









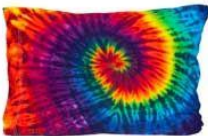













Dubbo Neighbourhood Centre - Central Program

Monday 16 th April 2018	Tuesday 17 th April 2018	Wednesday 18 th April 2018	Thursday 19 th April 2018	Friday 20 th April 2018
Fitness Focus Boot camp  Craft Afternoon 	John Clarke's Petting Zoo  Handball Competition 	Cooking Day Food from around the world  	Karaoke  Pamper Afternoon 	Bubble Soccer  Gaming Afternoon 
Monday 23 rd April 2018	Tuesday 24 th April 2018	Wednesday 25 th April 2018	Thursday 26 th April 2018	Friday 27 th April 2018
Tie Dying  Sports Afternoon 	Inflatable World  In-House Movie 	Public Holiday Anzac Day 	Anzac Day Activities  BBQ Lunch 	Community Day Fire Brigade  Surprise Visitor 
Monday 30 th April 2018				
Pupil Free Day Party Day   <i>Come celebrate with us!</i>	Before School Care 6am – 9am Inc breakfast and transport to school After School Care 3pm – 6pm Inc afternoon tea 			



Vacation Care Program April Holidays



Information Sheet

Dubbo Neighbourhood Centre Inc provides quality Before and After School Care and Vacation Care to families for children ages 4 years to 12 years. We are accredited through The Department of Education for all centers.

Outside School Hours is a safe, secure and stimulation environment for children that provides education and care through a variety of activities.



Enrol Now

What is My Family Lounge?

My Family Lounge is a 3rd party software for parents to enable them to manage their bookings and contact details. Parents are able to submit their enrolment form online, update their contact details and make booking changes.

Who can access My Family Lounge?

Each account is registered with a password so only the people you give the password to will be able to access your My Family Lounge.

How does My Family Lounge parent portal benefit me as a parent?

You will have access to complete an online enrolment form for your child you can then make booking changes, add casual days, enrol for vacation care. My Family Lounge is also available as an App once you have registered your My Family Lounge account. The App can be downloaded for free and can be used anytime, anywhere with instant confirmation for bookings.

Do I need a My Family Lounge for each child?

No once you have registered you can add all your children that attend a School Plus to the one account. Children can be added to the account at any time.

Where do I find the My Family Lounge?

The My Family Lounge App can be downloaded for free for Android and iPhone devices.

What is the difference between the My Family Lounge Website and the My Family Lounge App?

DNC use My Family Lounge for all our bookings and enrolments because it is easy and convenient for our parents. There is also the convenience of the My Family Lounge App.

The enrolment process at first might feel lengthy but all questions asked are in accordance with our regulatory requirements and also assist our staff in supporting your child appropriately. The Enrolment Form can be saved at any time if you need to come back to it by clicking Save. You will then not need to fill out paperwork each term.

If you are already an existing family your email address has been automatically registered for My Family Lounge, we will just need you to complete the registration. Once you have registered you will be able to use My Family Lounge on either the Web or App.

(Enter the email address that you use for your DNC statements then click on Forgotten Password for a new password to be generated for you)

If you need assistance at any time, please feel free to contact the OOSH office during business hours 02 6882 2100.

Download the My Family Lounge App for free for bookings changes on the go.

What you will require to complete your enrolment

1. CRN for both yourself and your child
2. Details of emergency contacts
3. Contact details for your doctor
4. A copy of your Medical Action Plan if your child has Anaphylaxis, Asthma, allergies or diagnosed medical condition or disability.
5. Immunisation records for your child
6. The number and expiry date of your Medicare & Health Care Card if applicable.
7. Bank account or credit card details for your Direct Debit
8. A certified copy of any plan/order in place under the Family Law Legislation (if applicable.)

Log onto our website www.dnc.org.au



Click **My Family Lounge** here to register a My Family Lounge account.

- Enter your details and your child's details
- Complete an Enrolment form for each child
- Upload your child's immunisation records and a signed Ezi Debit form
- Enrolment forms will need to be signed and scanned to the service.

Once your enrolment has been processed you will receive a confirmation email and a copy of our DNC Parent Handbook. You will be able to book permanent or casual booking once your enrolment has been confirmed.

Download the My Family Lounge App for free for bookings changes on the go.



A tutorial for the My Family Lounge App is available please feel free to contact your service or the DNC Office for more information.

Immunisation Records can be printed from the below Medicare website.

Centrelink advise to be eligible for Child Care Benefit, you need to:

- use approved or registered child care
- be responsible for paying the child care fees for your child
- ensure your child is immunised, on an immunisation catch up schedule, or is exempt from the immunisation requirements, and
- meet the residence requirements

HOURS

Before School Care:	6:00am – 8:30am
After School Care:	2:30pm – 6:00pm
Vacation Care:	7:30am – 6:00pm
Pupil Free Days:	7:30am – 6:00pm

FEES

Daily Fees (as at 1/1/16):

Before and After School Care:

Pre kindy (4-6years enrolled in preschool):

\$21.00 per child

Casual \$23.00

Primary school (Kindergarten- year 6)

\$19.00 per child

Casual \$21.00



Vacation Care Program April Holidays



Vacation Care: \$50 per child – covers activities and excursions

Pupil Free Day: \$50 per child

**CCR & CCB rebates available for eligible families may reduce fees. Fees may also be applied for Late Notification, Late Collection or Late Payment of Fees. See Centre Handbook for more details.*

Resource Levy: A resource levy of \$10 per child per term is charged at the beginning of each school term.

Weekly Fees: Payments are processed weekly and invoices are emailed weekly to parents.

PAYMENTS

QikPay

DNC prefer all parents sign up and pay through Qikpay Direct Debit method. Parents will receive forms to complete with vacation care enrolment forms.

PROGRAM

Each morning and afternoon there are programmed activities in which the children are encouraged to participate. These activities include art/craft ideas, cooking and games.

CONTACT INFORMATION

Dubbo Neighbourhood Centre Inc

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