

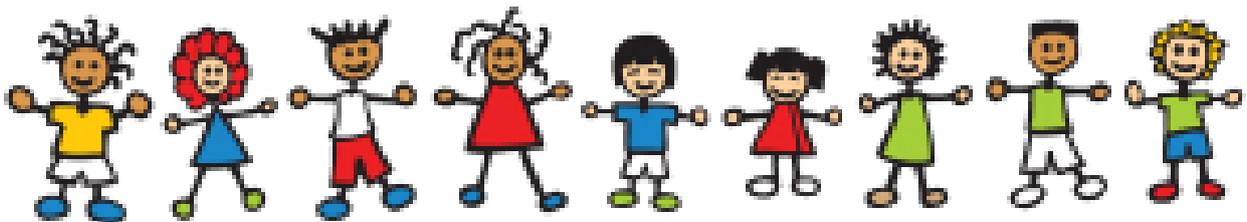
**SMOOSH**  
St Monica's Out of School Hours Care

# St Monica's Out of School Hours Care

## Parent Information Book

2017

Updated February 2017



St Monica's Out of School Hours Care | St Monica's Primary School

**SMOOSH**  
St Monica's Out of School Hours Care

☎ 02 6258 1014 ☎ 0467 655 418

✉ [smoosh.stmonicas@cg.catholic.edu.au](mailto:smoosh.stmonicas@cg.catholic.edu.au)

✉ Moynihan Street  
Evatt ACT 2617

🌐 [www.stmonicas.act.edu.au/community/outofschoolhourscaresmoosh/](http://www.stmonicas.act.edu.au/community/outofschoolhourscaresmoosh/)



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# SMOOSH

St Monica's Out of School Hours Care

## Contact Details

Director	Miss Kate Turner
Address	Moynihan Street, Evatt ACT 2617
Email	<a href="mailto:smoosh.stmonicas@cg.catholic.edu.au">smoosh.stmonicas@cg.catholic.edu.au</a>
Accounts Email	<a href="mailto:asmoosh.stmonicas@cg.catholic.edu.au">asmoosh.stmonicas@cg.catholic.edu.au</a>
Website	<a href="http://stmonicas.act.edu.au/community/outofschoolhourscaresmoosh/">http://stmonicas.act.edu.au/community/outofschoolhourscaresmoosh/</a>
Phone	02 6258 1014
SMOOSH Mobile	0467 655 418
SMOOSH Office hours	Monday – Friday 7:30am-9:00am and 2:00pm – 6:00pm

## Dates 2017

January Holiday Program	Monday 16 <sup>th</sup> January – Friday 27 <sup>th</sup> January
Australia Day Public Holiday*	Monday 26 <sup>th</sup> January
<b>Term 1</b>	Monday 30 <sup>th</sup> February – Friday 7 <sup>th</sup> April
Canberra Day Public Holiday*	Monday 13 <sup>th</sup> March
Good Friday Public Holiday*	Friday 14 <sup>th</sup> April
Easter Monday Public Holiday*	Monday 17 <sup>th</sup> March
<b>April Holiday Program</b>	Monday 11 <sup>th</sup> April – Friday 22 <sup>nd</sup> April



# SMOOSH

St Monica's Out of School Hours Care

<b>Term 2</b>	Monday 24 <sup>th</sup> April – Friday 30 <sup>th</sup> June
Anzac Day*	Tuesday 25 <sup>th</sup> April
Queen's Birthday Public Holiday*	Monday 12 <sup>th</sup> June
<b>July Holiday Program</b>	Monday 3 <sup>rd</sup> July – Friday 15 <sup>th</sup> July
<b>Term 3</b>	Monday 17 <sup>th</sup> July – Friday 22 <sup>nd</sup> September
Family and Community Public Holiday*	Monday 25 <sup>th</sup> September
<b>October Holiday Program</b>	Tuesday 27 <sup>th</sup> September – Friday 7 <sup>th</sup> October
Labour Day Public Holiday*	Monday 2 <sup>nd</sup> October
<b>Term 4</b>	Monday 9 <sup>th</sup> October – Friday 15 <sup>th</sup> December
December Holiday Program	Monday 18 <sup>th</sup> December – Thursday 21 <sup>st</sup> December
Christmas Shutdown*	Friday 22 <sup>nd</sup> December – 21 <sup>st</sup> January
<b>2018 January Holiday Program</b>	Monday 22 <sup>nd</sup> January – Friday 2 <sup>nd</sup> December

\*Please note during Public Holidays SMOOSH is not open



## Welcome

St Monica's Out of School Hours Care (SMOOSH) offers Before School Care, After School Care and Vacation Care to children at St Monica's Primary School, from the commencement of Kindergarten through to the end of year 6.

