Welcome back to Before and After school care for 2015! Please do not hesitate to speak to Chelsea if you have any queries or suggestions. You can find information about the program on the sign in desk or on the information board.

2015 Staffing

You will see a couple of new faces around the program. I would like to introduce myself, I am Chelsea Batten the new coordinator at the program. I have been working in OSHC since 2006. My most recent program was in Heidelberg where I was the coordinator for 4 years. Prior to that I was the assistant coordinator at a different program. I am looking forward to working here at KEPS OSHC.

We also welcome Jessica O’Sullivan who will be working various shifts in both before and after school care. Jessica is currently studying in her 3rd year of Primary School Education at Deakin University. Jess is looking forward to working here at KEPS OSHC.

Alex, Kelsey, Maria, Steven, Summer and Winnie are all still working here also!

Fiona (office) will be completing enrolments, payments & Centrelink administrative tasks while Martin Toone will be supporting Fiona to process payments.

Bookings and Cancellations

To maintain our 1:15 ration it is very important that you keep us updated with your bookings and any changes or cancellations that may need to be made throughout the year.

Bookings can be made in person, with a phone call or an email. We have a new email address to be contacted on, batten.chelsea.c@edumail.vic.gov.au

For cancellations made before 6pm the night before the session will not incur a fee. Cancellations made after 6pm will be charged as an allowable absence and will incur the normal session fee. Cancellations can be made in person, with a phone call or email. The blue cancellation book can also be used but please remember to use 1 line per cancellation if cancelling multiple sessions.

For long term changes or cancellations to regular bookings please fill out a blue ‘change / cancellation’ form.

Please remember that signing in your child/ren into before school care and out of after school care is your responsibility. You also need to sign for your child/ren’s allowable absence days.

P.TO
OSHC Payments 2015

Due to change of staff and processes in the KEPS OSHC program in 2015, the collection of fees will be completed during school time.

The new KEPS OSHC coordinator’s responsibilities do not include collection of OSHC fees and after Term 1 2015 there will not be any staff available during the OSHC hours to collect fees. All private OSHC providers complete collection of fees either through having credit card details or direct debit whilst their coordinators run the actual program.

From Term 2 onwards, KEPS will be collecting fees once a fortnight from all parents using credit card details provided by parents. Many parents provided credit card details last year which assisted Martin greatly, time wise.

In accordance with the KEPS OSHC policy, fees must be paid fortnightly with no arrears extending beyond the 14 day period, as calculated from the first enrolment session of the first day of that fortnight period.

All parents who have students enrolled in the OSHC program in 2015, will be requested to provide their credit card details during Term 1 2015. This will enable Fiona in the office and Martin who will work one morning a week, to process fees owing once a fortnight during the school day. Invoices will be issued to all parents as part of the payment process.

Wages for OSHC staff need to be paid every fortnight and should not be coming from other KEPS funds provided both by DET and parents. In the past, many parents have had to be contacted by phone due to either incorrect credit card details or failure to pay on time. As with other school expenses such as excursions, phone calls will not be made but rather your child may not be admitted to the OSHC program. At this point in time, there are still some outstanding fees from 2014 and these families will not be readmitted to the program until these fees have been paid in full.

Fiona (office) will be available during Term 1 to collect fees on Monday, Wednesday and Thursday nights only from 4.30 - 5.30pm, which at this stage is an extra cost incurred by the program. This arrangement is only an interim arrangement as we change over to our new processes.

The efficient collection of fees from OSHC users will benefit all in the program by keeping costs to a minimum and assisting the KEPS office staff to be completing other work rather than constantly be making phone calls.

The school has worked hard behind the scenes since the end of Term 3 2014, to ensure a smooth transition, following the announcement of Di and Martin Toone’s retirement at the end of 2014. In doing so, we are able to keep our excellent OSHC program running at KEPS rather than bringing in an external private provider as an alternative. Your support in these changes is vital to ensure that KEPS can continue to provide a safe and happy OSHC program for our students and those from St Anne’s, whilst allowing KEPS School Council to maintain the control of this program.

In anticipation, school council thanks you for your understanding and support for these changes.

We look forward to a fun year here in OSHC!