

METELLA ROAD OUT OF SCHOOL HOURS CHILD CARE INC

Metella Road Public School ~117-131 Metella Road, Toongabbie ~ N.S.W 2146.

A.B.N 47 856 315 237

Phone 9636 1740 E-Mail info@metellaoosh.com.au

Family Factsheet

Key Contact Details

Management/Approved Provider: Metella Road Out Of School Hours Child Care Inc. Parent Management Committee

Nominated Supervisor: David Martin

Complaints: David Martin (Centre Manager) Ph: 02 96361740

Accounts: David Martin Email. info@metellaoosh.com.au

Opening Hours

Before School: 6.30- 8.30am

After School: 3.00-6.00pm

Vacation Care: 7.00am- 6.00pm

Management Meetings

Meetings are held each month.

Please check the noticeboard and the school calendar for dates.

All welcome!

Key Policy Areas

The service has a comprehensive set of policies available for families to access at any time. Key policy areas are outlined below for your referral:

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.
- 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.

Absence from the Service:

- Families are required to notify educators as early as possible if children will be absent from the service.
- 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 bookings 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.

Fees:

- Fees must be paid once invoiced within the stated due date. Families will be provided with a statement of fees charged by the service. Families can access their HubWorks account at any time. Payments can be made via EFTPOS, Hub Debit or Direct Debit Payments. Hub Works can be accessed via the following link- <https://metellaroad.hubworks.com.au/>

2016 Fee Structure:

Before School Care

6.30 - 8.30 - \$13.40

7 - 8.30- \$11.50

Casual Rate

All rates increase by \$1.00

After School Care

3pm – 6pm \$16.00

Vacation Care

\$40.00