SMOOSH was established in 1995 by St Monica's Primary School to provide a reliable and consistent childcare service for working families.

SMOOSH is committed to providing a fun, safe, warm, positive and stimulating environment for all those involved with our service. SMOOSH also aims to make the programs relaxed and informal for children as we operate 'out of school hours.'

Children of all ages have the opportunity to interact with each other. They are cared for in a home like environment, extending and enhancing their home experiences. Our centre aims to create a flexible environment where children are afforded the opportunity to make their own choices with confidence and build self-esteem within their own abilities.

SMOOSH operates a service led by a team of qualified, experienced and energetic educators, along with our junior casual educators who are highly enthusiastic and enjoy working with children.

We endeavour to make every child's experience at SMOOSH a positive one, full of fun, creativity, exploration and affirming relationships.

We hope that you and your child/children enjoy your time at St Monica's SMOOSH Care.

Kind Regards,

Kate Turner  
Director  
St Monica's SMOOSH

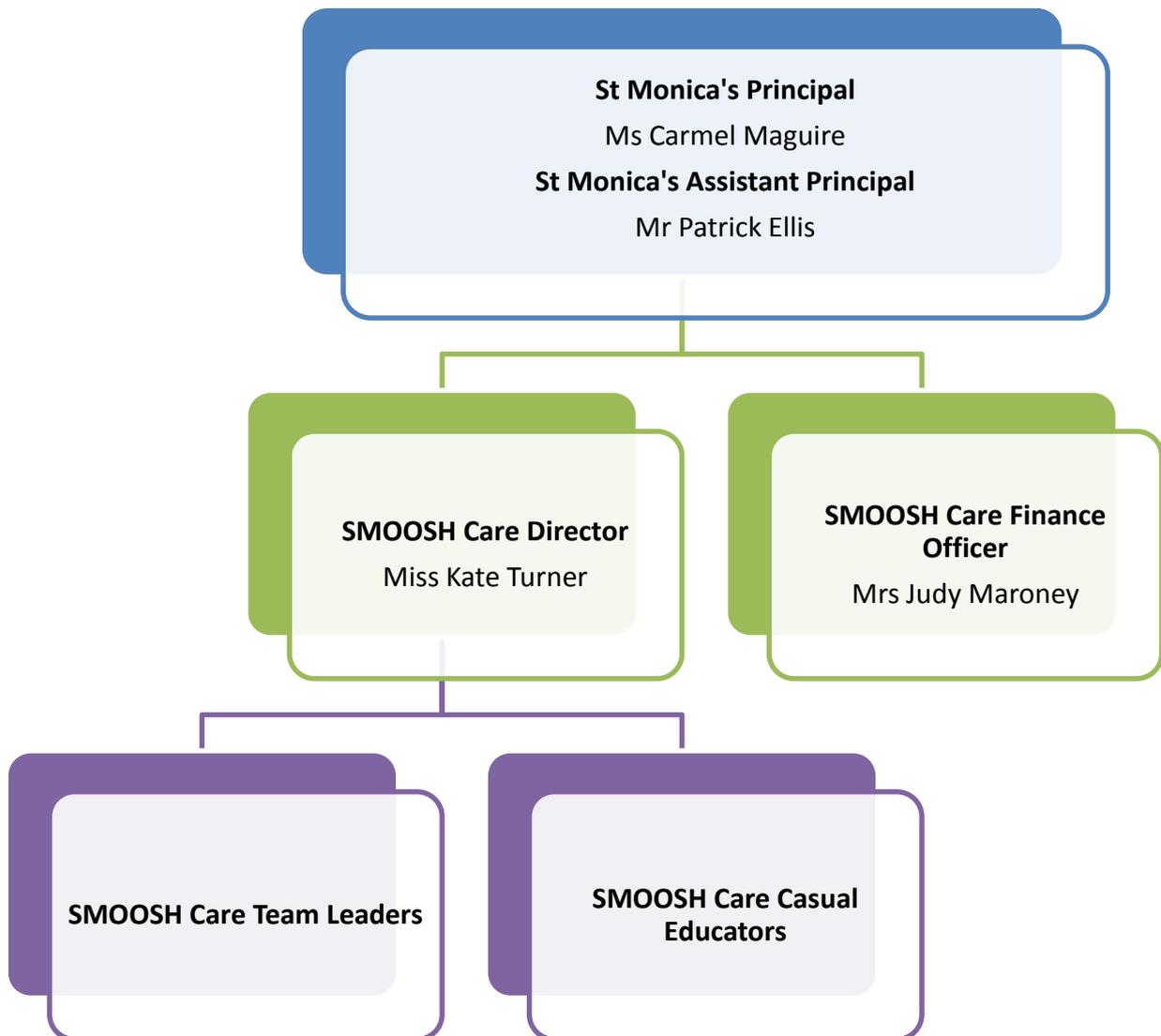


# SMOOSH

St Monica's Out of School Hours Care

## ABOUT ST MONICA'S SMOOSH CARE

### SMOOSH Governance, Structure & Staff





## Our Programs

SMOOSH provides three different programs for children from Kindergarten through to Year 6. Each of our programs are designed for different purposes at different times of the day. As such, each program has its own program goals. These program goals enable staff to tailor the environment and activities to meet the needs of children in that program.

Below is a brief description of each of the programs offered at SMOOSH.

### The Before School Program

Time: 7:30am- 8:45am Monday to Friday during school term

Venue: St Monica's Primary School Hall

Available to: All Kindergarten to Year 6 students at St Monica's Primary School

Program Goals:

- To provide a nutritious and balanced breakfast for children who arrive early
- To provide a relaxed, comfortable informal environment which enables our children to prepare and get ready for school (i.e. become awake and alert) in their own time,
- To provide opportunities for social interactions with friends and peers.
- To provide opportunities for self-selection of activities and games
- To provide opportunities for physical activities before school

Meals and Snacks

- Breakfast is provided between 7:30am and 8:15am.
- The menu is located on the SMOOSH noticeboard in the hall foyer area
