Outside School Hours Care (OSHC)

Family Handbook

Beaconhills College

IN ASSOCIATION WITH THE ANGLICAN & UNITING CHURCHES

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Welcome to our Outside School Hours Care (OSHC) Program. We are pleased to offer a comprehensive care program that includes Before and After School Care, along with the Little Beacons Onsite Holiday Program. OSHC refers to all care provided outside regular school hours, and our program is designed to create a safe, welcoming, and supportive environment where students can build friendships, explore their interests, and engage in enriching experiences beyond the classroom.

This OSHC Family Handbook has been developed to support families when they join our program and to provide a clear overview of how OSHC operates. The handbook contains important information about daily routines, enrolments, bookings, fees, communication processes, and key policies, as well as expectations for the program. We encourage families to take the time to read through the handbook and reference it as required throughout the year.

Families are also encouraged to reference our OSHC website as required by clicking the link here: Outside School Hours Care - BeaconNet

Enrolments

The enrolment process for families and OSHC Application Form can be accessed at the following link, or via the website above: OSHC_Enrolment.pdf

Enrolments for the following year (for current enrolments)

In October of the current year, those who are already enrolled into the OSHC program are invited to review their child's enrolment for the following year. This is your opportunity to let us know if any changes are required, or to cancel your place if it is no longer needed.

- If you are happy with your child's current OSHC days, and do not require any changes for the following year, then no action is required. Your enrolment will automatically roll over into the new year.
- If you would like to request changes to your regular days, please complete a new OSHC Enrolment Application Form and follow the steps outlined on the form. You do not have to make another payment of the $27.50 admin fee as you would have already paid this upon initial enrolment.
    - Please note: Submitting a new request does not guarantee that your requested days will be available. Changes will be processed based on availability and formal confirmations will be emailed. Changes will only be made to your child's enrolment once written notification is received.
- If you would like to cancel your child's enrolment for the following year, please email your request to extra@beaconhills.vic.edu.au and ensure you are providing the correct notice as per our cancellation policy.

Enrolments for the following year (new families)

The enrolment period for new families for the following year begins on 1 November. Applications for the following year will not be accepted before this date. Families are encouraged to complete their OSHC application and make payment of the administration fee in advance to ensure that your application can be submitted once enrolments open. Submissions will be managed in order of receipt.

Families will be contacted only when a requested place becomes available. Places are offered as they become available, and availability may vary by day. As a result, not all requested days are likely to become available at the same time.

For enquiries or updates regarding an enrolment application, please contact the Outside School Hours Care Manager at extra@beaconhills.vic.edu.au.

OSHC enrolment and waitlist process

1. **Submit an enrolment Application Form**
   Download the OSHC Enrolment document (link above) and follow the 'How to Enrol' process to submit your application.
2. **Application acknowledgement**
   You will receive confirmation that your application has been received.
3. **Waitlist placement**
   Your child will be added to the OSHC waitlist for your requested days and programs.
4. **Offer of a place**
   When a place becomes available that matches your requested days, you will receive a formal offer outlining the available days and commencement date.
5. **Accepting the offer**
   You will have 24 hours to accept the offer before it is offered to the next family on the waitlist.
6. **Final enrolment forms**
   Once the offer is accepted, enrolment forms will be sent to you via email. These must be completed two weeks before your child's first day in the program.

Hours of Operation

Program	Days of operation	Hours
Before School Care (BSC)	Monday – Friday (school terms)	7- 8:30am
After School Care (ASC)	Monday – Friday (school terms)	3.20– 6pm
Little Beacons Onsite Holiday Program	Monday – Friday (school holidays)	7am – 6pm

OSHC Programs will not be operational on the following days throughout the year:

- Public holidays
- Christmas/New Year closure period
- The Monday before Melbourne Cup Day
- Four professional learning days across the year – dates TBA

Dates of closure are advised at the start of each year and appear on the College website. Reminders are listed in the weekly bulletins and OSHC newsletters.

Early finish days

On the last day of term 1 and term 3 each year, the school day finishes at an earlier time. Usual process for arrival into the program will apply.

Term	School finish time	ASC start time
Last day of term 1	2.30pm	2.30pm
Last day of term 3	2.30pm	2.30pm

Important information for Prep families

The OSHC Program is not accessible to Prep students in the first week of term 1. Families should check their letter of offer for their child's start date in the program.

Prep students do not attend school on Wednesdays throughout February.

If your child has a booking in the OSHC Program on either of these days, they will not be added to the roll. As a result, you will not be charged, and the session will not be recorded as an absence.

Fee information

Fee information can be found on the College website or at the link below.

College Fees | - Beaconhills College

Families will receive a current statement/invoice in advance informing them of the amount to be deducted. This amount is variable and subject to change due to account activity – eg. CCS fluctuations and changes in care. Statements are issued on a fortnightly basis and are in arrears.

