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

Cnr Boowaggan Rd & Gooding Drive
Merrimac Qld 4226
Phone:  (07) 5525 2617
Fax:  (07) 5525 2617
Email:  moshc7@yahoo.com.au
ABN 26 501 074 312
## MANAGEMENT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Co-ordinator</td>
<td>Thomas Peisley</td>
<td>(07) 5525 2617</td>
<td><a href="mailto:moshc7@yahoo.com.au">moshc7@yahoo.com.au</a></td>
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<tr>
<td>P&amp;C President</td>
<td>Chris Fort</td>
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## OPERATING HOURS

<table>
<thead>
<tr>
<th>Phase</th>
<th>Time</th>
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<tbody>
<tr>
<td>Before School Care</td>
<td>6:30am-9:00am</td>
</tr>
<tr>
<td>After School Care</td>
<td>2:45pm-5:45pm</td>
</tr>
<tr>
<td>Vacation Care</td>
<td>7:30am-5:45pm</td>
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N.B: Any collection after centre specified closing times (regardless of reason) will incur a late collection fee of $10/ first five minutes and $2/minute thereafter which will be added to your account as a surcharge.

## GETTING STARTED

### Enrolment:
To enrol your child in any of our programs an enrolment form must be comprehensively completed. Children must be of school age to be enrolled in MOSHC (Prep-7).

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:

- Note these are subject to change.
- **Before School Care:** $14.00
- **After School Care:** $16.00
- **Vacation Care** (including teacher’s professional development days): $42.00
**Child Care Benefit:**

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

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).

Once you have contacted **FAO**, a letter will be sent to you stating your rebate percentage which entails your & your child/ren’s Customer Reference Numbers. You must submit this letter to **MOSH C** to confirm details (Parent & Child/ren CRN #’s and Date of Births) to reduce your fees.

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**CHANGES TO BOOKINGS**

**Cancellations & Additions:**

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 **MOSH C** is not open on Public Holidays and is also closed for a period over Christmas & New Years. These days are therefore not payable.

Bookings additional to your child’s ordinary attendance must be confirmed by a **MOSH C** office staff member as vacancies are limited to licensing regulations.

If your child/ren will be absent for their booked session, **MOSH C** must be contacted directly on 55252617 or moshc7@yahoo.com.au to be informed.
WHAT TO BRING

☺ Hat (Sun Smart Initiative).
☺ Covered shoes (No Thongs).
☺ Sense of fun.

Vacation care requires you to bring the above as well as the following:
☺ Morning tea and lunch.
☺ Drink bottle.
☺ T-Shirt or similar which covers shoulders (Sun Smart Initiative).
☺ Blue T-Shirt (Excursions Only).

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 | 6:30am – Open. Settling in activities inside, including art, construction and books.  
| | 7:00am – Serving of breakfast starts. Continued free-play activities.  
| | 8:00am – Breakfast service finishes  
| | 8:15am – Grade’s 4-6 leave for school (unless other times are negotiated).  
| | 8:30am – Grade’s 2-3 leave for school (unless other times are negotiated). All remaining children (Preps and Year 1’s) engage in group activities: games, stories etc.  
| | 8:45am – Year 1’s leave for school.  
| | 8:50am – Prep children are delivered to their classes. |
| After School Care | 2:55pm – Children store their bags on shelving and line up along the Multi-Purpose Centre to be signed in.  
| | 3:00pm – Children meet in MPC for meeting regarding the day’s activities.  
| | 3:10pm – Afternoon tea is served.  
| | 3:30pm - Children choose from a variety of indoor and outdoor activities (as detailed in the weekly program).  
| | 5:00pm – Activities are packed up and children transition to indoor activities.  
<p>| | 5:45pm - ASC closes. |</p>
<table>
<thead>
<tr>
<th><strong>Vacation Care</strong></th>
<th>Vacation Care opens at <strong>7:30am</strong> and finishes at <strong>5:45pm</strong>. 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.</th>
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<tbody>
<tr>
<td><strong>The Oval</strong></td>
<td>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.</td>
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<tr>
<td><strong>Delivery and Collection from school:</strong></td>
<td>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. Note: Grade 1’s are only taken &amp; collected at class for Term 1 (unless advised otherwise by staff).</td>
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<tr>
<td><strong>MOSHc Grievance Procedure:</strong></td>
<td>At all times our staff do their utmost to ensure we meet the needs of all stakeholders at the service. If families have any concerns we are more than happy to address these, please speak to one of our staff or the Co-Ordinator directly to discuss. Should you feel that the issue has not been adequately addressed, concerns can be forwarded to the P&amp;C President. We encourage positive feedback via parent participation at our monthly MOSHC committee meetings, where parents can have their say and contribute to the positive operation of our Service.</td>
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### 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. For Further Information Please Contact DEEWR Hotline on 1800637711.

| MOSHC Staff | Thomas Peisley - Co-Ordinator  
Nominated Supervisor  
Bachelor of Business (Human Resources & Event M'ment.)  
Undertaking Certificate III in Children's Services.  
Undertaking Diploma Of Childcare. | 
| Keyarn Hindle - Certified Supervisor/Educator  
(On Leave)  
Educational Leader  
Diploma of Childcare. | 
| Chelsea Irons - Assistant Co-Ordinator  
Educational Leader  
Certificate III in Children's Services.  
Undertaking Diploma of Childcare. | 
| Ryoko Watanabe – Certified Supervisor/Educator  
Bachelor of Education (Masters). | 
| Janice Genge – Certified Supervisor/Educator  
Diploma of Childcare. | 
| Lynn Marsden – Certified Supervisor/Educator  
Diploma of Childcare. | 
| Amanda Miranda – Certified Supervisor/Educator  
Diploma of Childcare. | 
| Beem Magno – Certified Supervisor/Educator  
Diploma of Childcare. | 
| Joy Ondrus – Educator  
Certificate III in Children’s Services. |
Taylah Farrar – Certified Supervisor/Educator
Certificate III in Children’s Services.
Undertaking Bachelor of Arts/Bachelor of Education
(Primary/Early Childhood)

Eloise Robinson – Certified Supervisor/Educator
Certificate III in Children’s Services.
Undertaking Diploma of Childcare.

Teena Irwin – Educator
Diploma of Hospitality/Nutrition
Certificate III in Children’s Services.

Thomas McNeilage – Certified Supervisor/Educator
Certificate III in Children’s Services.
Undertaking Bachelor Of Education.

Madalyn Yeates – Certified Supervisor/Educator
Certificate III in Children’s Services.
Undertaking Bachelor Of Education.

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 Co-Ordinator on duty.

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

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