Mount Colah After School Care Association Inc. Family Factsheet

Key Contact Details

Service Name: Mount Colah After School Care Association Inc.
Service Tel: 9477 7338   MOB: 0400 388 294   Email: service@mtcolahoshc.com.au

Management/Approved Provider: Executive Management Committee Members, please see family handbook for more information.

Email: committee@mtcolahoshc.com.au (Please note Management Committee meetings are held at the service from 6:30 pm. Please check the BASC newsletter and the noticeboard for dates. All welcome.)

Director/Nominated Supervisor: Sahar Khorrami   Educational Leader: Kate Moore

Complaints: Sahar Khorrami   Tel: 9477 7338   MOB: 0400 338 294   Email: service@mtcolahoshc.com.au

Accounts: Ivy Wales   Email: accounts@mtcolahoshc.com.au

Operating Hours

Before School: 7:00am-9:00am
After School: 3:00pm-6:20pm (Kindy start 2:30pm-6:20pm)
Vacation Care: 7:00am-6:20pm

Key Policy Areas

The service has a comprehensive set of policies available for families to access at any time. A soft copy can be emailed to every family upon request and a hard copy is located on the sign in/out bench.

Infectious Diseases/Medication:

- If a child is showing symptoms of an infectious disease whilst at home, families are not permitted to bring the child to the service. Children who appear unwell when being signed in by their family will not be permitted to be left at the service. Families will be contacted to come and collect unwell children from the service in order to minimise the spread of infectious diseases.
- Prescription medication will be administered only to the child for whom it is prescribed, from the original container and pharmacy label bearing the child’s name, dosage with a current use by date. Non-prescription medication will not be administered at the service unless authorised by a doctor in the original container and pharmacy label bearing the child’s name, dosage with a current use by date.
- Families who wish medication to be administered to their child or have their child self-administer medication at the service are required to complete a medication form.

Delivery and Collection of Children:

- Children are not to be left at the service unattended at any time prior to the opening hours of the service and must be collected by the closing time (Penalties charged for late pick up).
- Any person delivering a child to the service or collecting them must sign the attendance register and record the time of arrival/departure and their signature.
- Only people on the child’s contact list are able to collect children unless parents provide written notice advising otherwise. A photo ID must be provided by the individual at the time of collection.

Absence from the Service:

- Families are required to notify educators as early as possible if children will be absent from the service. Penalties will be charged if the service is not notified by 2:00 pm of your child’s absence attending the after school session (Penalties charged for non-notification of absence from ASC session).
- Fees are payable for family holidays and sick days if those days fall on a day that a child is booked into the service.

Bookings and Cancellations:

- Each family is expected to make booking in advance for all required sessions including casual bookings with as much notice as is possible.
- Families wishing to cancel their child’s place at the service are required to provide two weeks written notice to the Nominated Supervisor or are liable to pay the equivalent of two weeks fees.

Fees:

- Fees must be paid once invoiced within the stated due date. A statement of fees charged by the service will be provided to all families. All fees are paid by Direct Debit from a nominated account. Please refer to the service Fee policy for detailed information.

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<th>Permanent</th>
<th>$14.00 Per child</th>
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<tr>
<td>BSC</td>
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<tr>
<td>ASC</td>
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<td>BSC/ASC</td>
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<td>VAC</td>
<td>$60 per child paid by due date otherwise $70</td>
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<td>Enrolment Fee</td>
<td>$49.50 per family (One-off annual payment)</td>
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<td>Absent No notification Fee</td>
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<td>Late Pick Up Fee</td>
<td>$20.00 charge per 15 minute block after close of business</td>
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