It is the responsibility of the account holder to ensure sufficient cleared funds are in the nominated debiting account when the payments are to be drawn. If the due date of the payment falls on a non-working day or public holiday, the payment will be processed on the next working day.

Little Beacons uses a platform called Smart Central to manage certain elements of operations, such as recording attendance, meeting CCS requirements, billing and statements, reporting to government data bases and documenting students' immunisation history. Payments for services at Little Beacons (including the OSHC program and Little Beacons Onsite Holiday Program) will be collected through the Smart Central payment gateway called Child Care EasyPay (CEP).

Beaconhills College offers flexible payment options, by allowing you to choose either a bank account or credit card from which to make your payment. If you select a bank account to pay your fees from, the College will continue to cover processing fees in the gateway. Your account information will be held securely in an encrypted format.

Please note that there will be a failed payment fee of $9 regardless of your payment option, and the following processing charges will apply if you select a credit card payment option:

• 1.73% Standard Mastercard

• 1.91% Standard Visa

• 2.23% Corporate and Premium Mastercard

• 2.41% Corporate and Premium Visa

• 2.41% American Express

• 4.27% International cards

If you have any questions or need assistance, please do not hesitate to phone Allison Rand in our finance team on:
(03) 5945 0207 or email BeaconhillsAccounts@beaconhills.vic.edu.au.

Absences

Families are asked to notify us as early as possible if their child will be absent from the OSHC Program. This allows us to plan staffing and, where possible, offer the place to families seeking casual bookings.

Absences should be emailed to little.beacons@beaconhills.vic.edu.au

If your child will be absent from school for the full day, please also advise your child's school section and request that the message be passed on to the OSHC team.

Please also remember to notify us if your child will be absent due to the following reasons:

- Collected early from school
- Absent for an extended period (eg. family holiday)
- Attending a College activity (eg. Excursions that overlap with OSHC program hours, camps, rehearsals, sporting events or training). OSHC fees will be removed if your child

is absent from the OSHC program due to a College event or activity. One week's notice must be provided in writing to the Outside School Hours Program Manager at extra@beaconhills.vic.edu.au

If a child does not arrive at the OSHC Program when expected and no absence notification has been received, educators are required to follow our unadvised absence procedure, which includes contacting families individually by phone to confirm the child's safety and whereabouts. To support the smooth and safe operation of the program, we ask families to notify us in advance whenever possible.

Absences and health

Inevitably during the year students will become unwell. Please ensure that your child remains at home if they are unwell. Please follow the above absence procedure if your child will not be attending the OSHC Program.

Government regulations state exclusion periods for some illness and disease. Please refer to the link below for exclusion periods for infectious diseases, or speak with your doctor if you are unsure.

https://www.health.vic.gov.au/infectious-diseases/exclusion-periods-for-primary-schools-and-childrens-services

CCS allowable absences

Each child is entitled to 42 absence days per financial year across all approved child care services they attend. These days can be used for any reason, including illness, public holidays or family holidays. Families do not need to provide evidence to Centrelink for these allowable absences.

If families reach the limit of 42 allowable absences, they may be eligible for additional absence days under certain circumstances, such as emergencies or illness, but these will require supporting documentation (eg. a medical certificate from your doctor).

Families can refer to their Little Beacons statement for the total number of absences recorded, or track these through their MyGov app.

Late collection

All students must be collected by the end of the program, which is 6pm. If you are running late to collect your child, please ensure you call Little Beacons before 6pm and speak with our educators. Please do not email to advise of late collection as emails are not always monitored late into the afternoon. Late fees will apply.

Cancellations or changes

Families are required to provide written notice when cancelling or changing their child's enrolment. The required notice conditions are as follows:

- Three weeks' written notice is required to reduce or cancel your child's booked days.
- Notice must be provided within operation time of the program (not during school holidays or College closure periods).
- Written notice must be sent to the Outside School Hours Care Program Manager at extra@beaconhills.vic.edu.au

Please note that waitlists may apply when requesting to add days to your child's enrolment.

Casual bookings

Casual bookings are subject to availability and can be made through the booking calendar on BeaconNet, which opens one week in advance. Please select your child's enrolled campus, and the program you wish to book. Bookings must be made at least 24 hours prior. As this is a self-service system, families can book as required.

If you require a casual booking within 24 hours, please contact the Outside School Hours Care Manager by emailing extra@beaconhills.vic.edu.au or calling through to the College.

For casual bookings that are made on the day, families are responsible for informing their child's class teacher so the message can be passed on to the student. This helps avoid confusion and ensures everyone is aware of the arrangements.

Bookings for the Little Beacons Onsite Holiday Program can also be made via this calendar.

Please note: casual bookings are only available to students who have a current enrolment in the OSHC program.

