Highfields State School P&C Association

Family Information Package
**Highfields OSHC**

**Organisation ID:** 1-5YG-96

**Location:**
OSHC Building,
Borghardt Street,
Highfields State School,
Highfields Q 4352

**Contact Details:**
Coordinator: Pam Toms
Tel: 07 4630 8336
Mobile: 0402 415 772
Mail: PO Box 51
Highfields Q 4352
Email: oshc1@eq.edu.au

**Management Contacts:**
P&C President: Chris Neville
Office: 4617 8100 Fax: 4617 8101
Email: cneville@condoncharles.com.au

Vice-President OSHC: Charlotte Brownlow
Home: 4696 7287
Email: charlottelbrownlow@gmail.com

Child Protection Liaison: Chris Neville and Charlotte Brownlow
Workplace Bullying and Harassment Liaison: Chris Neville and Charlotte Brownlow
Grievance Liaison: Chris Neville and Charlotte Brownlow

**Hours:**

- Before School Care: 6.30am – 9.00am
- After School Care: 2.45pm – 6.00pm
- Vacation Care: 6.30am – 6.00pm
- Student Free Days: 6.30am - 6.00pm

**2012 Fees and Charges (before Commonwealth Child Care Benefit and rebate reductions)**

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care School Age Child (includes breakfast)</td>
<td>6.30 am – 9.00 am</td>
<td>$13.30</td>
</tr>
<tr>
<td>After School Care School Age Child (includes afternoon tea)</td>
<td>2.30 pm – 6.00 pm</td>
<td>$19.90</td>
</tr>
<tr>
<td>Vacation Care and Pupil Free Day School Age Child (includes afternoon tea)</td>
<td>6.30 am – 6 00 pm</td>
<td>$46.35</td>
</tr>
</tbody>
</table>

(Additional fees are charged for excursion days. Please ask Coordinator about amounts)

**Once Only Enrolment Fee (due on enrolment)**

$20.00 per family

Remove this sheet and stick to fridge for easy reference!
Highfields OSHC “Don’t Forget List”

Before and After School Care

♣ Hat

Vacation Care

♣ Hat (no caps)
♣ Shoes (covered)
♣ Drink bottle for Water
♣ Sunscreen
♣ Suitable clothes for craft and other activities
♣ Sun smart clothing – long sleeves and pants.
♣ Plenty of Food for morning tea and lunch
♣ If swimming Towel, togs and sun smart shirt
## Important Contact Numbers

### Service Contacts

<table>
<thead>
<tr>
<th></th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highfields OSHC</td>
<td><a href="mailto:oshc1@eq.edu.au">oshc1@eq.edu.au</a></td>
<td>4630 8336</td>
</tr>
<tr>
<td>Highfields SS P&amp;C President</td>
<td><a href="mailto:cneville@condoncharles.com.au">cneville@condoncharles.com.au</a></td>
<td>Office: 4617 8100</td>
</tr>
<tr>
<td>Highfields SS P&amp;C Vice-President</td>
<td><a href="mailto:charlottelbrownlow@gmail.com">charlottelbrownlow@gmail.com</a></td>
<td>4696 7287</td>
</tr>
</tbody>
</table>

### Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>Toowoomba</td>
<td>000</td>
</tr>
<tr>
<td>Fire</td>
<td>Highfields</td>
<td>000</td>
</tr>
<tr>
<td>Police</td>
<td>Highfields police Beat</td>
<td>000</td>
</tr>
</tbody>
</table>

### General Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centrelink</td>
<td><a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a></td>
<td></td>
</tr>
<tr>
<td>Childcare Access Hotline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Assistance Office</td>
<td><a href="http://www.familyassist.gov.au">www.familyassist.gov.au</a></td>
<td>13 61 50</td>
</tr>
<tr>
<td>Multilingual Phone</td>
<td></td>
<td>13 12 02</td>
</tr>
</tbody>
</table>

### Health

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Child Health Service</td>
<td>TMBA Hospital Campus Peachy Street</td>
<td>461665500</td>
</tr>
<tr>
<td>Queensland Health</td>
<td><a href="http://www.health.qld.gov.au">www.health.qld.gov.au</a></td>
<td></td>
</tr>
</tbody>
</table>

