

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: \$28.00 per child/day

After School Care: \$40.00 per child/day

Vacation Care: \$65.00 per child/day

Photo permissions form

A "Photo Permission Form" will need to be completed/filled in. Please ask for the form if it has not already been emailed or you have not received a paper copy.

If the form is not completed, your preference for:

- 'Service use' will automatically be marked as 'Yes'
- The 'OWNA app' will automatically be marked as 'Blur/cover my child's face'
- Facebook, newsletters & training purposes will be marked as "No".

BEING BECOMING BELONGING

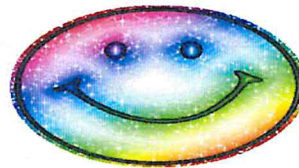
WEEKLY PROGRAMMES and SNACK MENUS ARE DISPLAYED ON THE WHITE BOARD, JUST INSIDE THE DOOR.

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)



MY TIME OUR PLACE

Morley out of school
care

PARENT HANDBOOK 2024



EMAIL:

morley@bayswaterchildcare.com.au
92758887/ 0455660856



MORLEY OUT OF SCHOOL CARE
MEETING 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

Weld Square Primary School

Dorking Place, Morley 6062

Phone 92758887 0430180409

TIMES OF OPERATION

Before School Care 6:30 – 9am

After School Care 3pm – 6pm

Vacation Care 7.30 – 6pm

Pupil free days 7.00 – 6pm

Enrolling your child

1. Please download the app OWNA



2. Fill in an online enrolment form (Excluding vacation care, paper copies are required)
<https://www.owna.com.au/enrol/bayswater.htm>
! Please make sure you select "MORLEY" when completing the form.
3. Once your child has been entered into our system you will need to go onto your myGov app and accept us as your childcare provider.
4. You will then be emailed a username, password, and pin for OWNA app.

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)



Or complete a paper copy of the enrolment form if you don't have access to a computer or the internet.

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. Electronic signing is now available.

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.

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. If a doctor's certificate is provided, your absent day won't contribute to your 'number of absentee days'.

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.