Welcome to Pascoe Vale Primary School Outside School Hours Care

Welcome to Pascoe Vale Primary School and thank you for your interest in registering your child into the Outside School Hours Care program.

For regular updates on what is occurring at the program, the service coordinator will upload a fortnightly Activity Plan and Menu on the website. A family notice board is also kept in the program room which lists the current week’s food menu, activities and more. If you would like an orientation through our service, please contact the coordinator to organise a suitable time.

Pascoe Vale Primary School oversees and manages the OSHC program with fees and operating hours as follows:

<table>
<thead>
<tr>
<th>Fee details and session times</th>
<th>Permanent</th>
<th>Casual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>7.00am to 8.45am</td>
<td>$16.00</td>
</tr>
<tr>
<td>After School Care</td>
<td>3.30pm to 6.00pm</td>
<td>$20.00</td>
</tr>
<tr>
<td>Early Finish Days</td>
<td>2.30pm to 6.00pm</td>
<td>$26.00</td>
</tr>
<tr>
<td>Last Day of Term 4</td>
<td>1.30pm to 5.00pm</td>
<td>$26.00</td>
</tr>
</tbody>
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All fees are before the CCB (Child Care Benefit)

*An absent fee is charged when the service is not provided with at least 24 hours’ notice of a cancellation/non-attendance of a booking unless a medical certificate is provided.

Enrolment
Prior to using the program, families must complete the registration and enrolment process. Please ensure you submit the completed form and required documents to Pascoe Vale Primary School OSHC on My Family Lounge. You can register for a My Family Lounge account through our website under OSHC Bookings and Registrations. If you already have a My Family Lounge account (please ensure you do not register for more than one MFL account), please use your current login and enrol for our service. [http://www.pvps.vic.edu.au/index.php/parents/outside-school-hours/bookings-and-registrations](http://www.pvps.vic.edu.au/index.php/parents/outside-school-hours/bookings-and-registrations)

Invoicing & Account Payments
Families are required to supply valid credit card or direct debit details to Pascoe Vale Primary School upon enrolment. Statements will be issued on a fortnightly basis at the end of the fortnight with fees being debited the following Wednesday.

Bookings
Once you have enrolled in the service bookings can be made through My Family Lounge [http://www.myfamilylounge.com.au/My-Family-Lounge/home](http://www.myfamilylounge.com.au/My-Family-Lounge/home), you can also download the My Family Lounge phone app for easy booking and cancellation access to service.

If you have any queries, you are welcome to call the PVPS OSHC Coordinator on **0407 805 250**.

As the service closes at 6pm, children are required to be picked up before 6pm sharp. **A late pick up fee will be charged at the rate of $20.00 for each child per each 15 minutes or part thereof.** If you are running late please contact the service on the telephone number provided. Your child can only be picked up by the people authorised on the enrolment form.

October 2016