- The menu is compliant with Nutrition Australia guidelines



# SMOOSH

St Monica's Out of School Hours Care

## The After School Program

Time: 3:10pm to 6:00pm – Monday to Friday during school term

Venue: St Monica's School Hall (in the case of school events we relocate to "the hub" located in the school building)  
St Monica's School oval and playgrounds

Available to: All Kindergarten to Year 6 students at St Monica's Primary School Students

### Program Goals:

- To provide a nutritious and balanced afternoon snack for all children
- To provide a relaxed, comfortable and informal environment
- To provide opportunities for social interactions with siblings, friends and staff
- To enable the children to engage in self-directed creative play through the provision of self-selected games and activities.
- To enable children to complete homework tasks or home readers and to be supported and assisted by staff when and where needed.
- To provide planned creative/craft activities that are based on child interest and input or relate to what the children are learning in class. Participation in these creative activities is voluntary.
- To facilitate participation in active activities. The outdoor environment will be made available to all children between 3:30pm-5:15pm (weather permitting). Children will be able to select ball games, play on fixed playgrounds, spend time on the oval environment and engage in free play with friends and staff.

Meals and Snacks: - Afternoon tea is provided between 3:10pm and 3:30pm

- The menu is located on the SMOOSH noticeboard in the hall foyer area
- The menu is compliant with Nutrition Australia guidelines



### **The Vacation Care Program**

Time: 8:00am to 6:00pm – Monday to Friday during school holiday period.  
(Closed on public holidays)

Venue: - St Monica's School Hall  
- Local environments e.g. Evatt Spider Park  
- Off-site venues during excursions

Available to: All kindergarten to Year 6 children at St Monica's and children from other schools should places be available. (Priority will be given to St Monica's children)

#### Program Goals:

- To provide our children with high quality care and with as many opportunities as possible to participate in activities off site – thus enabling a “respite” from school and the school environment.
- To identify and act in accordance with child voice when planning program.
- Excursions and activities are planned after consultation with the children and acknowledgement of their choices.
- To provide a variety of activities for children and enable them to have as much free choice and self-direction as possible whilst on-site at St Monica's.

