



Family Handbook

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1. CENTRE DETAILS

Location: Inside Maroubra Junction Public School
34-68 Loch Maree Street
Maroubra NSW 2035



Maroubra Junction
Before & After
School and Vacation
Care Centre

Postal Address: PO Box 423
Maroubra 2035

Phone: 02 9315 5947

Email: mjcarecentre@bigpond.com

Website: www.mjccplay.wordpress.com

Facebook Group: <https://www.facebook.com/groups/1188194347982689/>

Instagram: www.instagram.com/mjcarecentre

2. INTRODUCTION

Welcome to Maroubra Junction Before and After School plus Vacation Care Centre (MJCC). We are a not-for-profit, community-based service overseen by a management committee of parents and community members servicing the local community.

The outside school hours care (OSHC) service we provide offers centre based care for primary school age children for before and after school during the term and all day during the school holidays.

Our purpose is to create a safe and caring environment where the children can freely choose amongst the program of activities that are developed by them. We recognise the importance of play in children's social and emotional development and aim to provide a variety of play experiences to enhance children's learning.



PHILOSOPHY

At MJCC we provide a safe, supportive and inclusive environment with a focus on fun, where all children and families are equally valued and respected.

We firmly believe that play is an integral and multifaceted aspect in fostering positive physical, cognitive, social and emotional outcomes for children. The fundamental practice of our service is to provide the children in our care with a freedom of choice, the right to play and an opportunity to have their voices heard and reflected in our program.

Our educators are committed to equity and recognise that all children are unique individuals. In our service we actively encourage the children to try new experiences, which help to develop and strengthen individual skills, interests and abilities, which ultimately bolsters a strong sense of wellbeing. The educators at our service support children to ask questions and voice their thoughts and opinions. This assists in promoting confident and involved learners, effective communication skills and in supporting and maximising the children's ongoing learning and development.

We strongly value the partnership that is built between children and educators through discussion and the provision of opportunities for the children to exercise their autonomy, explore their sense of identity and make the choices and decisions on events that influence and shape their world. This holistic approach allows us as educators to collaboratively shape the pedagogical framework from which we educate and make child-centred curriculum decisions to enhance the learning experiences for all children.



As educators we respect and acknowledge different family practices, values, backgrounds and cultures and strive to cater for and embrace a range of diverse needs accordingly. We offer all children the chance to appreciate and celebrate the diversity between cultures, in the interest of promoting connectedness, understanding and contributing to the world in which we live.

At our service, children value and learn about the natural world and take pride in caring for the outdoor environment and learning about sustainable concepts.

3. HISTORY OF SERVICE

In 1985, five parents, Ms Campbell, Mrs Paine, Mrs Allen, Ms Cass and Mrs Segal met with Mrs McCallum, the Assistant Principal and the Randwick Council Children's Welfare Officer to form a committee and discuss the establishment of an after school care centre to be based in Maroubra Junction Public School. Plans were made and a submission for funding was sent to the Federal Government.

As no funding was forthcoming, the committee decided to start an after school care service in 1987 without any funding. Donations from the school were sought and received. The Parents and Citizens paid for all insurances in the first year. The space underneath the school library on the infants' site was to be used. Working bees painted the centre, erected boards and shelving and put carpet tiles on the floor. Randwick Council gave a grant of \$2000 so that water could be connected. The centre was officially opened by His Worship the Mayor of Randwick, Alderman John Scullion on Monday 6 April 1987.

The after school care service was funded in 1988 and the before school care service was established with no funding, eventually also being funded in 1991. Each year, further improvements were made to the centre and equipment purchased. In 1989, vacation care programs began being provided in all the holiday periods.

With numbers increasing, more staff were employed, and it became apparent that a larger site was required for the service. After much saving, a purpose built demountable building was purchased and set up in the back of the school playground. This building was officially opened by The Honourable Bob Carr M.P, Premier of NSW and member for Maroubra on 24th November 2000.