Online Bookings – BeaconNet Forms

Automatic exit from program

Enrolments in the OSHC program will cease if your child hasn't attended the service for 14 weeks in a row. If your child has not attended the service at least once in the previous 26 weeks, they will no longer be eligible for the CCS payment. This includes the first 26 weeks following the start of your CCS. If you have shared care arrangements for your child, your 26 week period will be calculated based on the sessions of care you are responsible for paying for.

You can find out more about this via the following link: Child Care Subsidy if your child is absent from child care - Child Care Subsidy - Services Australia

Signing your child in and out

Families are required to sign their child in at the start of Before School Care and sign them out upon collection from After School Care using the iPad located in the classroom. To do this, you will need your five-digit BeaconNet code, so please ensure you have this ready.

If you are unsure of your BeaconNet code, please email little.beacons@beaconhills.vic.edu.au and a member of our team will be happy to assist.

Each parent is issued their own individual BeaconNet code. For security reasons, this code must not be shared with other family members or carers. If an authorised nominee (who is not your child's parent) is collecting your child, an OSHC educator will assist them with the sign-out process.

As this is a legal requirement, students are not permitted to sign themselves in or out of the program. Our OSHC educators will sign students out of Before School Care when they depart for school and into After School Care upon arrival at the program.

Please note that only authorised persons may collect your child from the OSHC program. Family members under the age of 18 are not permitted to collect. Additional authorised collectors can be added via the permissions section in Consent2Go.

OSHC and attendance at school activities (band, sport, clubs)

We understand that many students who attend the OSHC program also participate in school activities that occur before the start of the school day, or once the school day has concluded - such as band, sport training or clubs. We always aim to work collaboratively with families and the College to support these arrangements where possible.

As the OSHC Program is a licensed early childhood service, we are governed by strict regulations and legal duty of care requirements. While activities may occur on the school campus, once a child is signed into the OSHC Program, they remain under our duty of care until they are formally signed out by a parent or authorised nominee.

For this reason:

- students cannot leave the OSHC Program independently to attend lessons or activities
- students cannot arrive at the OSHC Program independently after attending lessons or activities
- OSHC educators cannot sign students out of the program to attend activities unless collected by a parent/guardian or authorised nominee
- educators are unable to walk students to activities due to strict educator-to-child ratio requirements.

We understand this can sometimes feel confusing, especially as activities take place on school grounds. However, these procedures are in place to ensure students' safety and to meet our legal obligations. If an incident were to occur while a child was moving between programs without formal handover (for example injury, evacuation or lockdown), this would fall under OSHC's duty of care.

How we can support families:

If a school staff member or authorised activity organiser is able to collect the child directly from the OSHC room, we can support this once the appropriate permissions and documentation are completed.

Families will need to:

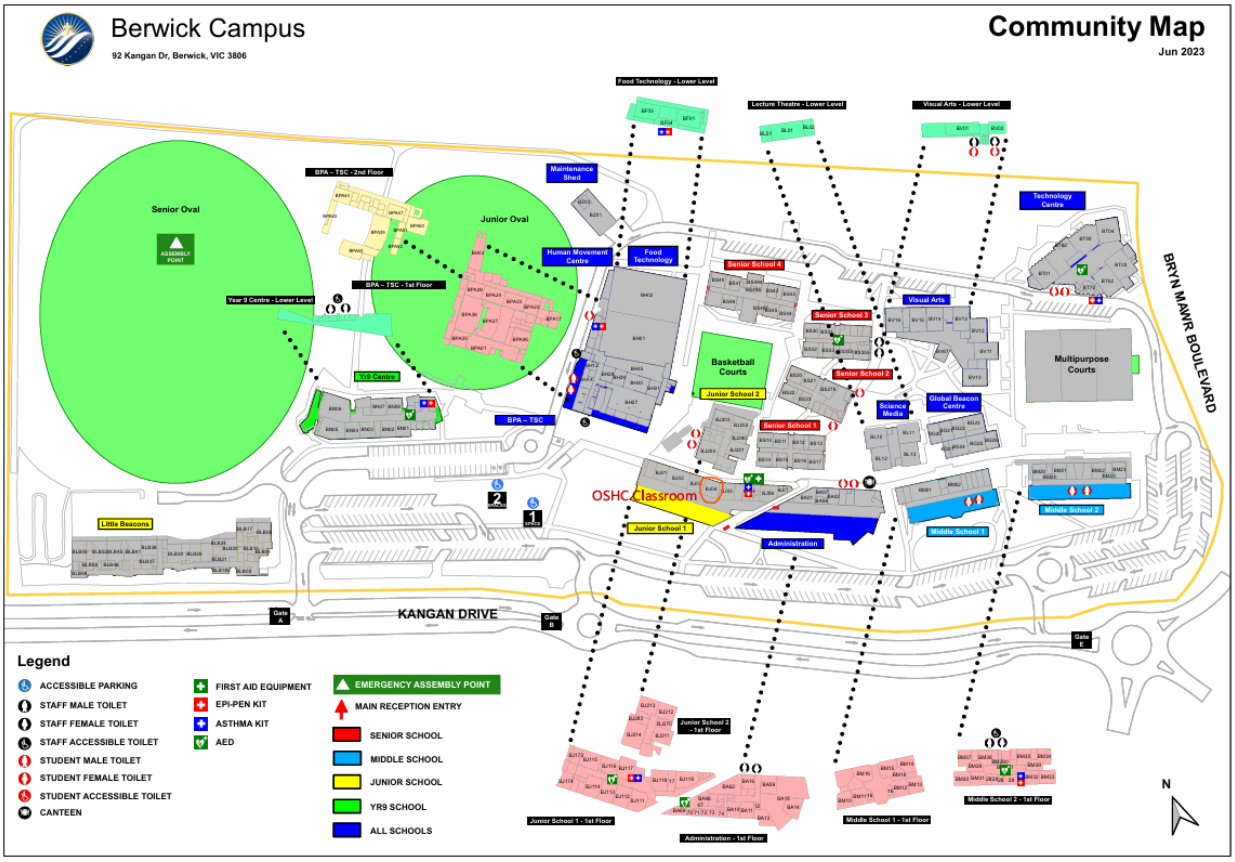
- confirm the arrangement with the Outside School Hours Program Manager
- confirm the arrangement with the relevant school staff member or activity coordinator
- complete the required OSHC permissions in writing

