Service, by no later than the end of Term 4.

**Note**: If fees are still outstanding by the end of Term 4 2015, places will **NOT** be offered in 2017.

**Step 5 – Submit Enrolment Form**

Complete the relevant Enrolment form and email to Ranita Swamy, Out of Hours School Care Coordinator swamy.ranita.r@edumail.vic.gov.au, by the due date (Round 1 – Mon 5 October, 5pm **or** Round Two – Monday 23 November, 5pm).

**Need more information?**

If you would like more information about the enrolment process or have questions about the Service, please contact Ranita Swamy, Out of School Hours Care Coordinator on 9387 2631 or swamy.ranita.r@edumail.vic.gov.au.

**NOTE**: Please ensure OSHC has your **current email address**, as all enrolment information will be sent to families via email.

We look forward to welcoming your family to BEPS OSHC Service in 2017,

Kind regards,

Ranita Swamy

Out of School Hours Care Coordinator