



Hamilton OSHC

Thank you for your enquiry into YMCA OSHC Hamilton. We are an outside school hours care located at Gray st Primary school; we are available to all children of Primary School age and buses are available from other schools. We offer after-school care from 3:30 -6:30 weekdays during Victorian School terms. We also provide a Vacation Care Program for Primary school aged children this is from 8:30am-6:00pm weekdays during school holidays. Once children are enrolled, they can attend either program.

Bookings, Fees and Payment

Our Routine permanent booking fee is \$36.40 per afternoon booked by contacting the service, with casual bookings for \$41.60, these are to be booked in through our Xplor app; our school early finish days/end of term fee is \$46.80 please note this is before CCS applications. Our Vacation care fee is \$98.80 per day before CSS reductions (please ensure you have applied for a childcare subsidy through Centrelink prior to your child beginning care). All Vacation care bookings are required to be booked through our Xplor Home app, with permanent afterschool care bookings not following on over holiday periods. Our payments are made through direct debit fortnightly on Tuesdays, once enrolled you will be provided with our Direct Debit schedule.

Enrolment and App

We have an app called Xplor home, which parents must download to manage bookings, access financial statements for childcare, receive our service notifications, educational program, observations and permission form links. (Please do not download the app until you receive our link, this will link your app to our service). Once we receive and review your enrolment form you will be contacted by the service where you will then be sent an invite to download our app, sign your CWA agreement (this is a government requirement) and approve us as your childcare provider to access Child Care Subsidy. If you have not applied for a childcare subsidy you will need to do this first. We ask you allow a week before starting care to get all these things completed and confirmed. To ensure your spot at our service please approve promptly once you have been advised to do so. Please note we may not be able to process enrolments over Vacation Care due to limited admin time. If you only require Vacation Care, please complete enrolment prior to the end of the school term. If you would like to meet the educators and bring your child/ren to the service for an orientation we can also arrange this.

For enrolment we require **Parent/Guardian 1** (this is the person who has applied for the childcare subsidy) to complete the online enrolment form. Please make sure you have applied for a childcare subsidy through Centrelink to avoid having to wait longer to complete enrolment. You can access the enrolment form by clicking on the link below:

Please note: You will be asked to upload a current copy of your **child's Immunisation History Statement** (accessed by logging onto your online [my.Gov](#) account), so please have this ready before you start completing the enrolment form. Please ensure you have **both parents' details as listed on Birth Certificates**, your **CRN numbers** for both yourself and your child, we also require at least **2 emergency contacts other than parents** with address, email, phone numbers and relationship to child. We also require any **parenting plans/orders, medical action plans, diagnosis information letters and birth certificates** to process enrolment. Please ensure you fill in all details to avoid having to recomplete enrolment.

Enrolment Form

[Xplor Enrolment Form \(myxplor.com\)](https://myxplor.com)

Medical and Inclusion Plans

If your child has a diagnosis or a medical condition, we require a copy of Action Plans as signed by a Dr or a diagnosis letter from a paediatrician, and a Medical Management Plan or Inclusion Plan from our service. We will provide required forms if they are required for your child after we have reviewed their enrolment.

Regular Outings

As part of our educational program, we take regular planned outings to the Hamilton Botanic Gardens, parents will be informed a week prior to the excursion. Can you please follow this link to complete a permission form to allow us to take your child on these excursions. A risk assessment has been completed and can be provided to families on request. Please note children who have a booking (permanent or casual) on an excursion date and do not have a form completed will have their bookings removed as we do not have staffing capacity to stay back with children who do not have signed permission forms:

[Regular Outing Permission Form- YMCA Hamilton \(Gray St \) OSHC](#)

Emergency Evacuation Permission Form

We are also required to participate in Off-Site Emergency Evacuation Practices, we require permission to be able to take children on these practice drills. Can you please follow the link to complete the form. Please note children who have a booking (permanent or casual) on an Planned Emergency Evacuation Date and do not have a form completed will have their bookings removed as we do not have staffing capacity to stay back with children who do not have signed permission forms:

[Emergency Evacuation Form 2025- Hamilton](#)

Bus Travel Permission Forms

For children who attend another primary school (not Gray st Primary) we will require you to also complete an Off-Site Bus Travel Permission form attached before they can be transported to OSHC.

Hamilton OSHC Off Site Bus Travel Permission Form – ST MARYS-HAMILTON GRAY

[Hamilton OSHC Off Site Bus Travel Permission Form 2025 \(St Mary's-Hamilton Gray\)](#)

Hamilton OSHC Off Site Bus Travel Permission Form – TARRINGTON-HAMILTON GRAY

[Hamilton OSHC Off Site Bus Travel Permission Form 2025 \(Tarrington-Hamilton Gray\)](#)

Hamilton OSHC Off Site Bus Travel Permission Form – GOOD SHEPHERD-HAMILTON GRAY

[Hamilton OSHC Off Site Bus Travel Permission Form 2025 \(Good Shepherd-Hamilton Gray\)](#)

Hamilton OSHC Off Site Bus Travel Permission Form – GEORGE ST - HAMILTON GRAY

[Hamilton OSHC Off Site Bus Travel Permission Form 2025 \(George Street-Hamilton Gray\)](#)

If you would like more information please contact the service through email

hamilton.oshc@yballarat.org.au or phone 0447 710 331.