WELCOME TO EXTEND!

YOUR NEW OUTSIDE SCHOOL HOURS CARE PROVIDER!

AIM FOR EXTRAORDINARY!

Since 2002, Extend has been providing Before & After School Care and School Holiday Programs that focus on giving children a nurturing, engaging and inclusive experience.

Extend is Australia's largest family owned and operated Outside School Hours Care (OSHC) provider, with services running all over the country!

Every Extend service provides creative and educational activities, healthy and nutritious breakfast and afternoon tea, and a safe space led by a professional and experienced team of Educators!

Our mission is to help young minds unlock their true potential, by supplying a wholesome environment built to make children feel supported and safe while they learn, laugh, and play!

Our community has grown through strong partnerships and reliable service. We are honoured to have your school community join the Extend family!

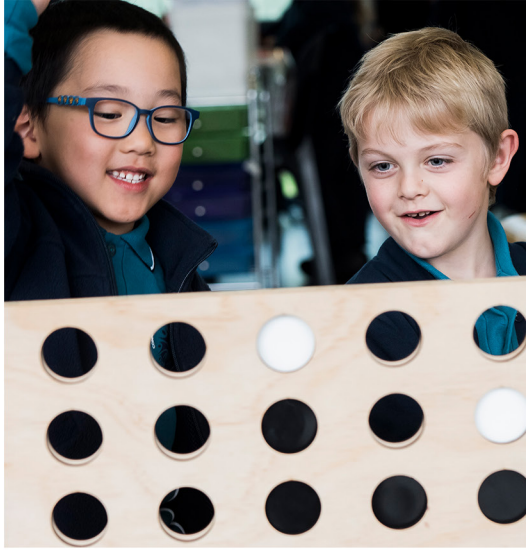
QUALITY PROGRAMS

EXCITING ACTIVITIES

PROFESSIONAL EDUCATORS

FLEXIBLE AND EASY BOOKINGS

LEARN MORE ABOUT OUR PREMIUM SERVICE AT EXTEND.COM.AU



SERVICE INFORMATION!

SERVICES OFFERED AT NAZARETH CATHOLIC COLLEGE

OPERATING HOURS AND FEES:

Programs operate Monday - Friday as detailed below:

Programs	Times	Fees*	After CCS^
Before School Care	7:00 AM - 8:30 AM	$18.95	$1.89
After School Care	3:10 PM - 6:00 PM	$27.95	$2.79
Holiday Care	7:00 AM - 6:00 PM	$65.90	$6.59

BOOKINGS

Extend supports your family with flexible, easy booking options to suit all family requirements including:

- No enrolment, membership or administration fees.
- A 10 minute, once off, online enrolment process.
- The ability to book on the go, up to one minute in advance, from any device.
- Flexible payment options.

For further information on your schools program and to enrol, please visit **extend.com.au.**

EARLY BIRD RATE*

- Booking 14 days in advance will give you access to the Early Bird Rate.
- Fees are per session per child. Visit extend.com.au for a full list of fees.

CHILD CARE SUBSIDY^

- Based on a maximum possible entitlement of the Child Care Subsidy (CCS)
- To find out what level of CCS you are entitled to, visit **www.servicesaustralia.gov.au/child-care-subsidy** or call **13 61 50.**

SCAN THE QR CODE AND MAKE YOUR BOOKINGS TODAY!

FREQUENTLY ASKED QUESTIONS

HAVE A QUESTION OR NEED SUPPORT? OUR FRIENDLY SUPPORT TEAM CAN HELP!

1. HOW DO I ENROL AND BOOK MY CHILDREN?

1. Visit extend.com.au and click “Book Your Sessions” in the top right corner of the page.
2. This will take you to our booking platform; LookedAfter. Click “Log in/Enrol”.
3. Create your account.
4. Check your inbox for a verification email to activate your account. (check junk folder if not found.)
5. Once logged in, enrol your children with the relevant details.
6. Book your sessions by searching for your school with “Find My School”.

2. CAN I BOOK ON THE DAY OF A SESSION?

Yes! You can to book online up to one minute before the session commences. When booking online, you will see the session fee.

3. CAN I CANCEL MY BOOKED SESSIONS?

Yes! Cancellations of booked sessions can be made any time through your Extend LookedAfter account. Cancellations are free up to one week before the session commences. Cancelling within the week will incur the session fee (less if CSS applied) with no added charges or fees.