Meals and Snacks - Breakfast, morning tea and afternoon tea are provided each day  
- Lunch is required to be provided by families unless stated in the program  
- A labelled hat and a drink bottle is to also be provided by the families for the child attending  
- Menus are available on request  
- The menu is complaint with Nutrition Australia guidelines

**PLEASE NOTE: SMOOSH IS A NUT FREE, SEAFOOD FREE, EGG AWARE ENVIRONMENT**



# SMOOSH

## St Monica's Out of School Hours Care

### GENERAL INFORMATION FOR FAMILIES

#### Fee policy and structure

SMOOSH is a privately funded service. We do not draw on any government funding for student places. Attendance at SMOOSH is based on parent's capacity to pay the assigned fees. We are unable to offer fee remission. Fees for the Before and After School Program will be charged during school term only (i.e. 40 weeks). Fees can be paid via bank deposit and the Qkr app. SMOOSH bank details are listed below.

SMOOSH accounts are sent via **email** on Monday (Week 1 of each term), Fees are charged fortnightly 2 weeks in advance with payment due within in 10 days. Invoices for the holiday program will be issued the first Monday of the Vacation Care period. Full payment of the Vacation Care program is required by the last Friday of the Vacation Care program.

Where accounts are more than 14 days overdue, a reminder will be sent. Where accounts are more than 30 days overdue, or where the account is habitually overdue, access to SMOOSH may be suspended until the debt has been cleared. Payment issues are referred to the St Monica's Council Executive. Action for debt recovery will be taken if required. If parents are experiencing difficulty in paying their fees, they are encouraged to discuss the matter with the Principal in the first instance.

#### SMOOSH Care bank details

BSB: 062 -786

Account Number: 12335

Account Name: SMOOSH

Reference: Family Name



## SMOOSH Care Fees 2017

*Fees are reviewed by the St Monica's Council Executive annually*

<b>Session</b>	<b>Time</b>	<b>Cost</b>
Before School Program (Includes Breakfast)	7:30am - 8:30am	\$13.00 (Perm)* \$15.00 (casual)*
After School Program (Includes Afternoon Tea)	3:10pm – 6:00pm	\$25.00 (Perm) * \$26.50 (casual)*
Holiday Program (Includes all meals excludes excursions/incursions)	8:00am-6:00pm	\$50.00 (per day)

\*Cost per session

### Additional Fees\*

\$15.00 enrolment fee (charged annually)

\$10.00 per 10 minutes will be charged for children who are collected after **6pm**

\$5.00 penalty fee for a non – notification by **3:10pm** of student absences/attendance

\*additional fees are to offset additional staffing and administration costs in managing additional bookings, tracking absent children and penalty rates for staff staying beyond 6pm



### **Child Care Benefit (CCB)**

Child Care Benefit is payment from the Australian Government that helps families with the cost of childcare. The CCB is a direct reduction off the weekly fees. This is applied to the account so parents who are eligible for CCB will only pay the gap. Parents receiving the Child Care Benefit can have up to 42 allowable absences each financial year. If a child has more than 42 absent days without a Doctor's Certificate they may lose their Child Care Benefit

### **Child Care Rebate (CCR)**

Child Care Rebate assists parents or guardians with out-of-pocket expenses for approved childcare. This is not means tested. Out of pocket expenses are total childcare fees less Child Care Benefit. Child Care Rebate covers 50% of out of pocket childcare expenses. The CCR can be paid directly to families or can be paid to the service and is then taken off your fortnightly account. This will mean families will only have to pay the gap fee.

For the centre to reduce a family's fee, parents must provide the Centrelink Customer Reference Number (CRN) for both their child and themselves. For more information or to apply for CCB and CCR parents need to contact the Family Assistance Office at 13 61 50.