Arrangements that are requested within 24 hours of the excursion or activity are unable to be supported.

Locations - OSHC Program classrooms

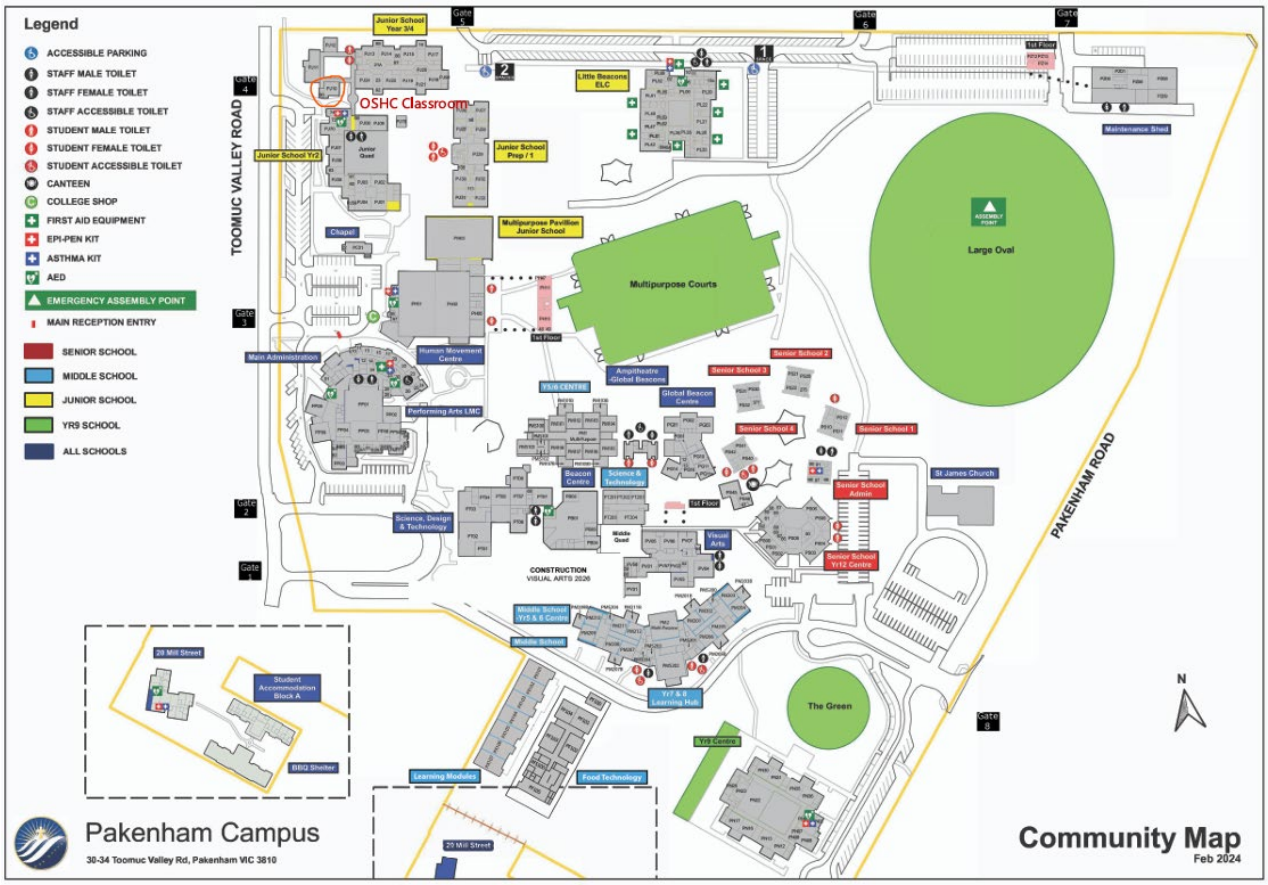
Our OSHC Program classrooms are located in Junior School. This is a lovely environment to welcome the students to each day, while still having access to the students' familiar playgrounds across the College grounds.

