



Newsletter

Term 1 2019

Welcome

Welcome to all our new and existing families to Bosco BASC for 2019. Our new children have settled in very well and are enjoying all the activities that we offer here at the Centre

Important Dates

Vacation Care forms released – 1st March 2019
Vacation Care forms due – 8th March 2019
Vacation Care confirmed – 15th March
April School Holidays – 15th – 26th April 2019
Easter Period – 19th – 22nd April 2019
Anzac Day – 25th April

Committee

President: Elizabeth Urquhart
Vice President: Amanda Prentice
Secretary: James Rowe
Treasurer: Deborah Dumbrell
Public Officer: Candice Rossington
General Committee: Kezlee Feehan
Clair Helmrich
Fiona Muckian

Compliance

Due to strict regulations from Family Assistance, please refrain from allowing other contacts to use your mobile number and PIN. Each elected contact is assigned to use the Kiosk and have their own unique login. All details of who drops off and collects children from the Centre are sent to Family Assistance, therefore we must adhere to their regulations. Under no circumstance are children allowed use the Ipads to sign themselves in or out, even when in the presence of a parent.

Important CCS Information

For all families who have new children at the Centre, please ensure that you have logged in to your MyGov account and confirmed your enrolment at the service. The government will not pay CCS for at least 14 days after your child has begun at the Centre and/or have confirmed the enrolment. CCS on your attendances should be backdated to your child's start date as long as you do not leave it too long to confirm your enrolment. Please also note that if you wish to cancel care, we require 14 days notice and if your child does not attend care during that notice period, the government will revoke the CCS during those absences.

Absences

If your child is going to be absent from any session, please ensure you notify the Centre:

Email Sheilagh – boscobasc@bigpond.com
Phone or leave a message – 0407410161

Failure to notify of absences will incur a \$10 charge. Please refer to the family handbook on our website for further information.

Change in Care Requirements

Changing/adding days – Please log in to QK Enrol, scroll down to current bookings and click the 'edit' button to add or change days. You will then be added to our waiting list.

Cancelling Care – If you would like to cancel all your morning/afternoon sessions or both, please use a cancellation notification form. The forms are located in the foyer of the Centre and on our website under the important forms tab.

*We require 14 days notice when reducing or cancelling care

Other Important Information

Contacts collecting children – If you have a contact from your list picking up your child who has not previously done this before, can you please advise the Centre beforehand. Any contact collecting a child for the first time must have a photo ID.

Nut Aware – Please be reminded that we are a Nut Aware Centre. We have children who attend this service who are at high risk of suffering an anaphylactic shock when exposed to nuts. Under no circumstances are children allowed to bring nut products to the Centre.

Casual Bookings – As per Centre policy Bosco BASC do not take casual bookings during Term 1. From Term 2 onwards casual care can be requested within 7 days of the required care via email to boscobasc@bigpond.com or by ringing the Centre.

Parking in driveway – Under no circumstances should any parent park in the driveway to pick up or drop off children. This is a safety issue for our children.

Late pick-up – Please remember that Bosco BASC closes at 6.30pm. If you cannot pick your child/children up by that time, can you please arrange for someone else on your contact list to collect them.

Educa

Hopefully by now you are familiar with our new programming system via the Educa App. If not, please let us know and we will send an invitation for you to join up. We would also encourage parents to give us some feedback on our programming as we have not been receiving many comments.

Vacation Care Procedure

The Centre does not accept Vacation Care enrolments through QK Enrol. Families will be notified via email when Vacation Care forms are available on the website. Please ensure forms are fully completed, signed and returned to the Centre by the due date. No forms will be accepted after this date.

Once confirmed please take note of the days you have been allocated. Over the last few Vacation Cares, we had many parents ringing up the Centre asking which days their children are booked in. The staff do not always have the time or access to the software to be answering these questions.

Contacts

Sheilagh – Director boscobasc@bigpond.com - Please email for absences, casual positions and queries regarding your children

Helen – Administration/Accounts boscobookkeeping@bigpond.com - Please email for account queries and change of days