## Bookings

### Permanent Bookings

It is assumed that permanent bookings will operate for the whole year. A two week cancellation notice to the Director in writing (emailed or hard copy) is required if families wish to cease using the service, or change a permanent booking.

The Director must be notified if a child will be absent from the centre for any reason e.g. sickness. A \$5.00 penalty fee for non –notification of student absence will apply. All permanent bookings must be paid for, whether the child attends or not.

### Casual Bookings

All casual bookings must be phoned through to the Director by 12:00pm the day of care. Parents will be advised via phone or email by 2:00pm if a casual place is available. A \$5.00 penalty fee will also be charged for failure to notify SMOOSH of a student's absences/attendance.

NOTE: A casual booking may include multiple days and/or multiple children.

### Emergency Care

In the event of a family emergency the Director will always accommodate family's needs. Parents are required to contact the Director by phone to arrange emergency care requirements. Usual casual session fee applies.

### Vacation Care Program Bookings

The Vacation Care outline (including planned excursions) and Vacation Care program booking form is provided to parents in Week 6 each term. The forms will be available online and can be found at <http://stmonicas.act.edu.au/publications/smoosh.html>

Parents are required to return the form (either by email or in person) by Friday of Week 9. Permission to attend all excursions is given by parents when they submit the Vacation Care Program booking request form.



The following pages outline various scenarios as examples of what parents will be charged based on the different booking types and additional fees.

## Casual Booking Examples

Note: these are just some of the possible scenarios. We have used ASC in all examples for the purpose of consistency. The same rules apply to BSC

**Scenario 1:** Parents phones or emails SMOOSH and places a casual booking for one child for one After School Care session.

Cost: 1x \$26.50 for ASC

**Total: \$26.50 for the one ASC sessions**

**Scenario 2:** Parent phones or emails SMOOSH and places a casual booking for one child for three After School Care sessions.

Cost: 3x \$26.50 for ASC

**Total: \$79.50 for three ASC sessions**

**Scenario 3:** Parent phones or emails SMOOSH and places a casual booking for 3 children for two After School Care sessions.

Cost: 6x \$26.50 for ASC

**Total: \$159 for three children to attend two ASC sessions**

**Scenario 4:** Child turns up to ASC and is not on the roll. SMOOSH has not been notified.

Cost: 1x \$26.50

1 x \$5 penalty fee for lack of notification of student attendance

**Total: \$31.50 for one ASC session**



# SMOOSH

St Monica's Out of School Hours Care

**Scenario 5:** Parent phones or emails SMOOSH and places a casual booking for one child for one After School Care session. However, the child does not attend the ASC for the booked session and SMOOSH is not notified.

Cost: 1x \$26.50 for ASC (Note: The child is marked absent on the roll)

1x \$5 penalty fee for a lack of notification of student absence

**Total: \$31.50 for the one ASC session**

## Permanent Booking Examples

Note these are just some of the possible scenarios. We have used ASC in all examples for the purpose of consistency. The same rules apply to BSC.

**Scenario 1:** Parent phones or emails SMOOSH to inform that child will be absent from ASC

Cost: 1x \$25.00 for ASC (Child is marked as absent on the roll)

No penalties apply because SMOOSH was informed

**Total: \$25.00 for the one ASC session (permanent booking)**

**Scenario 2:** Parent phones or email to inform that child will be absent from ASC for three weeks because of family holiday. SMOOSH is given two weeks' notice.

Cost: The child's permanent booking is temporarily suspended for the duration of the family holiday. Hence there will be no charge to the family for ASC during this period.

**Total: Nil**



**Scenario 3:** Parent phones or email to inform that child will be absent from ASC for three days due to illness.

Cost: 3x \$25.00 for ASC (Child is marked as absent on the roll. Medical certificate to be provided to SMOOSH)

**Total: \$75.00 for three ASC sessions**

**Scenario 4:** Child is on the ASC roll however does not turn up to ASC. SMOOSH has not been notified if the child absence.

