

Merrimac State School P & C Association
Outside School Hours Care
Family Handbook

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MANAGEMENT CONTACT INFORMATION

Service Co-ordinator	Thomas Peisley (07) 5525 2617 moshc7@bigpond.net.au
P&C President	Patricia Gallagher



OPERATING HOURS

Before School Care	6:30am-9:00am
After School Care	2:45pm-5:45pm
Vacation Care	7:30am-5:45pm

N.B: Any collection after centre specified closing times (regardless of reason) will incur a late collection fee of \$5/ first five minutes and \$1/minute thereafter which will be added to your account as a surcharge.



GETTING STARTED

Enrolment:	To enroll your child in any of our programs an enrolment form must be comprehensibly completed. The information gained from this is very important and no alterations will be made to the initial enrolment information without written authorization from the enrolling parent/ guardian (listed as parent #1 on the form).
Payment:	Charges for participation in the programs are as follows: Before School Care: \$11.00 After School Care: \$13.00 Vacation Care (including teacher's professional development days): \$34.00

	<p>Fees for Before and After School Care are required to be kept 2 weeks in advance.</p> <p>Fees for Vacation Care are generated for each booking during the forthcoming holiday period in advance. All fees must be finalised before commencement of the program.</p> <p>Before and After School Care fees must also be paid in full before enrolment in any vacation care program.</p> <p>Late payment of fees for more than two consecutive weeks incurs an additional fee of \$5 per week until account is up to date unless an agreement has been approved by management.</p>
<p>Child Care Benefit:</p>	<p>If you wish to claim Child Care Benefit please call the Family Assistance Office on 13 6150 and quote the following reference numbers: Before & After School Care: 555 008 898K Vacation Care: 555 008 899H</p> <p>We recommend that you quote both numbers regardless of intended usage (this service does not incur a fee and ensures the account is set up for both programs).</p> <p>Once you have contacted FAO, a letter will be sent to you stating your rebate percentage. Following this, a letter is sent to MOSHC stating the same information. Once we receive our copy we will input your percentage to reduce your fees and are able to backdate the reduction for 28 days from the date marked on the letter.</p>
<p>MOSHC Newsletter:</p>	<p>A newsletter is available, detailing the events of the week as well as general news and a program and menu for the coming week. This is emailed out to all families and additional hard copies are available on the sign in/out desk.</p>



CHANGES TO BOOKINGS

Cancellations & Additions:	<p>Permanent Bookings are to be paid for regardless of attendance or absence. Non notification of your child being absent incurs an additional fee of \$10 as well as the ordinary session charge. This fee is not covered by CCB entitlements. Please note MOSHC is not open on Public Holidays and is also closed for a period over Christmas & New Years. These days are therefore not payable.</p> <p>Bookings additional to your child's ordinary attendance must be confirmed by a MOSHC office staff member as vacancies are limited to licensing regulations.</p>
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WHAT TO BRING

- ☺ Hat
- ☺ Covered shoes
- ☺ Sense of fun.

Vacation care requires you to bring the above as well as the following:


- ☺ Morning tea and lunch.
- ☺ Drink bottle.



THE PROGRAMS

The program is essentially driven by the children's interests, however, the following provides an overview of the general routines

Before School Care	<p>6:30am - Open. Settling in activities inside, including art, construction and books.</p> <p>7:00am - Serving of breakfast starts. Continued free-play activities (outdoor activities available weather permitting).</p>
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	<p>8:00am - Breakfast service finishes.</p> <p>8:30am - Grade's 2-7 leave for school (unless other times are negotiated). All remaining children (preps and year 1's) inside for whole group activities: games, stories etc.</p> <p>8:45am - Year 1's leave for school.</p> <p>8:50am -Prep children are delivered to their classes.</p>
After School Care	<p>2:55pm - Children store their bags on shelving and line up along the Multi-purpose centre to be signed in.</p> <p>3:00pm - Children meet in MPC for meeting regarding the day's activities.</p> <p>3:10pm - Afternoon tea is served.</p> <p>3:30pm - Children choose from a variety of indoor and outdoor activities (as detailed in the weekly program).</p> <p>5:00pm - Activities are packed up and children transition to indoor activities.</p> <p>5:45pm - ASC closes.</p>
Vacation Care	<p>Vacation Care opens at 7:30am and finishes at 5:45pm. Throughout each day, different activities are programmed. These may include, excursions, in-house special activities (visitors, additional equipment) and staff directed activities. These are documented in the program sent to each enrolled family for the program.</p>
	
PREPS	
The Oval	<p>There are a few additional safety precautions taken of the youngest of children in our care, the prep children. The first of which is that prep children are not permitted to go onto the oval unless they have expressed written consent from a parent stating that they may.</p>
Delivery and Collection from school:	<p>Prep children are delivered to their classroom each morning for the commencement of their school day. They are also then collected from the classroom at the completion of the day and delivered to the MPC for after school care.</p> <p>Note: Grade 1's are only taken & collected at class for Term 1.</p>

ADDITIONAL INFORMATION

Policies, Procedures, Regulations & Acts	For further information Merrimac Outside School Hours Care maintains a Policy and Procedures Manual which is available to all families on the sign in/out table. MOSHC is licensed under and compliant with the Child Care Act 2002 & Child Care Regulations 2003.
MOSHC Staff	<p>Thomas Peisley - Coordinator Bachelor of Business OH&S Delegate Undergoing Certificate III in Children's Services. Undergoing Diploma Of Childcare</p> <p>Lorraine Davis - Assistant Coordinator Diploma of Childcare.</p> <p>Kevi Stephanou - Assistant Diploma of Childcare Undergoing Bachelor of Education (Early Childhood).</p> <p>Keyarn Genge - Assistant Certificate III in Children's Services Undergoing Diploma of Childcare.</p> <p>Janice Genge - Assistant Certificate III in Children's Services.</p> <p>Ryoko Watanbe - Assistant Undergoing bachelor of Education.</p> <p>Teena Irwin - Assistant Diploma of Hospitality/Nutrition Undertaking Certificate III in Children's Services.</p> <p>Joy Ondrus - Assistant Undertaking Certificate III in Children's Services.</p> <p>Amy Hammoud - Assistant Undertaking Certificate III in Children's Services.</p> <p>Haley Eldridge - Assistant (Relief) Certificate III in Children's Services</p>

NB: While the correct staff:children ratios are always maintained, staff are entitled to rest pauses & breaks and are done so at the discretion of the coordinator on duty.

The contact details of governing bodies and affiliated departments is available upon request.

The information in this publication is true correct at time of printing and is subject to change.