When Maroubra Junction Public School began its renovation of the Primary site to make room for the school to be combined onto one site, a new permanent building was arranged for the centre to move into. With fantastic new facilities and access to an exciting new outdoor space and school hall, the move was an exciting one. The latest building was officially opened on 1 November 2007 by Mr Peter Garrett, member for Kingsford-Smith.

In May 2009, Maroubra Junction Before and After School and Vacation Care Centre was awarded an OOSHCA Award for Excellence in Inclusion of Children with Special Needs by Network of Community Activities, the peak body for Outside School Hours Care in NSW.



There have been numerous coordinators/directors and committees made up of family and community members over the years who have contributed much to the centre and the way it operates.

The school has been most supportive of the management committee and staff, and this has aided the smooth operation of the service. We continue to provide quality care for children in the community.

4. NATIONAL QUALITY FRAMEWORK

The National Quality Framework (NQF) is the result of an agreement between all Australian Governments to work together to provide better educational and developmental outcomes for children using education and care services.

The NQF introduces a new quality standard to improve education and care across long day care, family day care, preschool, kindergarten and outside school hours care.

The NQF helps to ensure that your child is given the best possible start in life. Every state and territory in Australia are working to achieve the same quality outcomes for children, no matter where they live. Major benefits for parents and children in long day care, family day care, preschools, kindergartens and outside school hours care services are:

- Greater individual care and attention for children
- Better support for children’s learning and development
- Educators with increased skills and qualifications
- Improved educator to child ratios in most services
- A ratings system of education and care services



To find out more about the NQF and how it affects you and your child, visit the Australian Children’s Education and Care Quality Authority (ACECQA) website: www.acecqa.gov.au/families

5. HOURS OF OPERATION

Monday – Friday:

Before School Care	7.00 am – 8.30 am
After School Care	2.30 pm – 6.00 pm
Vacation Care	7.00 am – 6.00 pm

Hours of operation are subject to change. Parents will be given 4 weeks’ notice.

Maroubra Junction Before and After School and Vacation Care Centre is:

- Open for NSW Public School Staff Development days, as per the Vacation Care hours;
- Closed on Public Holidays;
- Open for before and after school care hours only on teacher’s stop work days.

The centre closes for two weeks over the Christmas/ New Year holiday period. Exact dates for the four weeks of vacation care are determined based on the school term dates and families will be notified in term 3 each year.

6. MANAGEMENT STRUCTURE

Maroubra Junction Before and After School and Vacation Care Centre is a not-for-profit, community based incorporated association led by a volunteer management committee of parents who utilise the service and community members.

The management committee is dedicated to operating the service according to the *National Quality Standards*. The management committee consists of a President, Vice-President, Treasurer, Secretary, Public Officer and general members.



Our centre encourages involvement from all families who use the service by participating in such things as general meetings, surveys, and policy development.

7. STAFFING

Maroubra Junction Before and After School and Vacation Care Centre operates with a minimum staffing ratio of 1 staff member to 15 children (on excursions the ratio ranges from 1:8 to 1:10 depending on the type of excursion and the ages of the children). Experienced and/or qualified educators are employed to provide quality care for our children.

Our staff come from a variety of professional backgrounds, bringing many skills to their role in the centre. All staff have a valid *Working With Children Check* under NSW law and continue ongoing training to keep up with current industry knowledge and regulations.

Our team enjoy engaging with families, however when busy with activities, may not always have time to have detailed discussions with parents. It may be necessary for you to make an appointment in order to discuss a particular issue, or call management during the middle of the day when the children are in school.

Please note that any abusive or inappropriate behaviour displayed by parents towards the staff or children is not acceptable. **No parent or caregiver is permitted to approach any other child at the centre but his or her own.** Staff will request that you stop immediately and leave the premises.



