



# ST JAMES NAR NAR GOON INFORMATION PACK

## ST JAMES PRIMARY

60 Nar Nar Goon Road,  
Nar Nar Goon Victoria  
3812

## SERVICE NUMBER

0466 733 407



## INSIDE YOU WILL FIND

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- How to sign your CWA
- myGov steps
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- List of activities
- Our guest sporting stars
- Our philosophy
- Our values
- Meet the team

## GET IN TOUCH



DS Sports OSHC



DS Sports



Sportsds\_



dsinschools@gmail.com



stjamesnarnargoon@gmail.com



0409 290 729 - Naomi



# DS SPORTS SERVICE STATEMENT OF PHILOSOPHY

## AIM

Management, teachers, educators and staff at DS Sports see children as unique and capable learners. We aim to support children in all aspects of the service, guiding them through various active programs to enable them to gain a sense of belonging and promote positive self esteem.

## GOAL

Management, teachers, educators and staff at DS Sports will support children and the wider community by providing an inclusive program in a welcoming space. We will celebrate the diverse cultures of the children and families and encourage participation of all children in DS Sports programs.

DS Sports will incorporate the My Time, Our Place framework into the vacation care program and build on each child's interest through observations and communication with families.

## COMMUNITY

DS Sports will provide opportunities for the wider community to be involved in the program. We will support children and families to engage in community activities outside of DS Sports.

## WELLBEING

DS Sports will incorporate a holistic approach providing opportunities for children to develop socially and emotionally. Our program will be varied catering to all children's interests and needs, giving children the opportunity to enjoy physical activities, learning about health and wellbeing in a relaxed atmosphere from our highly trained staff and the wider community.

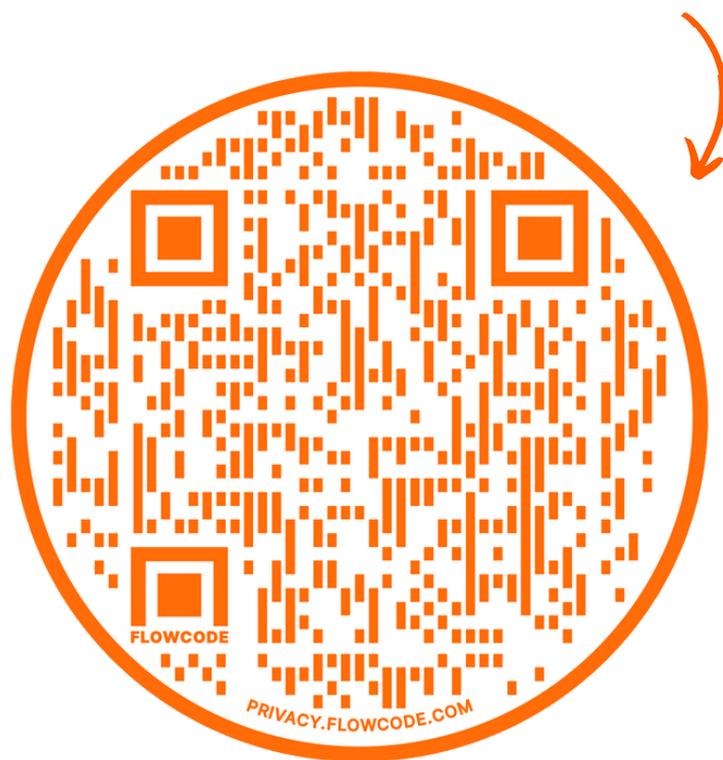
# HOW TO SIGN UP?

**DS Sports** makes signing up to our programs very simple. DS Sports using the software called **XPLOR**. Below is our Sign up link which will direct you to our sign up form that needs to be filled out before you attend our program. Please note you will not be able to attend if you have not filled this form out correctly. OR copy the link and you can fill the form out online.

