



Before and After School Care at St Madeleine's, Kenthurst Opening in 2022

An exciting new concept in out of school hours care – Ambrose® Activities – is coming to St Madeleine's in 2022.

Ambrose Activities combines before and after school care with an extended, school teacher-led afternoon program the children will love – cooking, dance, robotics, to name a few. Attached is the 2022 information flyer which will tell you a little bit more.

This service is a partnership between St Madeleine's and Catholic Diocese of Parramatta Services Limited (CDPSL), who currently operates more than forty early childhood services across the Diocese. These services collaborate closely with the schools to provide high quality early childhood education and care services guided by our Catholic values of Respect, Encouragement and Care.

The team at Ambrose are committed to providing fun, play-based, experiential programs. The after-school program extends the school curriculum and provides an opportunity for children to learn new skills, have fun and build social connections. Ambrose Activities is not just for students who require after school care, it is a valuable part of the St Madeleine's learning journey.

Ambrose Activities St Madeleine's will open in Term 1, 2022. To commence the enrolment process for your child at Ambrose please register via [this link](#)

An enrolments team member will then provide you with the enrolment procedures including the link to the online enrolment form. We understand you may have questions about the enrolment process, and we have attached 'Frequently Asked Questions'. We also have a dedicated team to support you. They can be contacted at:

Ambrose Activities, St Madeleine's

Mobile: 0460 021 667

Email: stmadeleines@ambrose.org.au



Learning for life

FREQUENTLY ASKED QUESTIONS

How do I enrol into Ambrose Activities St Madeleine's for 2022?

All families requiring before and after school care in 2022 will need to complete the online enrolment form through your own personal Xplor account.

Please ensure you include the days you require care for your child/ren when completing the online enrolment form. A separate enrolment form must be completed for each enrolled child. Within the enrolment link you will need to upload the below relevant information for your child/ren;

- Medicare Immunisation History Statement
- Birth Certificate
- Medical Plans
- Court Orders

We suggest gathering all your documents together to upload as prompted. You are able to save the progress of the enrolment form however we suggest setting aside 10-15 minutes to complete the enrolment form in one step.

Your enrolment will be confirmed once all the required forms have been completed in full, mandatory documents have been provided and your Xplor account has been activated and setup. Once your Xplor account is activated you will be asked to:

- Create your Xplor password
- Set up your Access code – used for electronic sign in and out of the Service
- Save your payment details for the regular direct debit of fees

A confirmation of enrolment email will be sent to confirm that the enrolment for Ambrose Activities has been completed.

What if my child/ren only need to attend the service on a casual basis?

We encourage all families to enrol their children in Ambrose Activities in case of an unplanned need. You will be required to complete the enrolment process and online enrolment form to ensure you have an active enrolment at Ambrose in 2022.

What if our circumstances change after I complete the online enrolment form and need to amend my requested days?

Notification to stmadeleines@ambrose.org.au will be required immediately if you no longer require the requested care or if you need to arrange a change to the required days. Once your enrolment has been confirmed, a two-week notice period will be required to reduce or terminate the enrolment.

What if I register and no longer require care from 2022?

Please send an email to stmadeleines@ambrose.org.au to advise you will no longer require care in 2022.

What are the fees and operating hours for Ambrose Activities St Madeleine's?

Session	Time	After 85% Child Care Subsidy*	After 50% Child Care Subsidy*	Advertised Fee No Child Care Subsidy
Morning	6:30am – 8.30am	\$3.85	\$10.50	\$20 per session
Afternoon**	2:30pm – 6.00pm	\$7.31	\$19.95	\$38 per session
Pupil Free Days**	6:30am – 6.00pm	\$11.55	\$31.50	\$60 per day

* Child Care Subsidy (CCS) can provide up to 85% of the cost of your childcare fees. Further information regarding Child Care Subsidy is below. ** External party charges for in-service workshops and excursions may apply.

Casual Bookings - There is a \$2 additional booking fee for casual bookings.

Enrolment Fee - There is a once-off enrolment fee of \$40 per child. This fee will only be charged upon initial enrolment with Ambrose Activities and not charged on an annual basis.

What Government rebates and benefits are available for families?

Ambrose services are approved services for Child Care Subsidy (CCS). CCS is a payment offered by the Australian Government for which you may be eligible to assist with the cost of before and after school care.

What is the Child Care Subsidy (CCS)?

The Child Care Subsidy is means tested based on combined family income, the fortnightly activity of families such as work, study, or volunteering and the type of service a child attends. The parent or carer must register and apply for the Child Care Subsidy through the MyGov website or app. Parents or Carers registered for CCS must be the 'Account Holder/Primary Carer/Parent 1' in Xplor and needs to provide the relevant Ambrose centre with the correct Customer Reference Number (CRN) and date of birth for:

- The parent/carer, and
- Each child attending Ambrose (there is a separate CRN for each child).

The CCS is used by Ambrose to offset the weekly fee. Parents/carers only pay the residual gap fee. For more information on the Child Care Subsidy and eligibility, please visit

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/who-can-get-it>

Do I still need to pay for a scheduled day if my child is sick?

Yes, just the gap fee, and this will count towards your allowable absences if you are eligible for CCS. For more information about allowable absences please visit:

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-manage-your-payment/if-your-child-absent-from-child-care>

How do I pay my Ambrose fees?

Direct debit is our preferred payment option of fees. If this is not suitable for you, please contact us.

How often will the direct debits occur?

Direct debits will occur on a fortnightly basis on Thursdays. A calendar schedule will be distributed to you advising when the direct debits will be scheduled.

