



# McDowall State School Parents and Citizens' Association

ABN 55 267 229 753



## Enrolments – 2019

Welcome to McDowall State School O.S.H Club. Thank you for choosing McDowall State School Out of School Hours Care. Our program provides care for students before and after school as well as vacation care during school holidays and pupil-free days. We cater for all students from Prep to Year 6 enrolled at McDowall State School.

1. **ALL (Existing and New)** our families need to submit enrolment forms for 2019. **ANY families who have submitted enrolment forms for 2019 prior to the 1<sup>st</sup> of September 2018 will need to re-submit new signed enrolment forms.**
2. Please use the following link <http://mcdowallss.com/services/outside-hours-school-care/> to start your enrolment process.
3. Click on the link “Enrol in OSHC” or alternatively click on “if you would like to register for the first time, please Enrol in OSHC here”. Follow the prompts on your screen.



4. Kindly note that our enrolments for 2019 will only open on 1st of September 2018.
  - a. Our enrolment period will be from the 1<sup>st</sup> of September 2018 to the 30<sup>th</sup> of September 2018. All existing families **should** retain their existing placements if they submit their enrolment forms during our enrolment period. **Families who do not submit their forms by the 30<sup>th</sup> of September 2018 will forfeit their current permanent bookings.**

*Please note there will be no leverage given to our existing families if they do not submit their forms before the closing date.*

- b. **New prep families with no siblings currently enrolled** have an extended enrolment period, which is the 1<sup>st</sup> of September 2018 to the 31<sup>st</sup> of October 2018.
- c. **For all families**, only once an original signed enrolment form has been received a family will be allocated placements and/or be added to our waiting list.
- d. Any **existing families** who enrol a **new sibling** will be allocated the **same permanent placements** as their current existing child/ren's booking. Kindly note existing child/ren and their new sibling must submit an original signed enrolment form before the closing date.
- e. **All enrolments** will be allocated in accordance with our policies and in line with the **Priority of Access Guidelines** provided by the Department of Education. When families need to amend their priority of access status, an updated enrolment form would need to be completed, signed, and submitted.

*We reserve the right to request parents to provide proof of their priority status as and when required.*

5. We anticipate having our enrolment process and placements finalised by the 30<sup>th</sup> of November 2018.

Should you have any questions, please feel free to contact us.

## **Contact Details**

*For all information and our enrolment process, please direct your queries to:*

**Lara Douglas, OSHC Coordinator**

Phone: 07 3353 5755

Email: [coordinator@mcdowalosh.org.au](mailto:coordinator@mcdowalosh.org.au)

**Manie van Tonder, Operations Manager**

Phone: 07 3353 5755

Email: [opsmanager@mcdowallss.com](mailto:opsmanager@mcdowallss.com)

## **Hours**

**Before School Care: 6:30am – 8:30am**

**After School Care: 2:30pm – 6:30pm**

**Pupil-free Days: 6:30am – 6:30pm**

**Vacation Care: 6:30am – 6:30pm**