8. PROGRAM

Our program is designed and facilitated by educators based on their knowledge that children are natural learners, and that each child develops at their own pace. The flexibility of our program enables individual engagement as we offer dynamic experiences that give children the best possible outcomes for learning. At the core of our program is our Framework for School Age Care, *My Time, Our Place*. Our framework reinforces that school age children collaborate with educators to plan and provide play and leisure opportunities that are meaningful to children and support their wellbeing, learning and development.

Our programming decisions reflect the Framework for School Age Care and are a key component of the National Quality Standards.

The framework has a strong emphasis on play-based learning and aims to achieve five overall Learning Outcomes where:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

You can find more information about the National Quality Framework at:

<http://acecqa.gov.au>

How do we implement the Framework for School Age Care?

Flexible Learning Spaces encourage children to exercise their curiosity, take new challenges, consolidate emerging skills, persist and learn to both engage and work with other children and adults.

Routines create opportunities for children to explore a sense of belonging through coming together in small and larger groups to share ideas, experiences or work together on a project.

Thoughtful Educators identify children's strengths and interests to provide new learning opportunities and provisions for their play.

Our Floor Books display our daily program. It allows educators to document children's requests and make provisions for play that day and create a direction for the current week's program. Using the principles and practices along with the clearly identified learning outcomes of *My Time, Our Place*, all educators reflect on each child's learning and development. Our Floor Books enable educators to document moments of play contributing to a better understanding of all children in the service.

We encourage families to contribute to our program and provide insights on their child through enrolment (All About Me Form) and conversations throughout the day.



9. FEES AND FEE EXPLANATIONS

CHILD CARE BENEFIT

Families who use our service are eligible to claim the *Child Care Subsidy (CCS)*.

The Child Care Management System (CCMS) is a national child care system that brings child care services online.

The CCMS is designed to assist the Government in managing the funding for child care. It enables the Australian Government to better track the supply and usage of child care places.

Our service is required to report all enrolment and attendance data to the Department of Education via the internet to allow calculation and payment of CCS fee reductions on behalf of children in our service. The Child Care Rebate covers 50% of out-of-pocket child care expenses for approved child care.

We recommend that all families who use our service register with the Department of Human Services (DHS), even those not claiming the rebate. For more information, or to register for the online service, families call the DHS on 13 61 50 or online at www.humanservices.gov.au.



PRIORITY OF ACCESS

The Centre aims to provide places for all children needing care, but priority will be offered in the following order (according to CCS guidelines):

- A child at risk of serious abuse and neglect;
- A child of a single parent who satisfies, or of both parents who satisfy, the both work/training/study test under section 14 of the *Family Assistance Act*;
- Any other child.

Within the above categories, priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families;
- Children in families that include a disabled person;
- Children in families on lower incomes;
- Children in families with a non-English speaking background;
- Children in socially isolated families;
- Children of single parents.

FEES

Each family is charged a membership fee at the beginning of each year once the online enrolment has been completed. After the membership fee has been paid, your child/ren may attend the centre for permanent, casual or emergency bookings, places permitting. These membership fees assist in paying our yearly insurances and are reviewed yearly.

Membership Fee (\$15 in Spring vacation care and Term 4 only)	\$55	
	Permanent	Casual
Before School Care	\$11	\$13
After School Care	\$16	\$19
Vacation Care	\$45 per child (excursions/activities included)	

**These rates are subject to change. Four weeks' notice will be given to all service members.*

LATE FEES

Children must be picked up **NO LATER THAN 6.00pm**. A late fee is charged for collections after 6.00pm.

6.00 – 6.15pm	\$30.00
6.15 – 6.30pm	\$60.00
6.30 – 7.00pm	\$60.00 + \$2.00 for every minute after 6.30pm

These charges will be invoiced to the nominated family account two weeks in arrears.

No negotiations will be entered into with staff members.

Parents who are unavoidably detained **must contact** the centre to ascertain what alternative arrangements can be made.

If a child has not been collected by 6.00pm, centre staff will try to contact the parents and/or emergency contacts. If no contact can be made with parents or emergency contacts by 6.30pm, Maroubra Police will be called to collect the child/ren.