### Counselling and Support

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence National Helpline</td>
<td></td>
<td>1800 200 526</td>
</tr>
<tr>
<td>Lifeline</td>
<td><a href="http://www.lifeline.org.au">www.lifeline.org.au</a></td>
<td>13 11 14</td>
</tr>
<tr>
<td>Poisons Information Centre</td>
<td></td>
<td>13 11 26</td>
</tr>
<tr>
<td>Parents Support Program</td>
<td></td>
<td>46131630</td>
</tr>
<tr>
<td>Australian Parenting Website</td>
<td>raisingchildren.net.au</td>
<td></td>
</tr>
<tr>
<td>Relationships Australia</td>
<td><a href="http://www.relationships.com.au">www.relationships.com.au</a></td>
<td>1300 200 277</td>
</tr>
<tr>
<td>Women’s Infolink</td>
<td><a href="http://www.women.qld.gov.au">www.women.qld.gov.au</a></td>
<td>1800 177 577</td>
</tr>
</tbody>
</table>
Child Care Rebate and Child Care Benefit

To help with child care costs, the Australian Government offers two types of financial assistance: the Child Care Rebate and the Child Care Benefit.

What is the Child Care Rebate?

- The Child Care Rebate is NOT income tested and pays up to 50% of your out of pocket expenses per child, per year up to an annual cap of $7,500 (subject to passage of legislation).
- Out of pocket child care costs are calculated after deducting any Child Care Benefit payments received.
- Further information on the Child Care Rebate can be found on the myChild site.

What is the Child Care Benefit?

- The Child Care Benefit is income tested and is usually paid directly to child care providers to reduce the fees that eligible families pay.
- Further information about the Child Care Benefit can be found on the myChild site.

To receive the Child Care Rebate you must be eligible for Child Care Benefit (assessed at a rate of zero or more) where:

- You must be using approved child care, which includes: Long Day Care, Family Day Care, Outside Schools Hours Care, Occasional Care and In Home Care.
- You and your partner must be an Australian citizen, a permanent resident living in Australia or be exempt from the Government’s residency requirements.
- Children under seven years of age must meet the Government’s immunisation requirements or have an exemption.
- You must be the person responsible for your child care costs. If your employer contributes through salary sacrificing or packaging, you should discuss with your employer who is responsible for your child care costs.
- To also receive the Child Care Rebate you and your partner (if applicable) must have work, training or study related commitments at some time during the week or have an exemption.

You must be assessed for CCB by the Family Assistance Office

You must provide CRN for the parent; for each child and date of births for all. Parents CRN is the reference number on top of your letter.

Australian Government
Department of Education, Employment and Workplace Relations

Information for families using child care: Fact

Sheet 12

What is Jobs, Education and Training (JET) Child Care fee assistance?
If you are on an income support payment you may be able to get JET Child Care fee assistance. This is a payment to help you with the cost of your approved child care by paying some of the ‘gap fee’ not covered by Child Care Benefit while you are working, training or studying so you can enter or re-enter the workforce.

Can I get JET Child Care fee assistance?
Yes, if you:

• receive an eligible Centrelink payment*
• have an approved Centrelink Employment Pathway Plan (EPP)
• receive Child Care Benefit (CCB) at the maximum rate
• use approved child care (for example, Long Day Care, Family Day Care and Outside School Hours Care).

*Eligible Centrelink payments include:

• Newstart Allowance
• Parenting Payment
• Widow Allowance
• Partner Allowance
• Community Development Employment Project Participant Supplement
• Youth Allowance (for jobseekers)
• Carer Payment
• Widow B Pension
• A means tested ABSTUDY payment
• Special Benefit (in certain circumstances).

What activities does JET Child Care fee assistance support?
JET Child Care fee assistance supports many activities up to a limited amount of time which varies from activity to activity. Here are the activities:

• searching for a job—up to 20 days in 20 weeks
• paid and unpaid work—for the initial 26 weeks of a job
• study or training—for up to 24 months from July 2008
• participating in a labour market program—up to 12 months but may be extended
• participating in a Government funded rehabilitation program
• other activities that help parents engage in sustainable paid work.
**How much can I get?**

JET Child Care fee assistance can help meet the cost of child care by paying some of the ‘gap fee’. The ‘gap fee’ is the difference between the amount you are charged and the amount you get for Child Care Benefit (CCB).

You will need to pay 10c per hour per child to your service. The Government will pay your CCB and any gap fee. If you use more hours than you are entitled to you will have to pay the full cost for these additional hours.

**How many hours a week can I get JET Child Care fee assistance for?**

This depends on:

- the type of child care you need
- the number of hours you are charged for care by your child care service and
- if you (and your partner, if you have one) meet the CCB work, training, study test.

Note: The number of hours you receive JET Child Care fee assistance for in a week cannot be more than the hours you receive CCB in the same week, i.e. 24 or 50 hours.

