

# Student Free Day Program 7 May 2024



Early Bird Fees: \$63 per day

Early Bird Bookings close: 22 April 2024

Fees: \$68 per day\*

Bookings Close: 29 April 2024

Hours of Operation: 7:00am – 6pm

BOYS & GIRLS, SIBLINGS, FRIENDS & FAMILY WELCOME

## ST MARGARET'S OSHC SCHOOL HOLIDAY INFORMATION GUIDE

### How do I book?

- Please book in your required days using the QK Enrol app. Further details can be found on the "Booking Process" information page.
  - Email/phone/verbal bookings will not be accepted.
  - We are unable to accept walk-ins on the day.
  - If your child has not attended St Margaret's OSHC before this School Holiday Program, enrolment forms and DebitSuccess form must also be completed. Your booking is not finalised until these forms have been received.
- \* Additional costs for incursions/excursions apply. These are compulsory for all students.

### Cancellations:

Unfortunately, we are unable to accept cancellations once you have placed a booking. Except for excursion and incursion days, we are happy to change the date of your booking. Changes to your current booking must be made within 48 hours of the booking date, in writing.

Excursions and incursions are set out in the program which is issued at least 3 weeks before the school holiday period. Once booked, excursions and incursions are not able to be cancelled as we have in many cases prepaid for these activities.

### Excursions:

- See "Program" and "Authorisation for Excursion Form" for excursion information.

### Payments:

Payment for the School Holiday Program will be debited from your nominated bank account or credit card weekly through DebitSuccess. If you have not provided details for payment via a DebitSuccess form, your booking will not be accepted until that is received. If you have outstanding fees prior to the start of the School Holiday program, these need to be paid before your booking will be accepted.

Important: If you have outstanding fees from the term, your school holiday booking will not be accepted until these have been paid in full.

### Child Care Subsidy:

Our service is registered with Centrelink, so you will be able to claim Child Care Subsidy on your fees. For further information please visit [www.education.gov.au/childcare-FAQ](http://www.education.gov.au/childcare-FAQ)

### Pick up and Drop off Routine

- All OSHC drop off and pick up will occur at the Atrium entrance on Butler Street. The iPad will be located at the Atrium entrance. An OSHC educator will collect your child from you in the mornings and bring your child to you in the afternoons.
- We ask that there is only one parent or guardian picking up or dropping off. All siblings not at OSHC will need to stay with a parent and not enter the classroom or Atrium.

### Further Information Contact:

**Palu Ingram**, OSHC Co-ordinator

P: 0423 547 653 or 0432 653 728

E: [oshc@stmargarets.qld.edu.au](mailto:oshc@stmargarets.qld.edu.au)



St Margaret's  
Anglican Girls School  
*per volar sumata*

# Student Free Day Program

## 7 May 2024



Early Bird Fees: \$63 per day

Early Bird Bookings close: 22 April 2024

Fees: \$68 per day\*

Bookings Close: 29 April 2024

Hours of Operation: 7:00am – 6pm

BOYS & GIRLS, SIBLINGS, FRIENDS & FAMILY WELCOME

## ST MARGARET'S OSHC SCHOOL HOLIDAY INFORMATION GUIDE

### What does my child need to bring?

- St Margaret's OSHC supports healthy eating. Please support us by making healthy choices when packing your child's lunch.
- Please pack morning and afternoon tea, lunch and a refillable drink bottle. Remember to not pack anything containing nuts or any food that needs to be heated or cooked.
- Please pack your hat, sunscreen and comfortable, appropriate clothes and enclosed shoes. **NO HAT, NO SUNSAFE CLOTHING MEANS NO OUTDOOR PLAY!**
- At least one extra set of clothes in a plastic bag must be included in each child's bag for wet weather contingency. Please ensure they are seasonally appropriate.
- Children are encouraged to wear "play clothing" that can get dirty and be subject to wear and tear.
- Children will be asked to wear aprons when painting etc, but educators cannot be held responsible for spilt paint on clothing.

### Other Important Information:

- Staff will not be escorting children to extra-curricular activities over the School Holiday period.
- A late fee of \$10 for the first 10 minutes or part thereof, and \$1 per minute thereafter will apply if your child is collected after the closing time of the centre. Please note this is charged per child.

### Use of technology

- Children are welcome to bring electronic devices including iPods, iPads, Kindles etc, but OSHC will NOT be held responsible if these are misplaced or broken.
- Students will be able to use electronic devices between the hours of 8am-9am and 4pm-6pm only. Please discuss this with your child before they arrive.

### Illness and Infectious diseases

- St Margaret's OSHC aims to promote the health and safety of all children by providing a safe and hygienic environment. To minimise the spread of "germs", it is essential that all ill children and staff stay at home until well. Anyone with an infectious disease will be required to stay away from the service for the recommended period set out by the Department of Health.
- Parents and guardians who keep their ill children home from care may be eligible for their days at OSHC to be cancelled free of charge, upon presentation of a doctor's certificate. Cancellations of all care must be made in writing to [oshc@stmargarets.qld.edu.au](mailto:oshc@stmargarets.qld.edu.au) as soon as the decision has been made not to send your child to OSHC.

### Further Information Contact:

**Palu Ingram**, OSHC Co-ordinator

P: 0423 547 653 or 0432 653 728

E: [oshc@stmargarets.qld.edu.au](mailto:oshc@stmargarets.qld.edu.au)





# Student Free Day Program

## 7 May 2024

Early Bird Fees: \$63 per day

Early Bird Bookings close: 22 April 2024

Fees: \$68 per day\*

Bookings Close: 29 April 2024

Hours of Operation: 7:00am – 6pm

BOYS & GIRLS, SIBLINGS, FRIENDS & FAMILY WELCOME

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	6 May	7 May			
Student Free Day	Public Holiday	<b>Mother's Day Craft</b> Today we will spend our day making special gifts to present to our Mum, Grandmothers, Aunties or special person on Sunday for Mother's Day.			

# Student Free Day Program 7 May 2024



Early Bird Fees: \$63 per day

Early Bird Bookings close: 22 April 2024

Fees: \$68 per day\*

Bookings Close: 29 April 2024

Hours of Operation: 7:00am – 6pm

BOYS & GIRLS, SIBLINGS, FRIENDS & FAMILY WELCOME

## **BOOKING PROCESS**

### **PLEASE COMPLETE YOUR VACATION CARE BOOKING FORM VIA THE MY FAMILY LOUNGE APP**

We are very excited to inform you that St Margaret's OSHC has subscribed to an online Booking and Waitlist management program called QK Enrol. This program will give you access to manage your own account information, where you will have the ability to make booking requests and it allows you to complete and submit an online enrolment form for your child. You can do this and much, much more all within a parent portal called 'My Family Lounge'.

\*Please note if you have already attended St Margaret's OSHC please do not register, only sign in. To reset your password, enter your email address and sign in. This will take you to a forgot password page

#### **How do I log in?**

Please navigate to the link below and either sign in with your existing My Family Lounge account or Register for an account if you do not already have one. Please note all families who have previously submitted an enrolment form will have an account already set up; all you will need to do is click 'forgotten password' and use the email address you used to receive this form.

<https://www.qkenhanced.com.au/Account/Embeddable/?databaseId=9385>

When making a Vacation Care booking please select Casual bookings, not Permanent.

Please note changes to your booking will still need to be made in writing to [oshc@stmargarets.qld.edu.au](mailto:oshc@stmargarets.qld.edu.au)