*Each family will be given **five** late fee chances within a school year. After **five** late fees the child/ren's place at the centre is subject to cancellation.*

FEE PAYMENT

Fees will be direct debited from either a bank account or credit card once this information is provided to the centre. Please ensure that you fill out a direct debit registration form.

Invoices/statements will be made available every two weeks. These will be sent home with children, posted or emailed to families with an email address provided. These statements include receipts of payments made. Statements are done two weeks in arrears.

Please inform the management as soon as possible if you are unable to pay via direct debit.
Under no circumstances will we accept cash or cheque payments.

10. ENROLMENT AND BOOKING PROCEDURES

Each year an online enrolment must be filled out and a membership fee paid before any bookings can be taken. Online enrolment can be found here: [Enrol Now](https://www.smartcentral.net/v2/service_profile/show/130)
https://www.smartcentral.net/v2/service_profile/show/130

If there is any change to your personal information throughout the year, please inform us as soon as possible. It is crucial that we always have the correct information for all families.

We have a confidentiality policy that states that:

“No information regarding staff, child, parent, volunteer or student is passed on to anyone else unless it is crucial to the daily operation of the centre or an authorised government body. We comply with the legislation in the *Privacy Act 1988*. We do not give information to other parents or children at the centre”.

Please note that as a requirement of the *Keep Them Safe* Child Protection Legislation, we are legally required to share any information that relates directly to the safety and wellbeing of a child with other prescribed bodies.

Please keep in mind that school enrolment forms are confidential and are not passed on to our service. We are caring for the same children without the benefit of background information. Therefore, enrolment details need to be updated each year.

PERMANENT BOOKINGS

- Permanent bookings must be indicated on a green *booking form* or by email
- To make changes throughout the year the green *booking form* (obtained from the office) or email must be completed and handed in giving **one weeks' notice** of any changes. Changes to permanent days are subject to placement availability



- Even if your child/ren are absent permanent, bookings are paid for. However, if your child/ren will be absent for at least one week we need to be advised at least one week in advance through the blue *Extended Leave* form (obtained from the office) or by email, so that you are not charged for the time away
- Swapping permanent days within the same week is not permitted - you will be charged at casual rates for the extra days attended.

Note: Daily absences are paid for – only permanent cancellations will not incur a charge.

CASUAL BOOKINGS

- Are subject to availability
- Can be made via email or phone

- Can be cancelled without charge with sufficient notice given. If after school care needs to be cancelled, notice must be given prior to 9am that day. If before school care needs to be cancelled, notice must be given before 6pm the day before.

All bookings must be made through the centre—the school will not take bookings. However, it is vital that you inform the school of any casual bookings in order for class teachers to send children to the Centre straight after the bell.

ABSENTEEISM

If your child is enrolled with us and is unable to attend for any particular reason, please advise us via email. This procedure is extremely important for the safety of your child/ren and the other children in attendance as it saves time and confusion.

The correct forms must be used in order to notify us of any changes to your bookings.

The appropriate forms are:

- *Booking form*;
- *Extended Leave form* e.g. for holiday leave;
- *Authorised Collection form* (to be used if you would like to change the people nominated to collect your child/ren).

VACATION CARE BOOKING PROCEDURE

If you only use our vacation care service, a new online enrolment still needs to be completed each year. The membership fee is payable by all the families using the service.

To book for vacation care please return:

- Permission notes for excursion;
- The booking sheet with days booked and excursions signed;
- Priority of access sheet

Bookings need to be made by the closing date (usually two weeks before each holiday break) at the latest. New programs are developed for each vacation care and are available four weeks before the holidays begin. Places are subject to availability.



Whilst we are on service premises the staff-to-child ratio is 1:15. On excursions the ratio changes to 1:8 or 1:10 (permitting the kind of excursion and the age of children). For this reason, excursions have limited numbers.

Please note that all children attend the excursions if they are booked in for excursion days.