SCAN THE CODE BELOW

COPY THE LINK BELOW

[https://prodadmin.myxplore.com/enrollment\\_v2/centre/bCuKLZa9mi1gепZtSY24356iCg](https://prodadmin.myxplore.com/enrollment_v2/centre/bCuKLZa9mi1gепZtSY24356iCg)



## Have you filled out the form?

Please ensure you have uploaded all relevant documents. If you require further assistance, please contact us.



# NEW PARENT/GUARDIAN SET UP

**Step One:** Complete enrolment form.

**Step Two:** After you have completed the enrolment form, you will receive a confirmation email that looks like this:

XPLOR

## Enrolment Confirmation



Dear Willy,

Thank you for completing the enrolment form for [REDACTED] Service A1.

The details of your enrolment are:

**Parent Name:**

**Child Name:** Charlie Bucket

**Service Name:** [REDACTED] Service A1

Your form has been submitted successfully.

Regards,

[REDACTED] Service A1

**Step Three:** Once the centre has finalised your information and made your child active, you will receive a Welcome email that looks like this:

XPLOR

## Welcome

Hi Willy,

Your childcare centre [REDACTED] Service A1 is using Xplor for parents. Xplor allows you to see photos and videos of your child's learning, monitor health, manage bookings, and use contactless sign-in & out.

Create Account

**Step Four:** Click on the 'Create Account' button to get here:

## Welcome to Xplor

We are always super excited to welcome new users to Xplor and [REDACTED] Test Service A1.

We will now take you through a few simple steps to verify your email and set up your new account.

Create Account

I already have an account

**Step 5:** Create a password.  
**Step 6:** Create account PIN.  
**Step 7:** Enter Mobile No.  
**Step 8:** Click 'Finished'.



You are now a proud new member of [REDACTED] Service A1. For all future logins please use the email below.

Email [REDACTED]@[REDACTED].com

Finished

That's it! You have created your Xplor Account! You can now use the email address and password listed to log into the Home App or Home Web.

# CWA APPROVAL & CCS CONFIRMATION

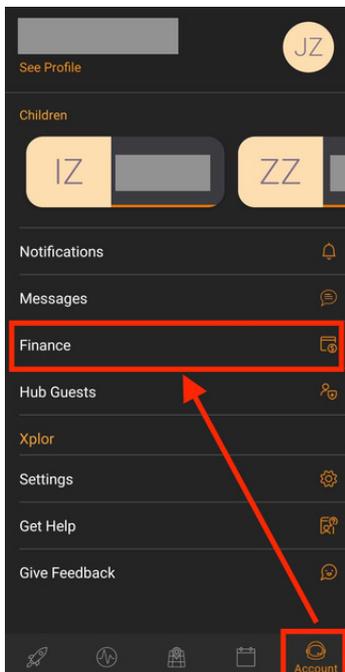
There are **two steps** that must be completed to ensure your child care subsidy entitlements can be paid to a service provider on your behalf.

- You must sign the Complying Written Arrangement (CWA) through your Xplor Home App or [home.myxplor.com](http://home.myxplor.com) website. **Note: Only primary carers will see the CWA on the Home app.**
- Once you have signed on Xplor Home, you must also confirm your child's CCS Enrolment through MyGov.

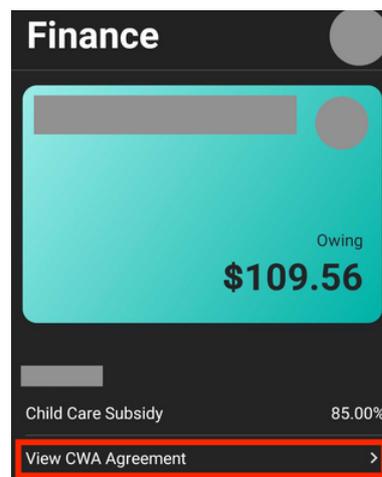
## Approving your CWA in Xplor Home

Note: Before starting with a service, parents should ensure they have completed their Centrelink Claim and Activity test in myGov.

