



# Outside School Hours Care (OSHC)

**St Patrick's | Mentone**

MACSEYE offers a safe, inclusive and engaging environment where children can relax, explore their interests and connect with friends.

We provide a variety of fun activities, cosy quiet spaces and healthy food options. Our supportive educators are dedicated to nurturing each child's wellbeing.

Available for children aged 5-12 years, Monday through Friday during school terms.

## Before School

6.45am-8.45am



## After School

3.15pm-6.15pm

## Enrol now



Scan or click the QR code to complete the online enrolment form.



Make sure you have key information and documents ready before you complete the enrolment form.



[macseye.vic.edu.au](http://macseye.vic.edu.au)

# OSHC Program



## Warm welcomes:

Educators take time to get to know your child, their interests, likes and dislikes.



## Playful learning:

Activities are designed to be fun and creative while gently introducing routines.



## Inclusive experiences:

Children help shape the program giving them a sense of ownership and belonging.



## Friendship and connection:

We encourage group games, collaborative activities and social opportunities to help children build relationships.

## Before you enrol

### You will need some key information and documents:

#### Centrelink Customer Reference Number

If you wish to claim Child Care Subsidy (CCS), you will need to provide the individual Centrelink Customer Reference Numbers (CRNs) for both the Primary Carer and each child.

Please note, the Primary Carer listed on the enrolment form must be the primary carer linked to Centrelink.

#### Medical and other support documentation\*:

If your child has medical or other support needs, please provide the relevant documents such as:

- Medical Management Plan (MMP): must be signed by a medical practitioner and dated within the last 12 months.
- Action Plan: for health conditions such as Anaphylaxis, Asthma, Epilepsy, or Diabetes.
- Details of any parenting or court orders in place.
- A photo of your child to accompany any of the documents above.

**\* These documents are mandatory to ensure we can support your child safely.**

#### Emergency contact information

At least one additional emergency contact in addition to a child's guardian(s), over 18 years of age. The emergency contacts will also have permission to collect your child from OSHC.



# Bookings and communication – Xplor Home App

Once our team confirms your enrolment, you will receive a unique link to download the Xplor Home App.

Please only use this unique link to download the app as it will be automatically linked to your account.

## You can use the Xplor Home app to:

- Manage casual bookings
- Cancelling bookings
- Update your personal information
- Check your account statements
- Read important announcements

## Contact our Customer Service Team for:

- Permanent bookings
- Urgent bookings or cancellations within 24 hours of your session.

## Enrolling more than one child?

If you are enrolling more than one child, please use the same email address for all enrolments.

## Permanent and casual bookings

If you need care on a regular basis, you can plan ahead and book permanent sessions for the term. Select your days in the enrolment form and our team will create these bookings for you.

If your needs vary and you need casual bookings, you'll be able to manage your own bookings after enrolment.

## Next Steps

Once we receive your enrolment form, our Child Care Admin Team will finalise the process within 1 business day, provided there are no outstanding documents.



# Child Care Subsidy (CCS) and payments

MACSEYE is an approved childcare provider.

The Australian Government provides a Child Care Subsidy (CCS), to help families cover the cost of child care, including Outside School Hours Care.

If you're eligible for the Child Care Subsidy (CCS), the amount you pay in fees could be reduced by up to 90%.

To find out how much you could get, visit the [Services Australia website](#).

## Contact Us

Our Customer Service Team is available to assist, Monday to Friday between 9am – 5pm (AEST):

📞 1300 501 029

✉️ [enrolments@macseye.vic.edu.au](mailto:enrolments@macseye.vic.edu.au)



[macseye.vic.edu.au](http://macseye.vic.edu.au)

MACSEYE is a subsidiary of Melbourne Archdiocese Catholic Schools (MACS).

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