Parents will be sent an email reminder to access the relevant forms on our website when your program is ready. Please contact us for the forms and program if you are unable to pick them up or receive them by email.

Child Care Subsidy is also available during vacation care. Priority of access also applies, as do late fees (explained in section 9: Fees and explanations) and rules regarding the signing of the digital daily attendance (explained in section 11: Sign in/out procedures).

There are no refunds for Vacation Care cancellations. Please book carefully.



11. SIGN IN/OUT PROCEDURES

Child Care Subsidy regulations require families to sign attendance records as proof of attendance.

It is the responsibility of parents/caregivers to ensure that their children are signed in and out.

Child Care Subsidy **cannot** be given to eligible parents unless their children are signed in and out of each session by the parent or other authorised adult. All attendances have to be confirmed by an adult using their individualised pin number.

Children are only to be released from the service to persons nominated as per the family online enrolment details. Families must let us know when someone different will be picking up their child. This must be done in writing by email or via the yellow *Authorised Collection* form. **Children are not to leave the service unaccompanied.** Older siblings aged 16 years and up are legally allowed to sign in/out.

Children are not to be left unattended at the service until opening hours commence. There will be no exceptions to this. It is important that families understand that responsibility for your child/ren only begins once the child has entered the service (within opening hours).

Family members must notify us of any custody arrangements or court orders that impact the collection of children. Copies of court orders must be provided, and any other information must go on enrolment forms.

12. HEALTH & SAFETY

MEDICATION

Any medication to be administered by staff at the service must be prescribed, labelled, in original packaging and given to a staff member.

Parents/guardians must give written instructions and permission before a staff member can administer medication to a child. A new form is needed for every new course of medication.

It is the responsibility of the person collecting the child to ask staff for the return of medication as no medication will be given to a child to take home.

Non-prescriptive medication (including Panadol) must have a letter from a doctor with the child's name and dosage.

SICK CHILDREN

As a general rule, we have the right to exclude children or notify family members to pick-up your child/ren if they are ill or have symptoms of a contagious infection.



A child will be considered ill if they:

- Are sleeping at unusual times;
- Have a temperature over 38°C;
- Are crying constantly from discomfort;
- Vomit or have diarrhoea;
- Are in need of constant one-on-one care and/or
- Have symptoms of an infectious disease or condition such as chicken pox, measles, conjunctivitis, head lice etc.

If any of these arise, parents will be contacted immediately.

IMMUNISATION

The NSW [Public Health Act](#) requires that a child's vaccination status must be provided to a child care service before enrolment.

Parents or guardians need to provide evidence when applying to enrol their child in a child care service. This includes documentation to demonstrate that their child/ren:

- is fully vaccinated for their age, or;
- has a medical reason not to be vaccinated, or;
- has a conscientious objection, including religious beliefs, to vaccination or;
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations.

We require a copy of the Immunisation History Statement, which issued by the Australian Childhood Immunisation Register prior to enrolment.

A copy of an Immunisation History Statement can also be obtained at any time:

- by calling the Australian Childhood Immunisation Register on **1800 653 809**
- through Medicare Online Services at www.medicareaustralia.gov.au/online
- by requesting a statement by emailing acir@medicareaustralia.gov.au
by visiting the local Department of Human Services Service Centre, Medicare office or Centrelink office

ACCIDENTS

Any minor injury to a child in our care will be treated immediately at the centre by a staff member qualified in first aid.

All injuries requiring first aid are documented on an *Incident, Injury, Trauma and Illness Record* form and are to be signed off by a parent/guardian.

In the event of a more serious accident:

- Medical attention and/or an ambulance will be called to attend to or transport the child to the hospital;
- Family will be notified of the incident and action will be taken;
- The incident will be recorded.

Every care will be taken, without delay, to ensure the safety of your child.



EMERGENCY PROCEDURES

A risk assessment is conducted by educators and management annually, to review and refine emergency procedures.

Emergency evacuation procedures and floor plans are clearly displayed in a prominent position near the main entrance and exit of each room used by the service.