Berwick: BJ04 – opposite the Dragonfly Playground, next to the Health Centre and Uniform Shop.





Pakenham: PJ10 – the 'old school room' next to the huts/nature play area.





Students in the program will provide feedback to support the development of the space and purchasing of new resources. We will be working with the students to ensure we focus on respecting the space we have and to consider further improvements to our environment. Learning to respect the space we have aligns with our College values.

How can you support this? When you arrive to collect your child from After School Care, they will need a few minutes to finish what they are doing and to pack away any equipment they are using. This is an important step in developing responsibility as a member of our College community. Please support your child and the educators by allowing this time to occur. You may like to let your child know the time you expect to arrive in the afternoon as this will allow them to be better prepared for your arrival.

Before School Care

Before School Care provides the opportunity for students to engage in a range of different experiences both indoors and outdoors. It is a relaxed program that supports students in preparing for the day of learning at school. Engagement and learning is self-directed and facilitated by our educators.

7am – Program starts, students are welcomed into the OSHC Program from this time onwards. Students are offered breakfast and are involved in their own food preparation to prepare their meal. Students can choose from a range of activities, with access to both indoor and outdoor spaces.

8.30am - Students in Years 1–6 are dismissed directly from the OSHC Program classrooms and signed out of the program by an educator as they depart. They will make their own way to their classrooms and designated play areas. Prep students are escorted by an OSHC educator to play areas, where they place their bags in the allocated location and are then supported to play with friends until the school bell. An educator will sign them out of the program at this point.

After School Care

After School Care provides the opportunity for students to engage in a range of different experiences both indoors and outdoors. It is a relaxed program that supports students after a busy day of learning at school. Individual interests are facilitated and students may engage in a variety of experiences. This may involve project work over a number of days or weeks.

The students are also able to enjoy a variety of additional locations across the College, including the Wominjeka room in Junior School, the oval, vegetable gardens, basketball courts and tennis courts, the playgrounds and the broader College grounds.

3.15pm – Students in Years 1-6 make their way directly to the OSHC classrooms at the end of the school day. Students will be signed into the program by an OSHC educator upon arrival.

During term 1 and 2, Prep students are collected directly from their classroom a few minutes before the bell to help them with this transition. This will build their confidence and enable them to move across independently from Term 3 onwards. Our OSHC educators and Junior School staff will continue to support this process as needed.

Families are able to collect their child from the OSHC classroom at any point in the afternoon, up until closure at 6pm.

6pm – All students must be collected by this time. If you are running late to collect your child, please ensure you call Little Beacons and speak with our educators. Please do not email to advise of late collection as emails are not always monitored late into the afternoon. Late fees apply to those collected after 6pm.

Holiday programs

Beaconhills College offers two separately run holiday programs.

- The Little Beacons Onsite Holiday Program
- eXtra Curricular Holiday Program (facilitated by the Experiential Education team)

These programs cater to school aged students enrolled at Beaconhills College in years Prep to Year 6 during term holidays. Families can make bookings for this program via the booking calendar on BeaconNet. Permanent bookings for the School Holiday Program are not available.

Families are also encouraged to reference our School Holiday Program website as required by clicking the link here: School Holiday Programs – BeaconNet

Please note: The January School Holiday Programs are only available to children starting Prep who attended 4-year-old kindergarten at Little Beacons in the previous year.

For example, children starting Prep in 2027 who did not attend Little Beacons for 4-year-old kindergarten in 2026 are not eligible to attend the January 2027 Holiday Program, as their enrolment at the College does not officially begin until term 1. These children will be eligible to attend holiday programs from the March/April school holidays.

Information about the holiday programs are promoted to the College community in week 4 of each term, via each sections' parent newsletters/bulletins. Information provided includes details of the daily programs and any other important information that you need to know.

The booking calendar opens up around week 5 of each term, and we encourge families to secure their places early to avoid disappointment as places are limited. The booking period closes in the second last week of term. The booking calendar can be access via the link here: Online Bookings – BeaconNet Forms

If you miss the booking period cut off and would like to secure a booking, please send an email to extra@beaconhills.vic.edu.au with your child's name, campus and requested dates. Late bookings cannot be gaurenteed and are subject to availability.