4. WHAT IF I AM LATE FOR PICKING UP MY CHILD?

Our Educators will be there for your children until you arrive. Late fees will apply.

5. WHAT SAFETY PROCEDURES ARE PUT IN PLACE FOR MY CHILDREN?

Extend Before and After School Care prides itself on its ability to hold safety and compliance to the highest standards without sacrificing enjoyment or engagement on the child’s behalf.

We accomplish this with the following:

- All Educators possess valid Working with Children Checks
- Safety and evacuation procedures are practiced regularly within our services.
- Child headcounts are performed every 30 minutes.

CONTACT DETAILS

Head Office Hours: 8:30AM - 5:30PM (AEST)

1300 366 437 support@extend.com.au

BOOKING AND ENROLLING YOUR SESSIONS WITH LOOKEDAFTER!

ACCOUNT CREATION

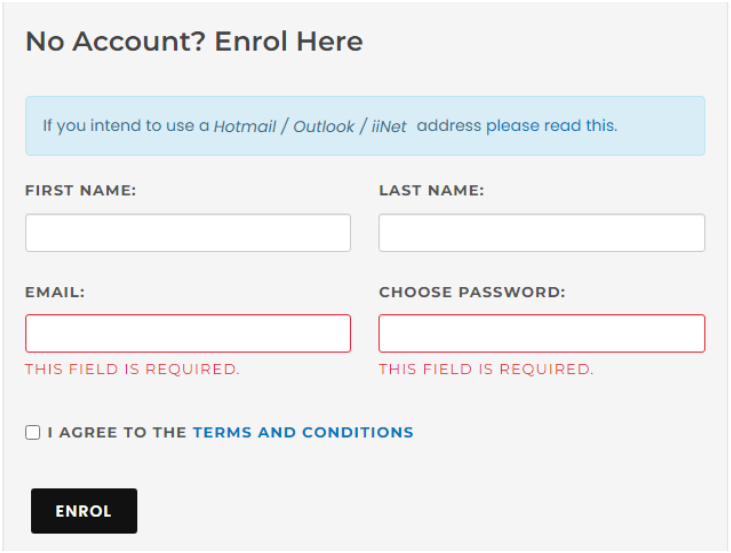
1. Go to extend.com.au and click the “Enrol your children” button in the top right corner.

2. When redirected, click “Enrol Your Family” to be taken to LookedAfter.

3. Fill out your details as listed and agree to our Terms and Conditions. Click “Enrol” once finished.

4. You will receive a verification email, please check your junk/spam folder if you cannot locate it in your main inbox.

5. Activate your account with the sent verification email.



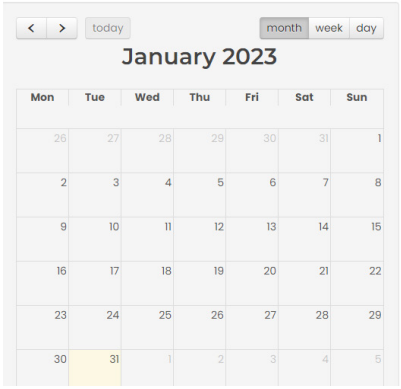
CHILD ENROLMENT

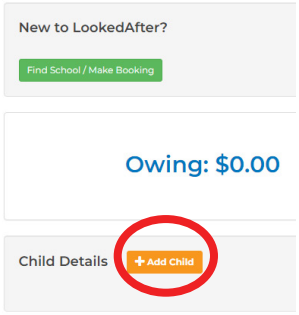
1. On the LookedAfter home screen, click the orange “Add Child” button.

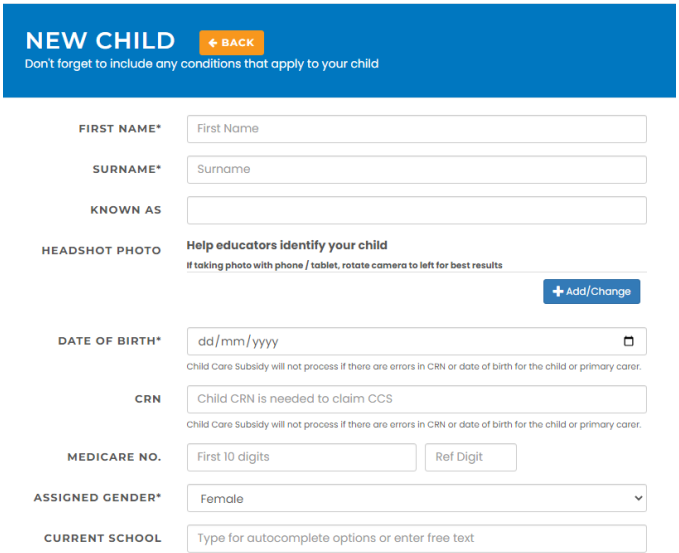
2. Fill out the relevant details of your child. If a question does not apply to your child, simply leave it blank.