What if I do not have a credit or debit account?

Direct debit offers superior convenience, no more fortnightly invoices to follow up.

When will the first direct debit be scheduled?

No payments will be debited through Xplor until 2022 and you will be advised before the first debit occurs.

Are there fees associated with direct debit?

If using a debit account, no additional processing fees will be incurred (dishonour fees excepted) however a debit/credit card for payment of fees will incur a small processing fee for each transaction.

Who do I contact if I have any questions about enrolling with Ambrose (including online enrolment form completion, confirming enrolment in MyGov, setting up Direct Debit, signing a new CWA)?

We have a dedicated Enrolments Team guiding and assisting parents and carers through the enrolment process. Contact details for the Enrolments Team are:

Mobile: **0460 021 667**

Email: stmadeleines@ambrose.org.au

The Enrolments Team are here to assist with any questions that you may have regarding enrolment and your Xplor activation. We appreciate families taking the time to complete their enrolment.

Who are the Ambrose Educators?

Ambrose employs qualified and experienced educators who are supported in their ongoing professional development and industry specific training to enhance their provision of quality education and care.

Furthermore, the extended after school program is led by teachers from the school community who love and nurture your children and bring amazing skills to continue your child's learning journey.

Our services always have an educator rostered who is qualified in first aid, asthma and anaphylaxis and CPR. All educators working directly with the children hold a valid working with children check and are fully vaccinated against COVID-19.

What support is available for children with additional needs?

We welcome and celebrate diversity at Ambrose. Our educators are experienced in caring for children with a wide variety of needs and requirements. Please speak to the coordinator to ensure your child's transition and experience at the service is inclusive and joyful.

Where will the service be located and how do we access the service?

Ambrose Activities will be located in the St Madeleine's Centre (the old church). This is where the children should arrive in the mornings and collected from in the afternoons.

In the mornings, when school staff arrive for playground duty, the children will be taken to the school staff member and signed out of the Ambrose service. In the afternoon's, Ambrose educators will have a designated pick-up area and will collect the children from school staff.

Signing your child in and out of the Ambrose service

The person that comes to collect your child must be over 16 years of age and if they are not the legal parent or guardian, these people must be nominated on the enrolment form. Every child needs to be signed in and out of the service by the legal parent or guardian or nominated person.

How do the centre and educators communicate with families?

Each service communicates with their families on a regular basis. This could be via a newsletter, email, phone call, or a communication board at the service.

What does my child need while at Ambrose?

A wide-brimmed or bucket style hat for outdoor play for each session at Ambrose and any medication that is needed during their time at Ambrose.

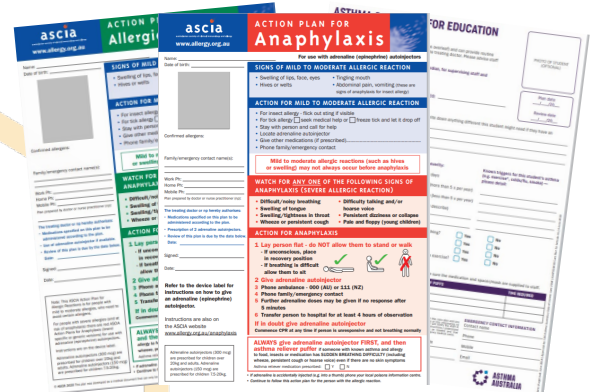
Does the service provide food for my child/children?

We have a four-week rotating menu guided by Nutrition Australia and is continuously reviewed to support all children. Breakfast is provided each day for before school care and afternoon tea snacks are provided. Please inform your Ambrose Service Coordinator in advance if your child has any special dietary needs or requirements. Every effort is made to ensure your child is catered for in an inclusive manner.

Ambrose services are nut free to ensure we support the health and safety of children with medical conditions. Our menu will be on display for parents to view on our parent notice board.

What if my child has asthma, anaphylaxis or an allergy?

If your child has a medical condition that requires medication, by law we must be provided with a colour in-date copy of your child's medical action plan along with in-date medication to be kept at the service. Your child cannot attend if we do not have these items. These will be required as part of the enrolment process.



What activities will my child participate in?

Every Ambrose service offers a range of child focused activities, both programmed and free play, for children of all primary school ages to participate in such as:

- outdoor play – team sports, group games and free choice activities
- physical activity – dancing, indoor and outdoor play
- craft
- cooking
- board games
- dramatic play
- construction
- reading
- free play activities

Does Ambrose need to follow any regulations?

Out of School Hours care services (OOSH) are approved to operate under the Children (Education and Care Services National Law Application) Act 2010, the Education and Care Services National Regulations and the National Quality Framework (NQF). Ambrose services offer an educational program in accordance with My Time Our Place, the framework for school age care in Australia.

The Australian Children's Education and Care Quality Authority (ACECQA) oversees the national implementation of the National Quality Framework (NQF), which is the application of the National Law and Regulations covering before and after school services (along with other approved Early Childhood Education and Care Services). To operate before and after school care under the NQF, several regulatory approvals are required, including Provider Approval and Service Approval.

As a requirement of the NQF, all approved before and after school services are assessed against the National Quality Standard and given a rating against seven quality areas and an overall rating. Ratings are published to provide parents and the community more information about individual services.

The seven areas for assessment are:

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements (including the number of staff looking after children)
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

Further information can be found on the ACECQA website <https://www.acecqa.gov.au/> and the Department of Education website <https://www.education.gov.au/my-time-our-place>