Once bookings are made we are unable to make any changes or cancellations once the booking period closes. You will receive an automatic email confirmation upon booking your child's place.

Please see below for additional information about each program.

Little Beacons Onsite



- Prior enrolment in the Little Beacons OSHC program is required. If your child is not currently enrolled into the OSHC Program, please contact Little Beacons prior to making a booking on the portal.
- $138 per day. CCS entitlements apply.
- Fun and engaging program provided on campus grounds – art, science, cooking and sport experiences planned.
- All meals are provided and freshly prepared on-site by our Food Services team.
- Operates Monday to Friday (closed on Public Holidays).
- Drop-off and pick up any time between 7am – 6pm.

eXtra Curricular Holiday Program (facilitated by the Experiential Education team)



- Available on Tuesdays and Thursdays only, unless specified otherwise.
- $120 per day. This program does not attract CCS.
- Exciting community excursions planned, transportation included.
- Drop-off at 8.30am, pick-up at 3.30pm.
- Drop-off and pick-up from the OSHC classroom in Junior School.
- Families to provide a packed lunch in line with the College's healthy eating policy.

Spending money is permitted for an ice cream or gift shop purchases, dependant on the activity.

Each program has different operational requirements, so please ensure you select the correct option when booking. As places are limited, bookings are final and cannot be changed.

Feature	Little Beacons Onsite	Beacon Extra Holiday Program
Daily fee	$138	$120
Prior enrolment in the OSHC program	✓	*x*
CCS eligible	✓	*x*
Meals provided	✓	*x* Please pack lunch box
Days of operation	Monday – Friday (excluding public holidays)	Tuesdays and Thursdays
Drop off time	From 7am	8.30am
Pick up time	From 3–6pm	3.30pm
Location	OSHC classroom – Junior School	OSHC classroom – Junior School

Meal times and healthy eating

Our OSHC Program is committed to:

- providing high quality meals with a variety of textures and ingredients
- promoting the importance of drinking water
- providing appropriate role modelling of healthy eating habits
- providing active promotion in healthy eating, drinking water and active play
- providing an environent that allows students to actively participate in the serving of food and experience a positive attitude to the promotion of food.

Meals are provided for our OSHC Program by the Beaconhills College Food Services team. All menus are approved by the Healthy Eating Advisory Service, ensuring meals meet students' dietary requirements and align with the Australian Dietary Guidelines. Portion sizes are carefully planned to support the needs of growing bodies.

Educators sit with students during mealtimes, modelling positive social interactions and healthy eating habits. Little Beacons is committed to promoting lifelong healthy habits, recognising the importance of a balanced diet rich in fruit and vegetables.

Meals are offered using a progressive mealtime approach, allowing students to eat according to their individual needs. Educators encourage independence through self-help skills, while supporting positive food choices, hygiene practices, and respectful social interactions. Where age-appropriate, students may also be involved in food preparation under educator supervision and in line with the centre's Food Safety Program.

The weekly menu is displayed at the sign-in desk for families to view. Any questions regarding your child's dietary intake can be discussed with the OSHC Coordinator, with all other enquiries directed to Outside School Hours Care Program Manager.

Students have the opportunity to give feedback about our menus and make suggestions through our weekly menu review process, which gets passed on to our Food Services team.

Meal times

- Breakfast: 7– 8am
- Afternoon snack: 3.20– 5pm

Students are required to bring their water bottles to the program, which can be accessed by students at all times, both indoors and outdoors, with designated storage shelves located in each room.

Vic Kids Eat Well

We are excited to share that in 2026 our OSHC program joined Vic Kids Eat Well, an initiative that supports schools and services to make healthy eating easier and more enjoyable for children.

As part of our involvement, and in collaboration with our Food Services team, we are working towards achieving 'Small Bites' and 'Big Bites' which include introducing nutritious options, fun food activities and child-led menu choices.

We are looking forward to bringing families along on this journey and sharing some of the exciting food and nutrition experiences we have planned for our OSHC Program! You can find out more about the Vic Kids Eat Well Initiative by visiting the website here: All kids deserve a healthy start – Vic Kids Eat Well



Medical conditions

The OSHC Program is committed to providing a safe and inclusive environment for students with medical and health care needs. We implement and maintain effective practices to support conditions including anaphylaxis, allergies, eczema, hay fever, asthma, and diabetes. Our aim is to ensure all students can participate fully in the program and receive appropriate care as required.

OSHC coordinators and educators hold the appropriate qualifications to support students within the program. If a child has a medical condition requiring a higher level of support, additional training, assistance, or funding may be required. Families are asked to notify the OSHC team of any specific medical needs as early as possible.

Families must declare all allergies, sensitivities, and medical conditions via Consent2Go. Families are responsible for ensuring all relevant medical documentation is uploaded to Consent2Go and kept up to date.