**Step One:** Login to the Home App, using the primary carer's account. If you do not know who the primary carer is, please ask your centre admin, this is typically the parent you wish to claim CCS. Click "Account" then "Finance"



**Step Two:** Click on "View CWA Agreement". If you do not see this button, please reach out to your administrator to ensure they have completed the actions needed on their end.



**Step Three:** The CWA should appear for you to carefully review. Click 'I agree'.

**Approving your CWA in myGov, simply visit;**  
<https://www.servicesaustralia.gov.au/centrelink-online-account-help-confirm-your-childs-enrolment-details-for-child-care-subsidy>

# HOW TO PAY

## XPLOR PAY DIRECT DEBIT

Xplor Pay Direct Debit is a smart payment solution for families. It can be set up quickly in the home app, and payments will automatically be deducted from their bank account. With Xplor Pay Direct Debit, families don't have to worry about remembering to make payments. every month.



Before Care	After Care	Pupil Free
<b>\$3.00</b> \$30 Full Fee	<b>\$3.40</b> \$34 Full Fee	<b>\$9</b> \$90 Full Fee
<ul style="list-style-type: none"><li>• Breakfast</li><li>• Craft, Games, Sports + Loads more</li></ul>	<ul style="list-style-type: none"><li>• Afternoon Tea</li><li>• Quiet cooking, Games, Mindfulness</li></ul>	<ul style="list-style-type: none"><li>• Breakfast</li><li>• Afternoon Tea</li><li>• Excursions</li><li>• Incursions</li></ul>

Cancellation **before** 48 hours of sessions - No charge  
Cancellation **within** 48 hours - \$10 fee applied.  
Cancellation **on the day** - Full Fee  
Vacation Care - **No cancellations** once booked in

All prices listed above are **INCLUSIVE** of GST.

# WHAT YOU PAY

## After- Care

INCOME	DISCOUNT	OUT OF POCKET
0-80K	90%	\$3.40
105 K	85%	\$4.50
130 K	80%	\$6.00
155 K	75%	\$7.50
180 K	70%	\$9.00
205 K	65%	\$10.50
230 k	60%	\$12.00
255 K	55%	\$13.50
280 K	50%	\$15.00
330 k	40 %	\$18.00
380 k	30%	\$21.00
430 k	20%	\$24.00
480 k	10%	\$27.00

**FULL FEE \$34**

## Before -Care

INCOME	DISCOUNT	OUT OF POCKET
0-80K	90%	3.00
105 K	85%	\$3.75
130 K	80%	\$5.00
155 K	75%	\$6.25
180 K	70%	\$7.50
205 K	65%	\$8.75
230 k	60%	\$10.00
255 K	55%	\$11.25
280 K	50%	\$12.50
330 k	40 %	\$15.00
380 k	30%	\$17.50
430 k	20%	\$20.00
480 k	10%	\$22.50

**FULL FEE \$30**



## INFORMATION & F.A.Q'S

### WHAT WE PROVIDE

An exciting and engaging programme of activities for the children to choose from. The programme is fully stocked with modern resources that appeal to a wide range of interests and ages. A delicious and nutritious breakfast is provided until 8:30 am each morning with Afternoon tea provided which will be a student choice menu

### WHAT TO BRING

Children are to bring a hat, drink bottle and weather appropriate clothing. Some days we ask the children bring their bike or scooter for adventure days.

### OUR OPENING HOURS

Before Care - 6:30 am until Bell

Afternoon Care - Bell until 6:30 pm

### FREQUENTLY ASKED QUESTIONS

#### Q. HOW MUCH DOES YOUR PROGRAMME COST?

Before Care - \$30

Afternoon Care - \$34

Pupil Free & Vacation Care Days - \$90

#### Q. HOW DO I APPLY FOR THE CHILD CARE SUBSIDY?

a. Your eligibility for the Child Care Subsidy is determined by your family's annual taxable income, an activity test and the type of child care service you are using. To apply, simply log into your Centrelink account via MyGov and complete your Child Care Subsidy Assessment. You will receive a notification from Centrelink if your claim has been assessed or approved. For further information, you can contact Centrelink at 13 61 50.