Cost: 1x \$25.00 for ASC (Child is marked absent in the roll)

1x \$5 penalty fee for lack of notification of student absence

**Total: \$30.00 for the one ASC session.**

*The fees used in the above examples are the full SMOOSH fees, without any reduction from the CCB or CCR. Parents are advised to contact the SMOOSH finance officer for further clarification of the SMOOSH fee structure.*



## Arrivals and departures

The Before School Care Program commences at 7:30am. **Children cannot be on site before this time.** If children are onsite before 7.30am parents will be required to stay with the child until 7.30am as the child is not covered by insurance and SMOOSH is not liable for the child until this time.

Parents are asked to enter through the front doors of the school hall. At the conclusion of the Before School program children will be escorted down to the school grounds by the SMOOSH Care staff and will wait with the staff until a teacher is on duty.

The After School Care Program commences at 3:10pm. Children are collected at the crossing and are escorted by the SMOOSH Care staff to the hall. For the first term, Kindergarten children will be collected by a staff member from their classrooms and walked up to the hall. All children are served afternoon tea between 3:10pm and 3:30pm.

If children have not arrived at SMOOSH by 3:30pm (this is the time St Monica's staff concludes after school supervision) and we have not been notified that a child is absent, staff will check the other after school collection areas and the front office. If the child is not found, parents will be contacted immediately. If your child is absent from SMOOSH we **must** be notified by 3:10pm on the day they are absent. Parents will be charged a fee for non-notification (see pg.11).

Only parents or guardians may collect their child from SMOOSH. If another person is to collect your child, please contact SMOOSH. If they are unknown to the centre staff, they will be asked for identification.

If the usual person is not collecting the child, SMOOSH staff requires written authority and notification before they can allow a child to leave SMOOSH. This is essential, so parents must ensure that they notify the Director accordingly for the safety of their child. Photo identification must be shown by the authorised person on collection of the child

***Please ensure you sign in your child on their arrival and sign them out on departure.***

***This is a legal requirement.***



# SMOOSH

## St Monica's Out of School Hours Care

### Behaviour Guidance

At SMOOSH we recognise that most children behave and act outside the set boundaries at one stage or another. Appropriate behaviour at SMOOSH is encouraged through purposeful, positive reinforcement, educator modelling and the development of a rapport between educators and children. We have adapted the St Monica's Primary School Wide Positive Behaviour Policy and M&M rewards system at SMOOSH to ensure a consistency in behaviour and expectation between School and SMOOSH Care.

The SMOOSH Care Director may discuss a student's behaviour with their teacher at St Monica's to ensure effective communications and consistency through the day.

If inappropriate or unsafe behaviour occurs the child is removed from the situation and encouraged to discuss the incident with an educator. The child will be assisted to reflect on their behaviour and determine how to act appropriately in the future.

If the behaviour is serious (i.e. the child has caused injury to another child) the incident is documented on incident form. This form will be kept on the child's file at SMOOSH and a copy will be given to the School Principal. The child's parents will be contacted and at pick up will be asked to discuss the incident with the Director.

Parents will be notified of violent or recurrent patterns of behaviour emerge. The Catholic Education Office also has an exclusion policy for incidents of severe behaviour.

### Allergies

SMOOSH Care is a **Nut Free, Seafood Free, Egg aware** service – please do not bring anything containing nuts, seafood or whole eggs.

IT IS VITAL that if your child has an allergy that you speak with the Director before he/she commences at SMOOSH.

### Medication

All medication must be accompanied with written instructions from the parent of guardian on the SMOOSH Medication Form. These are available from the Director on request. Children may not self-administer medication or store medication in their bags. Medication is to be given to staff with the medication form and will be stored in the SMOOSH Care office or refrigerated as necessary.



## Illness policy and procedure

If your child has any of the following symptoms he/she is required to be kept at home

- Eye discharge or yellow/green nasal discharge
- Infectious sores or a rash
- Vomiting – within the last 24 hours
- High fever/Flu – within the last 24 hours
- Diarrhoea – within the last 24 hours
- Other signs of infection

If your child becomes ill during the course of the day, parents will be contacted and required to collect the sick child. An illness record/report will be filled out and is required to be read and signed by the parent or guardian. Emergency contacts will be called if parents or guardians are unable to be contacted. Please refer to the “Staying Healthy in Childcare” booklet for more information. An electronic copy of the booklet can be emailed to families on request.