Action plans: Anaphylaxis, allergies, eczema, hay fever, asthma and diabetes

Families must inform Little Beacons of any medical conditions requiring an action plan. A current colour copy of the relevant Medical Action Plan, signed by a medical practitioner, must be uploaded to Consent2Go. The plan must include a recent photograph of the child and clearly outline procedures to be followed by staff in the event of an incident.

Once received, families will work with the OSHC Coordinator to develop a risk minimisation plan specific to the OSHC environment. This will be reviewed annually, or when updated medical documentation is provided.

Medication requirements

All required medication must be provided to the Little Beacons Centre Manager before your child's first day attending the OSHC Program. Medication must be supplied in its original packaging with a chemist's label displaying the child's name, date of birth, and administration instructions. This applies to both prescription and over-the-counter medication. Medication that does not meet these requirements cannot be accepted.

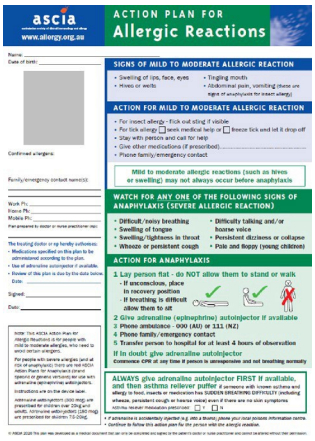
Students cannot attend the OSHC Program unless current action plans and required medication are available onsite. Families will be contacted by the OSHC Coordinator one month before the expiry of any medication or action plans to allow sufficient time for updates.

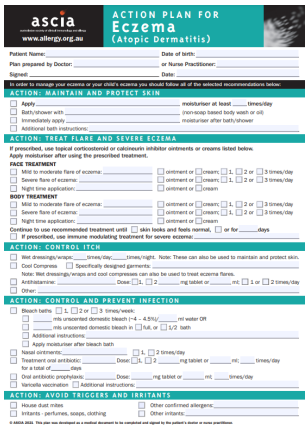
Even if medication is stored in the College Health Centre, a separate supply must be provided for use within the OSHC Program. OSHC staff are unable to access the Health Centre after 4pm, and Early Childhood Government regulations require medication to be available within the OSHC environment at all times.

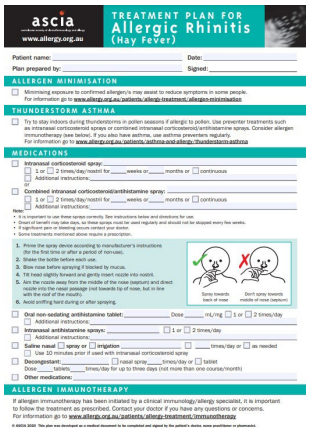
Expired medication will be returned to families for appropriate disposal.

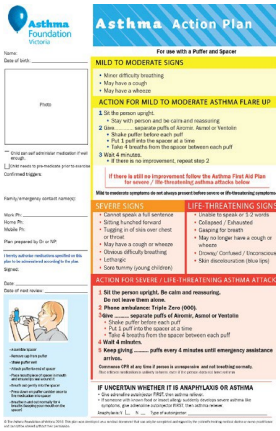
Please refer to the Medical Management Policy for further information.

The approved action plans are shown below.

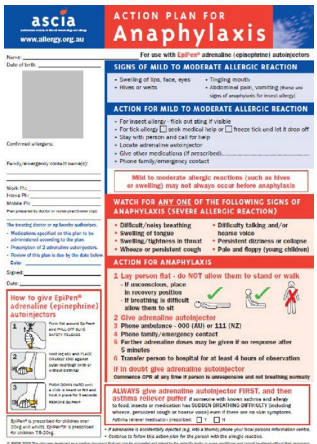


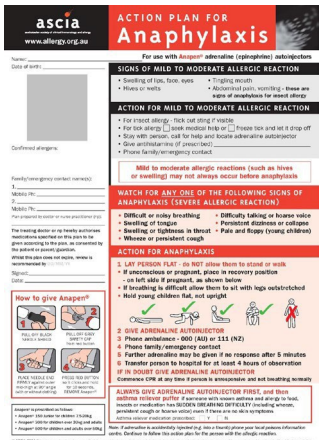


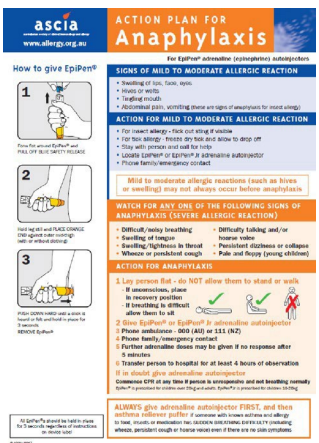


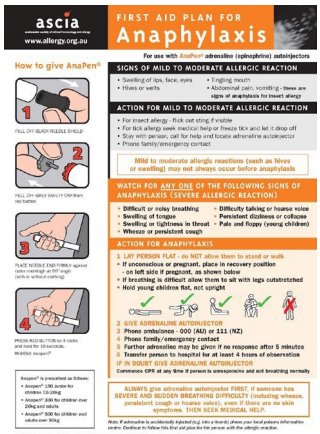












Sun protection policy

In summer, students are required to wear sun hats and sunscreen. Our Sun Protection Policy is implemented from September to April. Please refer to the Sun Protection Policy for further information. The UV rating is recorded on the poster above the sign in desk to help students get ready for outdoor play. Sunglasses are encouraged to protect students' eyes.