3. Click “Save Details” and you will have successfully enrolled your child.

Note: Children with physical or mental conditions may take more time to be approved. This is to ensure that our service can accommodate your child.







BOOKING AND ENROLLING YOUR SESSIONS WITH LOOKEDAFTER!

BOOKING SESSIONS

1. On the LookedAfter homescreen, click on “Find School / Make Booking”.

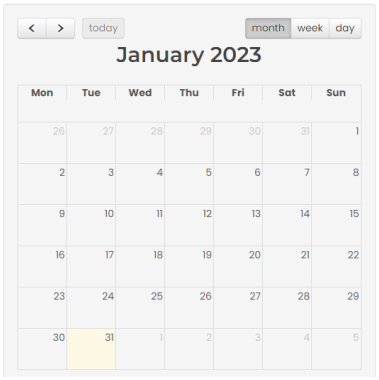
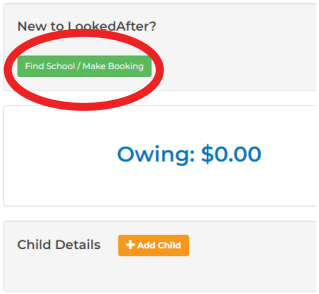
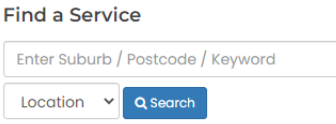
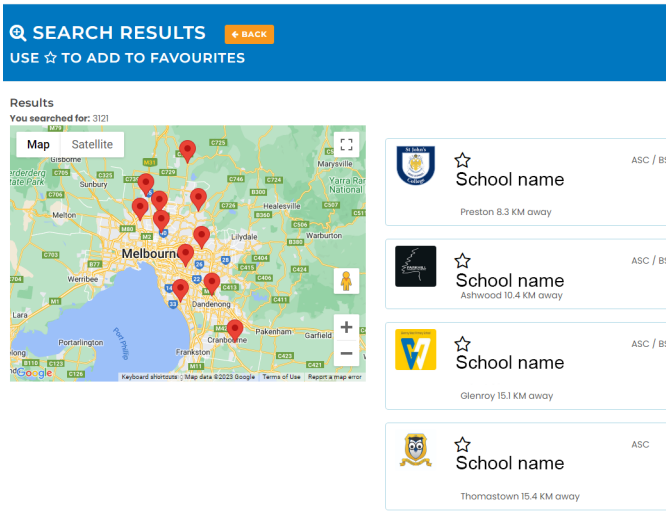
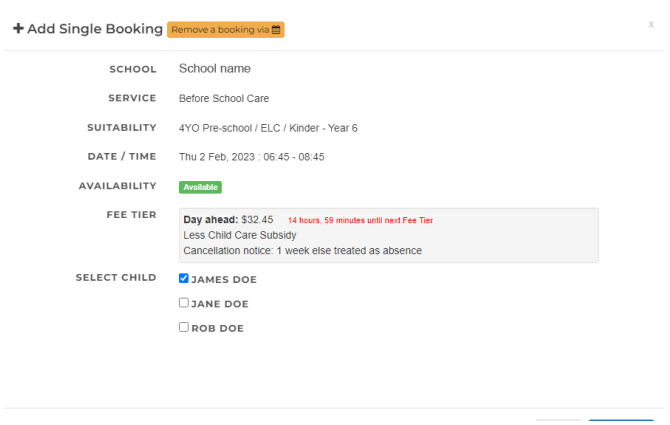
2. On this page, you can choose to search by keyword (school name) or you can search by location (suburb, postcode, etc).

3. Results will appear based on distance from your search term. You can also favourite a school for repeated access.

4. Scroll to your desired session and click on it.

5. You can view the details of the session and select which children you would like to attend. Once you have selected your children, click “Book Now”.

   Please Note: You can book multiple children at a time for any given session.

   When your sessions have been booked, they will appear on your calendar on the home-screen. Click on the session in the calendar to view or edit your bookings.

   Accidental bookings can be reversed within a two hour period, unless it is a session that starts within that two hour period.