

Welcome to the Y!

We believe in the power of
inspired young people

The Y Ballarat is a non-profit community organisation that aims to build healthy, happy and connected communities.

Our Children's Services are approved by ACECQA (Federal) and licensed with the Department of Education and Training (DET). We operate under the Education and Care Services National Law Act (2010) and Education and Care Services National Regulations (2011).

The Y is proud to provide your After School and Vacation Care needs.

If you require additional information, please contact our friendly OSHC leaders within each service.

We look forward to providing a quality service, focusing on learning, laughter, leisure, and play.

Service Details and Information

After School Care

Maddingley Campus South Maddingley Road, Maddingley, VIC, 3340	e: bacchusmarsh.oshc@ymca.org.au p: 0438 154 842	3:00pm - 6:30pm
Woodlea Campus 111 Frontier Avenue, Aintree, VIC, 3336	e: woodlea.oshc@ymca.org.au p: 0490 490 392	3:00pm - 6:30pm

Vacation Care

Woodlea Campus 111 Frontier Avenue, Aintree, VIC, 3336	e: woodlea.oshc@ymca.org.au p: 0490 490 392	7:00am - 6:30pm
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OSHC Program Contacts

The Y Ballarat Reception p: (03) 4311 1500 a: Barkly Square 25-39 Barkly Street, Ballarat, VIC, 3350 e: ballarat@ymca.org.au	Chrissie Ashmore Outside School Hours Care Program Director p: 0490 178 638 e: chrissie.ashmore@ymca.org.au	Department of Education and Training (DET) p: (03) 4334 0589 a: 109 Armstrong Street North, Ballarat, VIC, 3350
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THE Y BALLARAT

a: 25-39 Barkly Street, Ballarat, VIC, 3350 **p:** 03 4311 1500

e: ballarat@ymca.org.au **w:** ballarat.ymca.org.au **f:** /BallaratYMCA

Outside School Hours Care (OSHC) at The Y Ballarat

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You can find the online enrolment form on the Ballarat YMCA website – yballarat.org.au.

Copy and paste the link below to locate the enrolments and bookings page

<https://yballarat.org.au/oshc/enrolment-information/>

OSHC is available at both Maddingley and Woodlea campuses. Simply complete the online enrolment for the service you wish to enrol your child in to.

Xplor Information

Please cut and paste the link below to learn more about the three great platforms you gain access too when you enrol your child into Explor.

<https://support.ourxplor.com/hc/en-us/articles/900000777683-New-Parent-Guardian-Set-Up->

As a parent/guardian, you have access to up to three of our platforms:

1. Home App
2. Home Web
3. Hub

Opening the link referred to above, you will gain access to a quick video showing the set-up process in action. Below is a brief breakdown of each step.

Accessing Home Web

Home Web is where you can:

- View observations, documentation and plans for your child
- Save your payment information
- View your finances
- Sign your CWA

Accessing Home App

The Home App is where you can:

- View observations
- View your upcoming/previous bookings, request for bookings, notify your centre of absences/late drop offs
- Sign your CWA
- View your CCS entitlements
- View your finances

Banking Details

Once you submit your enrolment form you will be directed to complete your bank details with Debit success.

To update bank details at any time follow the steps below

1. Login to home.myexplor.com
2. Click Finance > Auto Debit Setup

Create your password

Create a password from the welcome email that was sent to you by your service.

Note: Check your junk mail folder. If you have not yet received an email, please contact your service coordinator.

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Set up your Xplor ID and Access Code

After you have set up your password, you have the option of creating an Xplor ID and Access Code. The Xplor ID and access code is used to login to the Hub when you sign your child into the service as an alternative to scanning the QR Code with the Home App.

For a more efficient and contact-free process when signing your child in or out using the Hub, use your Home App to scan the QR code on the HUB at your centre. The Xplor ID and Access Code can be used as a back-up.

You should be setting an Xplor ID and Access Code if you have multiple Xplor profiles (parent profile and educator profile) that you would like to merge into one account.

To set up your access code, please see steps below.

Login to home.myxplor.com with the email and password you set up previously.

Please refer to the Cancellation section of this handbook for information relating to changing or cancelling permanent bookings. Permanent bookings falling on a Public Holiday will incur a discount fee.

- If any of the forms below are required for your child, you will be prompted to complete them during the enrolment process and upload onto your enrolment.
- Asthma and Medical Management Plans (if applicable)
- Court Orders (if applicable)
- Medical diagnosis letters (if applicable)
- The service will contact the family to provide an opportunity to engage in an orientation visit.

Please note:

- Staff at the programs are not able to accept a child until the enrolment forms have been submitted online and the child has been booked into the program.
- Parents are responsible for ensuring that details and authorisations on the enrolment form are kept current, you can do this by supplying any change of information to the service for them to update.
- Families will be emailed a copy of the family handbook and venue information sheet and reminded both documents can be found onsite at the venue or on our website yballarat.org.au