Lost property

We do not have facilities in the OSHC classrooms to store lost property. Items that are clearly labelled will be put aside for your child to collect next time they are in the program. Items that are not labelled will be taken to the Junior School lost property basket.

OSHC staffing team

The team of educators in our OSHC programs have been selected based on their demonstrated commitment to high quality programs, their forward thinking in early years philosophy and their undertaking to uphold the Beaconhills principles and ethics. Students address the educators by their surnames.

All staff are members of the Beaconhills College team and are committed to undertaking relevant professional learning with Little Beacons, Beaconhills College and in the broader education community. This includes expanding their early years' knowledge, keeping abreast of current issues and research, and liaising with relevant services and organisations in the community to further support the learning journey of our team.



Ms. Larissa Macchetta
OSHC Program Manager
Multi Campus



Ms. Taylor Hine
Little Beacons Centre Manager
Pakenham Campus



Ms. Carly Whyte
Little Beacons Centre Manager
Berwick Campus



Mrs. Vinay Verma
OSHC Coordinator
Berwick Campus



Mr. Gordon Walker
OSHC Coordinator
Pakenham Campus



Ms. Ranu Singh
OSHC Co-Educator
Berwick Campus



Mrs. Michelle Hyman
OSHC Co-Educator
Pakenham Campus



Mr. Robert Jordan
OSHC Co-Educator
Berwick Campus



Ms. Linette Sebastian
OSHC Co-Educator
Berwick Campus

Feedback, concerns or complaints

If at any time you have feedback regarding the OSHC program or your child's development, these can be discussed with the OSHC Coordinator.

Concerns can also be raised with:

Larissa Macchetta Outside School Hours Program Manager Multi Campus Larissa.macchetta@beaconhills.vic.edu.au extra@beaconhills.vic.edu.au	Carly Whyte Little Beacons Centre Manager Berwick Campus Carly.Whyte@beaconhills.vic.edu.au	Taylor Hine Little Beacons Centre Manager Pakenham Campus Taylor.Hine@beaconhills.vic.edu.au
1300 002 225 EXT #3474	1300 002 225 EXT #4579	1300 002 225 EXT #3053

If after discsusions, you have further concerns, please contact:

Ms Vasie Govender
Head of Early Years Education – Little Beacons
Vasie.Govender@beaconhills.vic.edu.au

Mr Lachlan Groh
Head of Experiential Education – Beaconhills College
Lachlan.Groh@beaconhills.vic.edu.au

You may also contact the Department of Education and Training regarding concerns relating to the Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2012.

The Authorised Officer's number for both campuses:

Pakenham and Berwick
Southern Metropolitan Region
03 8904 2500
Vecra.southern.metro@education.vic.gov.au

Key contacts	
Executive Principal Multi Campus	Mr. Stephen McGinley
Head of Little Beacons Multi Campus	Ms. Vasie Govender
Head of Experiential Education Multi Campus	Mr. Lachlan Groh
Head of Teaching and Learning Multi Campus	Mrs. Donna Eyles
Outside School Hours Program Manager Multi Campus	Ms. Larissa Macchetta extra@beaconhills.vic.edu.au
Little Beacons Centre Manager – Berwick Campus	Ms. Carly Whyte b-little.beacons@beaconhills.vic.edu.au
Little Beacons Centre Manager Pakenham Campus	Ms. Taylor Hine p-little.beacons@beaconhills.vic.edu.au
Little Beacons Operations Coordinator Multi Campus	Mrs. Stephanie Smith
Little Beacons Administration Assistant Multi Campus	Mrs. Carol Clark
Student absences	1300 002 225 – follow the prompts little.beacons@beaconhills.vic.edu.au
Beaconhills College Accounts	Ext. 2207 littlebeaconsfinance@beaconhills.vic.edu.au
Family Assistance Office	13 6150 www.familyassist.gov.au

Little Beacons Learning Centre – OSHC Coordinators

To email the OSHC Coordinator, please follow the layout below or alternatively staff can be looked up on BeaconNet

OSHC Coordinator – Berwick Campus	Mrs. Vinay Verma Vinay.Verma@beaconhills.vic.edu.au
OSHC Coordinator – Pakenham Campus	Mr. Gordon Walker Gordon.Walker@beaconhills.vic.edu.au