## Communicable diseases

Parents and families will be advised at all times in the event of an outbreak or case of a Communicable Diseases.

It is very important that families adhere to the exclusion restrictions as advised by the Department of Health. It is vitally important all un-immunised children and pregnant women stay away from the service during these times.

## Emergencies and accidents

In the event of an emergency or serious accident, the Director will contact the child’s parents. If the parents are unable to be contacted, then the persons nominated as the emergency contacts will be called. It is important that you keep all addresses and phone numbers up to date with the service.

All incidents that require first aid (including ice packs) will be documented in the accident report file. An accident report will be completed and parents will be asked to sign it when they collect their child. Please note that in case of head injuries parents **will** be contacted immediately.



## Hair

Children with hair below shoulder length must have their hair tied up at all times. If your child has head lice, please notify the Director as soon as possible. Please note if your child has head lice they will need to be sent home. Your child must stay home until the head lice have been treated to prevent further outbreaks.

## Sun policy

The Cancer Council of Australia recommends that all children wear appropriate sun protection clothing all year round. In line with the school Sun Smart policy we require children to wear hats during terms 1 and 4. We have a “No Hat- No Play” policy during this period. Sunscreen is applied to all children when they are outside and the **UV Index is above 3**.

Please advise the Director if your child has any allergy to sunscreen.

## Toys/personal items

We would like to remind all parents that children are not to bring toys and personal items from home. This is important as it can cause distress if they are lost or broken. If your child does bring a toy to the school, they will not be allowed to play with these at SMOOSH. All toys must remain in your child’s bag.

**Our kids matter.**

KidsMatter helps our school nurture happy, balanced kids.



Australian Primary Schools  
Mental Health Initiative

[kidsmatterprimary.edu.au](http://kidsmatterprimary.edu.au)

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## Legal requirements for families

### Enrolment forms

Enrolment forms are to be completed by new families before using the SMOOSH services. Existing families will be required to check, update and resign enrolments forms at the beginning of every year.

It is the parent's responsibility to provide the Director with changes of personal contact details. The parent that signs the forms is legally responsible for ensuring all invoices are paid in a timely manner.

### Court orders

It is important that the Director be aware of any custodial or other arrangements regarding access to a child. This is to prevent any unauthorised people collecting a child from the service or having access to the child while they are attending the service. The parent is to provide SMOOSH with a copy of any court orders when lodging an enrolment and updating copies when these orders change. It is also the responsibility of parents to ensure that all contact details are up to date and any matters of concern are discussed with the Director as early as possible.

### Collection of children

If the usual person is not collecting the child, SMOOSH staff require written authority and notification before they can allow a child to leave SMOOSH. This is essential, so parents must ensure that they notify the Director accordingly for the safety of their child. Photo identification must be shown by the authorised person on collection of the child



## Complaints and procedures

Parents have the right to a positive and sympathetic response to their concerns. Every child at the service has the right to a positive and safe environment in which to play and develop. Complaints or concerns should be discussed with the Director. All complaints will be resolved in a fair, appropriate and confidential manner.

If a solution is not reached the School Principal will be asked to mediate the situation. Issues that cannot be resolved satisfactorily at a School level will be referred to the Principal Human Resource Officer: Professional Development and Support Section, Catholic Education Office.



# SMOOSH

St Monica's Out of School Hours Care

Children need to **PLAY** to  
**BE ADAPTABLE** **CONSTRUCT KNOWLEDGE**  
**PROBLEM** **LEARN** **CREATE**  
**SOLVE** **PROCESS** **EMOTIONS**  
**INTERNALISE** **EXPERIENCES**  
**DISCOVER** **CHALLENGE**  
**BE HEALTHY** **THEMSELVES**  
**LAUGH & HAVE FUN**  
**LEARN TO WORK** **IMAGINE**  
**TOGETHER** **LEARN TO LEAD**  
**EXPRESS** **EXPLORE** **SPEAK**  
**IDEAS** **DEVELOP** **READ**  
**MANAGE** **AN INQUIRING**  
**STRESS** **MIND** **WRITE**  
**Because** **PLAY** **COUNT**  
**matters.**