**How do I receive my JET Child Care fee assistance?**

JET Child Care fee assistance is paid just like your CCB. It is paid directly to your approved child care service, so that the fees you pay are reduced.

**What if my child is absent from child care?**

JET Child Care fee assistance can be paid in some situations if you are charged for child care when your child is absent.

You will get CCB for 42 absence days per child each financial year. These can be for any reason and will not require proof and include public holidays.

You can also get CCB for additional absence days once your initial 42 absence days have been used.

There is no limit on these days but you may be required to provide documentation to support the absence.

**How can I get more information?**

For further information on your eligibility for JET Child Care fee assistance please contact the Family Assistance Office:

- Access online services at [www.familyassist.gov.au](http://www.familyassist.gov.au)
- Call 13 61 50 between 8am and 8pm (local time) Monday to Friday
- Email through [www.familyassist.gov.au](http://www.familyassist.gov.au)
- Visit a Family Assistance Office (located in Medicare Offices and Centrelink Customer Service Centres).

**Useful resources**


If you need to, you can also call:

- Teletypewriter (TTY) 1800 810 586 (if you are deaf or have a hearing or speech impairment). You need a TTY phone to use this service.
- 13 12 02 if you need information in a language other than English.

**N.B. When applying for JET you need to cover all care types at our service –**

Before School, After School and Vacation Care – some parents don’t have Vacation Care and don’t then receive JET
What are my responsibilities for receiving Child Care Benefit (CCB)?

When receiving CCB you are responsible for keeping the Australian Government and your carer up-to-date and notifying them when your circumstances change.

Here is a checklist of responsibilities:

- provide your child care service/s with your Customer Reference Numbers, dates of birth and Jobs, Education and Training Child Care fee assistance assessment notice,
- sign or initial attendance records daily to show when your child starts care ('time in') and finishes care('time out')—do not sign blank attendance records
- sign or initial attendance records each time your child is absent from care
- inform each child care service you are using when you have used your initial 42 absence days (only if you receive CCB as a fee reduction) and provide your child care service with documents where necessary for:
  - additional absence days your child is absent from care
  - an increase in the number of maximum hours you can get paid CCB
  - Special Child Care Benefit.
- advise the Family Assistance Office when changes happen that may affect your CCB. These include when:
  - your child stops using child care
  - your child starts or leaves school
  - your and your partner’s income changes
  - you change partnering arrangements (for example, if you get married, registered, separated or divorced)
  - your or your partner’s residence status changes
  - your address or bank account details change.

How can I get more information?

For further information on your eligibility for CCB please contact the Family Assistance Office:

- Access online services at www.familyassist.gov.au
- Call 13 61 50 between 8am and 8pm (local time) Monday to Friday
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Highfields OSHC Family Information Package

Highfields State School Parents and Citizens Association welcomes children and families to Highfields Outside School hours Care (OSHC).

OSHC is designed to provide care for primary age children in Before, After and Vacation Care situations. We fully support working parents and work with them to make our service a place that children enjoy attending. All children are special and they require staff who will listen, help and spend time with them supporting their physical and emotional growth.

Our service is licensed by the state Department of Communities and we are currently undertaking the Outside School Hours Care Quality Assurance process and are committed to the principals of quality improvement.

We hope that you will find this information package helpful and informative.

Enclosed you will find a number of forms and a Family Handbook which outlines for you how our service operates. Please use this checklist below to ensure you have received and completed the relevant information.

☐ I have received the following information:
  • Highfields OSHC Enrolment form and care requirements Forms (to be completed and returned to the Coordinator)
  • Highfields OSHC Family Handbook 2009
  • Highfields Family Package including JET information.

☐ I have had the opportunity to have an interview with the Coordinator to discuss my child’s enrolment and attendance at the service. I am satisfied that the interview which included the opportunity for me to view the service while operating, allowed me to express any concerns or voice any questions I had.

☐ I understand it is my responsibly as parent/guardian to supply the information needed to receive childcare benefit and the tax rebate.

☐ I have had the opportunity to read, and I agree to abide by the Highfields OSHC Policy and Procedure Manual.

☐ I have completed the Enrolment Form honestly and to the best of my knowledge. I understand I must contact the Service immediately if information on this form changes.

Parent/Guardian Name:                                                            Date:

Signed:

TO BE FILLED OUT BY SERVICE STAFF ONLY:
Date completed and returned:

Service Representative:                                                             Position:

Signed:

This form has been added onto the enrolment form; if you would like confirmation bring this and a staff member can sign it for your records.