

Cancellations

If your child/ren are unable to attend care due to illness or other reasons, **it is important that you notify the centre.** This prevents the staff searching for children unnecessarily.

There are no refunds for cancellations unless a doctor's certificate is provided.

Behaviour:

Bad behaviour and bad language will not be tolerated. Parents will be notified if this occurs. If this behaviour continues children may be asked to leave.

CHILDCARE ASSISTANCE

Childcare Benefit is available.

If you wish to claim Childcare benefit as a reduced fee you must provide CRN numbers (Centrelink numbers) for yourself and any child/ren in our care.

If you do not wish to claim the Childcare Benefit as a reduced fee you must still provide childcare reference numbers for each child in our care. This can be obtained from Centrelink.

FEES

Before School Care: \$18.00 per child/day

After School Care: \$28.00 per child/day

Vacation Care: \$44.00 per child/day

BEING BECOMING BELONGING

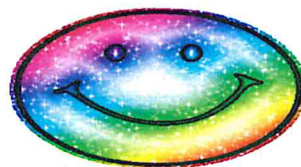
WEEKLY PROGRAMMES and SNACK MENUS ARE DISPLAYED ON THE WHITE BOARD, JUST INSIDE THE DOOR.

PLEASE FEEL FREE TO COMMENT VERBALLY OR IN WRITTEN FORM. A SUGGESTION BOX IS AVAILABLE FOR YOUR CONVENIENCE.

Full copies of the parent handbook and Policies are available from the centre, please don't hesitate to ask.

Translation can be arranged at your request.

WE HOPE YOU ENJOY YOUR STAY.



The vacation care programme will be available on Friday afternoon 2 weeks before the school holidays.

Bayswater Childcare
Association (Incorporated)



MORLEY OUT OF SCHOOL CARE

MY TIME OUR PLACE



PARENT HANDBOOK

2018

EMAIL: morosh@bigpond.com



MORLEY OUT OF SCHOOL CARE

**EXCEEDING NATIONAL QUALITY
STANDARDS**

Dear Parents/ Carers,

Welcome to **MORLEY OUT OF SCHOOL**,

To help understand how we run our service we have put together this information booklet.

Please take the time to read through the following information which will inform you about enrolling your children, costs and procedures involved within the centre.

WHERE WE ARE SITUATED

Room 12 Weld Square Primary School
Dorking Place, Morley 6062
Phone 92758887 0430180409

TIMES OF OPERATION

Before School Care	7am – 9am
After School Care	3pm – 6pm
Vacation Care	7.30 – 6pm
Pupil free days	7.00 – 6pm

What's new at Morley Out of School

Care?

You can now enrol your child/children online.

Visit: <https://morleyoshc.hubworks.com.au>

Follow the following steps:

1. Click ENROL
2. Fill in the form.

You need to accept/click all three services (Before School Care, After School Care & Vacation Care) even if you are not using all three services. This is just part of our new computer system. If you do not select all three services your form will not be submitted correctly.

3. Click SUMBIT (found at the bottom of the page)



OUR AIM

- To provide care for children 4 to 12 years of age during out of school hours.
- To provide a safe and secure environment that encourages self-esteem.
- To provide an environment where parents and children feel comfortable.
- To be respectful and considerate of others.
- To encourage child and parent involvement in the development of the programme.
- To support the interests of all children and encourage them to take on leadership roles.
- To implement appropriate hygiene practices and maintain a high level of cleanliness.
- To provide developmental activities that caters for individual needs and abilities.
- To provide children with the opportunity to make their own choices and to take on new challenges and responsibilities.
- To provide a place for children to make new friends.
- To allow children to take safe risks.

AFTERNOON TEA IS PROVIDED

(COLD WATER IS ALWAYS AVAILABLE)



ENROLMENT PROCEDURES

To enrol your child, an enrolment form must be completed.

Enrol your child online at

<https://morleyoshc.hubworks.com.au>

or complete a paper copy of the enrolment form if you don't have access to a computer or the internet. Paper copies can be emailed to you or collected from the centre.

IMMUNISATION RECORDS

Please provide us with a copy of your child's immunisation records.

Sign IN and OUT

Parents must sign their child/ren in and out daily. The signing sheets are located on the table inside the door.

Authorisation for collecting children

To protect your custodial rights as a parent, the name of persons allowed to collect your child must be named on the enrolment form. If you organise for an unauthorised person to collect your child please notify the centre to confirm this arrangement. Children will not be released until confirmation has been sought.

Late collection

THIS CENTRE CLOSSES AT 6PM. A late fee will be charged at a rate of \$1.00 per min per child. If you are late, you will need to sign a late arrival book. Continual late comers maybe asked to make alternate arrangements.