#### Q. MY CHILD HAS A MEDICAL CONDITION - WHAT INFORMATION DO I NEED TO PROVIDE?

a. Should your child have a medical condition, we'll need some authorised documentation from you to be able to provide safe care to them.

If your child has asthma, anaphylaxis or an allergic reaction, we ask that you download and complete the relevant action plan template and send through to us. For diabetes, epilepsy and other medical conditions, please submit a medical management plan that has been endorsed by your child's medical practitioner.

#### Q. CAN YOU CATER FOR MY CHILDS INDIVIDUAL REQUIREMENTS?

a. We know your child is unique and they may have social, cultural, language-based, religious or individual needs. With our thirty years of experience, we're practised in accommodating for individual requirements. From extra training of staff to extra resources or dedicated specialists, we're committed to making our care work for your child.

#### Q. CANCELLATION POLICY?

CANCELLATION BEFORE 48 HOURS OF SESSIONS - NO CHARGE  
CANCELLATION WITHIN 48 HOURS - \$10 FEE APPLIED.  
CANCELLATION ON THE DAY - FULL FEE  
VACATION CARE - NO CANCELLATIONS ONCE BOOKED IN

#### Q. IS MY CHILD GUARANTEED A PLACE?

a. Our advice is always to book in advance. We operate a childcare service governed by Education and Care National Law and Regulations, so we can only operate our services within educator to child ratios and licensed space. The more notice we have on bookings, the better able we are to staff the service to meet your needs.



**DS SPORTS PROVIDES ADVENTUROUS AND STIMULATING BEFORE & AFTER SCHOOL CARE PROGRAMS IN A SAFE AND INCLUSIVE ENVIRONMENT.**

**DURING OUR OSHC, CHILDREN PARTICIPATE IN A RANGE OF ACTIVITIES THAT USE AN APPROACH CALLED "EXPLORE ZONES". FREE ZONES INCLUDE STUDENTS TO EXPLORE A MULTITUDE OF ZONES SET UP IN THE OSHC SPACE. DS ZONES ARE A PLACE FOR GROWTH AND NURTURE THE BUILDING OF LIFE-TIME SKILLS. OUR ZONES INCORPORATE HEALTH, PLAY/LEISURE, LANGUAGE, REAL LIFE CONNECTIONS, AND PROMOTES THE BUILDING OF POSITIVE RELATIONSHIPS WITH PEERS AND OUR STAFF.**

## **DS SPORTS DAILY ZONES**



# OUR PASSIONATE STAFF

**STEVEN DILLON**  
**CO-FOUNDER**

**GAVIN STAINDL**  
**CO-FOUNDER**

## YOUR POINT OF CALL

**NAOMI PERRY**  
**EDUCATION LEADER**  
**0409 290 729**

**MATT MCKNIGHT**  
**ST JAMES MANAGER**  
**0466 733 407**  
**OR**  
**0423 970 703**

**JAKE BARCLAY**  
**DAY-DAY MANAGER**  
**0401 201 520**



## STAFF -

**JOSH TILLEY - TAYLOR CRIVARI**  
**JESSE BUSACCA - LACHLAN**  
**RAMAGE - LACHLAN WASLEY**  
**ADAM WELLS - JESSE BUSACCA**  
**JOSH TILLEY - DANIEL HELLYER**  
**GAB KLEYN - ALEX PALLESCHI**

# OUR BRAND AMBASSADORS



**RYAN SCOTT**  
**SOCCER**



**CAM MCCLURE**  
**CRICKETER**



**CODY WEIGHTMAN**  
**AFL PLAYER**



**JORDY ALLEN**  
**AFLW PLAYER**



**NICOLE FALTUM**  
**CRICKETER**



**SERGIE**  
**2X OLYMPIAN**



**TYLER SONSIE**  
**AFL PLAYER**