



Endeavour St, West Ryde,
2114

Phone: 02 9858 5114

www.westrydebasc.com.au

westrydecc@hotmail.com

VC FEES

In order to make any Vacation Care bookings, the annual membership fee must be paid, and families must have no outstanding fees.

The base rate for a Vacation Care day is \$46 with a maximum of \$100 depending on the programed activity.

WEST RYDE Before & After School Care

Term 1, 2021 newsletter

New Staffing Structure

At West Ryde BASC we have changed our staffing structure with the aim of expanding intake numbers in the near future.

Congratulations to our new Coordinator team:

Catie Harris – Stage 1 Coordinator

Nick Azzone – Stage 2 Coordinator

Maddy Clancy – Stage 3 Coordinator

George Anjoul – Health and Safety Coordinator

Shannon Anjoul – Education Coordinator.

We are very excited about this new change and welcome them into the Leadership Team.

Anonymous Parent Survey

As part of our center's continuous improvement, we ask that you please complete our anonymous 3-minute survey. Thank you in advance.

<https://forms.gle/9VXWKpmPMmRGDaiD9>

Allergy Awareness

At WRBASC we are an Allergy Aware Centre. We ask that families don't send any foods with their children to the Centre that contain nuts. Examples being Nutella (in a tub or sandwich) or Fruit and Nut bars.

Packing foods that may contain traces or is manufactured on the same machinery as nuts is perfectly acceptable. This is the main reason we remind all children that they are not to share the food packed at home with other children while in our care.

Your continued support in helping us promote this message is greatly appreciated.

Vacation Care

Bookings are now open for the upcoming Vacation Care.

The Vacation Care program has already been emailed to you. If you have not already received an email with the Vacation Care program, please get in contact with us and we will provide you with the required information. Instructions on how to book is included in the email.

Bookings close Friday 19th March – we cannot guarantee availability of any further places after this date.

Term 1 Activity Program

Due to its success over the previous terms, we are utilising our talented staff to run organised weekly skilled programs and games.

Monday – Cricket with Henry

Friday – Dance with Chloe

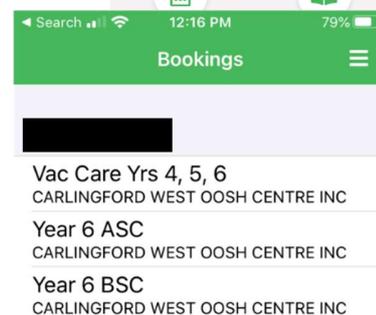
How to use My Family Lounge App

How do I request a Casual booking using the My Family Lounge App?

Step 1: Log into your My Family Lounge account on the APP. (Not the website). You then should see this:



Step 2: Click on Bookings, and your screen should then look like this:



Easing of COVID-19 Restrictions

With the easing of COVID-19 restrictions Parents/Carers will be allowed to enter school grounds. With this change we are introducing a new sign in/out system in Term 2.

Sign in

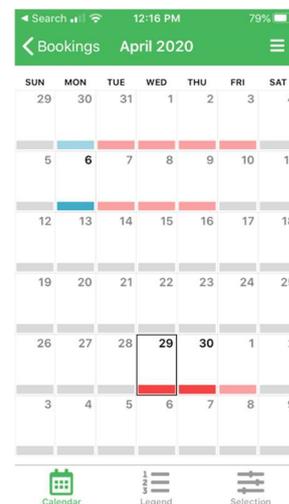
Parents/Carers will need to locate a staff member in the Centre to sign their child in.

Sign out

Parents/Carers will need to locate their child in one of our areas open and then find a staff member with an iPad. Parents/Carers will then use their mobile phone number and 4-digit pin to sign out their child from care.

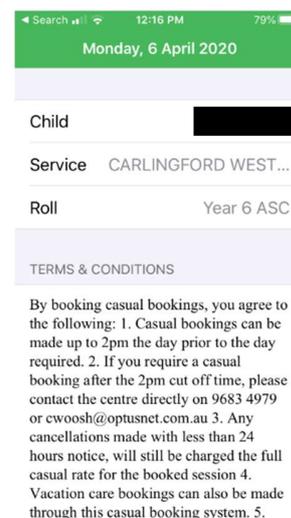
Step 3: Click on the session you want to request.

ASC = After school care / **BSC** = Before school care / **VAC** = Vacation Care. It is VERY important you select the correct session. Once you click on the correct session, your screen should look like this:



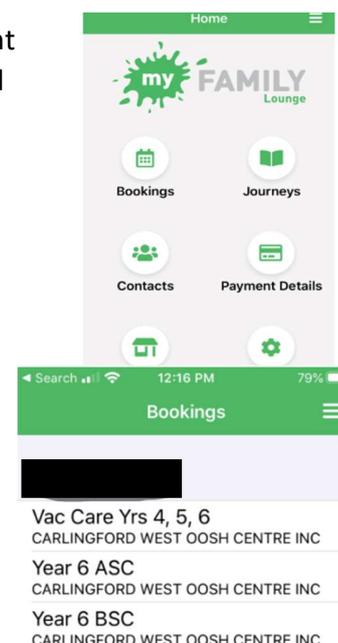
Step 4: Click on the day you want to request.

Green means the session is available, **Blue** is an existing Permanent booking, **Purple** is an existing Casual booking, **Red** indicates that the session is full, and **Orange** shows that the selected child is marked as absent for that session



How do I mark my child absent using the My Family Lounge App?

Step 1: Log into your My Family Lounge account on the APP. (Not the website). You then should see this:



Step 2: Click on Bookings, and your screen should then look like this:

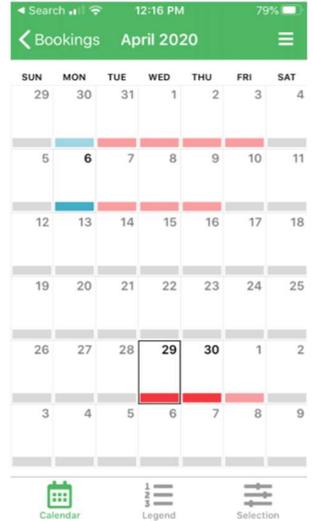
Confirming Income

If you got Child Care Subsidy (CCS) for the 2018-19 financial year, you must confirm your income.

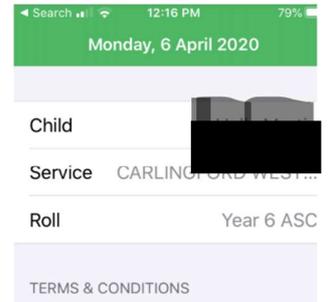
Please see link below for more information.

<https://www.dese.gov.au/child-care-package/fact-sheets/confirming-income>

Step 3: Click on the session you want to cancel. ASC = After school care / BSC = Before school care / VAC = Vacation Care. It is VERY important you select the correct session. Once you click on the correct session, your screen should look like this:



Step 4: Click on the day you want to mark absent. The Blue days are the days you ARE booked into. Once you click on the day, you will see this:



By booking casual bookings, you agree to the following: 1. Casual bookings can be made up to 2pm the day prior to the day required. 2. If you require a casual booking after the 2pm cut off time, please contact the centre directly on 9683 4979 or cwoosh@optusnet.com.au 3. Any cancellations made with less than 24 hours notice, will still be charged the full casual rate for the booked session 4. Vacation care bookings can also be made through this casual booking system 5

Step 5: Scroll to the bottom of this screen and you will see 'Mark Absent'. Press this. You will need to do this for each day and each session. Once you go into the next month, you need to ensure your calendar is on that month. Scroll you calendar to ensure the top says "May" or "June" etc.

