



www.happyhaven.sa.edu.au/jamestown



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**HAPPY
HAVEN**
OSHC

JAMESTOWN OSHC

SESSION TIMES & FEES

SESSION TYPE	OPENING TIME	CLOSING TIME	STANDARD BOOKING	FEE 85% CCS	SHORT NOTICE BOOKING	FEE 85% CCS
Before School Care	6:45 AM	8:45 AM	\$21.00	\$3.30	\$27.00	\$4.05
After School Care	3:00 PM	6:00 PM	\$26.50	\$4.20	\$33.00	\$4.95
Pupil Free Day	7:00 AM	6:00 PM	\$66.00	\$10.43	\$71.00	\$11.18
Vacation Care	7:00 AM	6:00 PM	\$66.00	\$10.43	\$71.00	\$11.18
Early School Finish	2:00 PM	6:00 PM	\$35.10	\$5.67	\$40.10	\$6.42

ADDITIONAL FEES

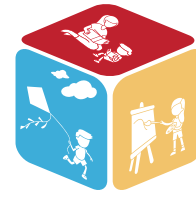
Late Fee (Per Family)	\$25.00	For the first 15minutes
	\$60.00	After the first 15minutes
Fail to Notify (Per Family)	\$10.00	Applicable where the service is not notified by the family that a child won't be attending a booked After School Care session, or where a child arrives at the session without a booking being made.
Rejected Direct Debit	\$12.00	When a rejected/failed Direct Debit occurs
Hat Fee (per child)	\$12.00	If a child attends without a hat on an excursion day. This cost is for the purchase of a new hat. Your child's name will be written on the hat and theirs to keep.
Lunch Fee (Per Child)	\$10.00	If a child attends a PFD/VAC without a lunch, we can provide a sandwich, piece of fruit and a snack.
Casual Booking Fee (Per Child)	\$5.00	BSC/ASC: Per booking made within 7 days of the booking. PFD/VAC: Per booking after the advertised cancellation date.
Enrolment Fee (Per Family)	\$25.00	Once off fee for enrolment at the service, given that you use the service at least once in 365 days.
Short Notice Booking Fee (Per Child)	\$5.00	BSC/ASC: Bookings made within 7 days of attendance will incur a Short Notice Booking Fee VAC: Bookings made within 14 days of attendance will incur a Short Notice Booking Fee

CANCELLATIONS & ABSENCES

Cancellation	No charge	BSC/ASC: Bookings cancelled outside of 7 days from the day of booking will be cancelled free of charge. VAC: Bookings cancelled PRIOR to the advertised cancellation date.
Absence	Full Fee Minus CCS	BSC/ASC: Bookings cancelled within 7 days of the booking will be classed as an Absence day. VAC: Bookings cancelled after the advertised cancellation date.

Where a booking falls on a Public Holiday, you will NOT be charged for that session as Happy Haven OSHC will not be open.

HOW TO ENROL JAMESTOWN OSHC



**HAPPY
HAVEN**

- Head to www.happyhaven.sa.edu.au
- Click 'Enrol Now To OWNA'
- This link directs you to the enrolment page containing comprehensive information.
- Once you have enrolled you will receive a welcome email from OWNA.

TO COMPLETE YOUR REGISTRATION *THE FOLLOWING INFORMATION IS REQUIRED*

1. Diagnosed allergy, medical, asthma, anaphylaxis, additional needs, dietary requirements (You will be required to upload any medical action plans, health support plans and any relevant supporting documents. We will then be required to approve these documents before you can make bookings) if applicable.

2. Credit card or bank account details for direct debit purposes

3. Court Orders if applicable

4. Emergency contact details in case you are not contactable in an emergency

5. Doctor, Medicare, immunisation details for your child

6. To receive child care subsidy you will need to provide Centrelink CRN for yourself and the child you are enrolling along with all parties date of birth,

BOOK NOW



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Happy Haven uses the platform OWNA to manage all bookings for our services. OWNA is also a way for educators to record children's time at OSHC and share it with their families. Each child has their own journal and educators will be able to add learning stories to it, such as photos, videos and formal observations. Parents are notified via the app when there are new posts. Families are only notified about their own child's learning journal, ensuring all data is safe and secure.

Happy Haven also uses OWNA to communicate and advertise vacation care, pupil free days and special events. To access, you will need to download the Happy Haven OSHC app on your tablet or smart device.