

Bug-A-Lugs OSHC

Information Brochure 2025

What is OSHC?

Outside School Hours Care (OSHC) is supervised care and recreation for school-age children.

Hours for our OSHC services are:

Before school	6.30am - 8.45 am
After school	3.30 pm - 6.30 pm
Holiday Care	6.30 am - 6.30pm

What do we offer?

Structured and unstructured activities that are on offer during every session include arts, crafts, sports, games, a quiet homework area. Activities are catered to children's interests. So, you can be assured you will get fun and age-appropriate activities that suits your child's needs. Breakfast and afternoon tea is also provided during care.

Staffing

Our Staff are either teachers, diploma qualified or actively working towards appropriate qualifications. All staff are police checked, have current Working with Children's checks, First Aid qualifications, Anaphylaxis Management training and Emergency Asthma Management training that have been approved by Australian Children's Education & Care Quality Authority.

Homework

A quiet area is available for students wishing to complete homework and readers, however Bug-A-Lugs OSHC will not be responsible for homework being done or completed.

When will OSHC commence?

Holiday Care will commence Monday 6th of January 2025 in Kyneton and yes if you have a new prep, they can join us! Term bookings for Woodend Primary School will start on Wednesday 29th January 2025. St. Ambrose Primary School will start Thursday 1st February 2025. Kyneton Primary School on Wednesday 31st January 2025 and Our Lady of the Rosary on Thursday the 1st of February 2025. We also provide care on the prep rest days if we have enough interest for your convenience.

Holiday Care

Bug-A-Lugs provides care during school holidays and pupil free days (depending on demand). Holiday care will include incursions and excursions. Details will be available at your school and will be on the Bug-A-Lugs website four weeks before

Fees

(Full fee before CCS is applied)
Before School Care - \$30 per session
After School Care - \$38 per session
School Holiday Care \$95 per day
Excursion Days \$120 per day

Child Care Subsidy (CCS)

Login to MyGov and complete your online Child Care Subsidy Activity Test. You can estimate your subsidy on the website. To find out more information Call Family Assistance Office on 136 150 (8:00am-8:00pm) or visit [Child Care Subsidy - Services Australia](#)

Payments

A \$30 administration fee applies once per year, per family, and is paid upon enrolment. Invoices are billed fortnightly. Payment is taken via direct debit from your nominated account, 7 days after the date on the invoice. Invoices are sent electronically to your nominated email address.

Bookings

All permanent bookings will roll over Term to Term. Parents will need to give two weeks' notice in writing to cancel care and an exit form will need to be completed. Casual bookings will be available based on individual needs and service availability. Enrolment forms need to be completed online, with new and up to date Action Plans uploaded yearly.

Term Dates 2025

Term 1:	29/01/2025 - 04/04/2025
Term 2:	22/04/2025 - 04/07/2025
Term 3:	21/07/2025 - 19/09/2025
Term 4:	06/10/2025 - 19/12/2025

How Do I enroll my child?

Bug-A-Lugs uses a fantastic online booking and waitlist management program called QK Enrol, which most importantly gives you access to make bookings and complete an online enrolment form for your child, all within a parent portal called My Family Lounge.

Please visit our website www.bug-a-lugs.com.au and click on the "Register for Care" button to access the My Family Lounge portal. Once you have an account with us, we will be sending you a welcome email with your My Family Lounge parent portal log in details. Then you will be able to log in and request bookings for your child at your convenience.

Priority of Access

Enrolments are accepted in line with the Commonwealth Government priority of access guidelines. Please visit [DESE priority access guidelines](#) for more information.

Transporting Children

We are required to transport children from Kyneton Primary School, Our Lady of the Rosary Parish Primary and Saint Ambrose Parish Primary School, as we off OSHC off site to these schools. Children are transported by car, minibus, or Organs Bus. You are required to give us permission to transport your child to their school.

We work closely with the school to ensure no child is left behind. You need to help us by informing your child's school that we will be collecting them, if you are making any last-minute bookings for After School care.

For more information, please talk to our friendly staff.

National Quality Standards

We are proud to have been rated as "Exceeding the NQS" for both of our centers!

For that extra piece of mind, The National Quality Standard sets a benchmark for the quality of all education and care services across Australia. Services are rated by their regulatory authority against the seven areas of the NQS to determine the quality of care being provided.

The process reflects a uniform approach to assessment and reporting across the range of service settings. Ratings promote transparency and accountability and help parents assess the quality of education and care of services available. Every service receives a rating for each quality area and an overall rating. There are four rating levels within the national quality rating with Exceeding being the highest rating.

More information can be found at www.StartingBlocks.gov.au

Locations

Kyneton

Bug-A-Lugs Indoor Play centre
3 Hoyle Court, Kyneton, 3444

Woodend

Woodend Primary School Hall
Owen Street, Woodend, 3442

Contact

03 5422 2767

Public Holidays 2025

New Years' Day	1 st January 2025
Australia Day	26 th January 2025
Labour Day	11 th March 2025
Good Friday	29 th March 2025
Easter Saturday	30 th March 2025
Easter Sunday	31 st March 2025
Easter Monday	1 st April 2025
ANZAC Day	25 th April 2025
Kings Birthday	10 th June 2025
AFL Grand Final	TBC
Melbourne Cup	5 th November 2025
Christmas Day	25 December 2025
Boxing Day	26 December 2025

Prep Free Wednesdays

Preps are not required to attend school for the first 4-5 Wednesdays of Term 1. We will provide a full day of care to preps to accommodate for working families on these days. Preps can be dropped off at Kyneton, at any time between 6.30am-6.30pm. Full Childcare rebates will apply for eligible families on this day. Please email info@bug-a-lugs.com.au to submit your expression of interest for care on these days.

Useful Links

[Asthma Action Plan and Information](#)

[Allergy Action Plan and Information](#)

[ACECQA](#)

[Assessment and Ratings of Services](#)

[MyGov](#)

[Services Australia](#)

[Starting Blocks](#)