In case of an emergency evacuation, parents will be notified when it is safe to do so. The pickup location of the children will be determined on a case by case basis.

13. SUN PROTECTION AND MJCC HATS

Sun Protection

We are deemed a 'SunSmart OSHC' service by Cancer Council NSW. Our sun protection policy empowers children to understand the effects of the sun on their skin and to make decisions about their own health and safety. Children and educators check the UV index each day and use this information to guide their decisions about the best sun protection practices for the day.

The centre provides SPF 30+ sunscreen to all children and our own MJCC hats when first enrolled. Families must provide their own sunscreen if your child/ren have sensitivities or allergies.

MJCC Hats

The MJCC hat enables us to meet the standards for adequate sun protection and improves visibility of children whilst they are out on excursions through Vacation Care.

The hats, which have been purchased by the centre, are unique to us and we will provide each enrolled child with one free hat. Each child is entitled to one free hat whether they are an attendee of our Vacation Care service or our Before and After School Care service.

Children will not be expected to wear their MJCC hats during Before and After School Care as they will already have their school hats. They will, however, be expected to wear them during Vacation Care for both in-house and on excursion days.



Please note that any lost hats will need to be replaced and will incur a fee of \$13.00 per hat.

We will also be adopting a three-strike policy to reinforce the importance of the children wearing their hats. If a child forgets their hat three times, they will be unable to attend their next booked excursion and will have to stay at the centre for the day. We will actively encourage parents to help children remember their hats so that we can avoid this outcome.

14. BEHAVIOUR GUIDANCE

Our centre has a clearly outlined behaviour guidance policy to promote positive behaviour from all children within the centre. Staff will provide positive guidance towards acceptable behaviour and ensure that centre rules are reinforced. A copy of the behaviour guidance policy can be provided upon request.

We have the right to immediately enforce suspension or expulsion if your child's behaviour threatens the safety of other children and staff in the service. This is also the case if your child's behaviour affects the level of supervision and interaction that is able to be provided to the other children in care.

15. RULES

At Maroubra Junction Before and After School and Vacation Care Centre we aim to provide an environment where all parents, staff and children feel safe, cared for and relaxed. We also encourage cooperation and positive interactions between staff, children and parents. Rules are clearly established based on safety, respect for others, order and cleanliness. Positive behaviour is encouraged, and self-discipline skills developed through positive example and direction. We have recently linked with the school and their core values to allow the children one cohesive set of values for their time at school and the centre.



16. ROUTINES

BEFORE SCHOOL CARE

7am	Open
7am– 8.15am	Breakfast is served
7am– 8.30am	Free play & programmed activities
8.30am	Roll call; school time

AFTER SCHOOL CARE

3pm – 3.15pm	School bell; roll call
3.15pm- 3.25pm	Message time & afternoon tea
3.25pm–5.30pm	Programmed activities
3.25pm – 6pm	Free play
6pm	Close

VACATION CARE

Routines will vary during the Vacation Care period. Please see individual holiday programs for more information.

17. MEALS

We cater to for the nutritional needs of children, foster good eating habits, take into consideration cultural requirements and children with food allergies. Our menu is programmed according to nutritional guidelines. Our menus are displayed outside the centre on the children notice board.

BREAKFAST

Our breakfast menu includes cereals, toast, milk and Milo, yoghurt, and fresh fruit. We also include other special food items such as English muffins and waffles. Breakfast is served at Before School Care and during Vacation Care.

AFTERNOON TEA

When developing and reviewing our menu we take into consideration current best practice and recommendations from expert bodies. We refer to The National Heart Foundation of Australia (Eat Smart, Play Smart) as well as Network of Community Activities (OOSH Development Factsheet - Menu Planning) when determining the types of food and portion sizes we serve.

Our menu:

- Includes a variety of foods
- Includes servings of fruit and vegetables every afternoon
- Limits sugary, fatty and salty foods
- Is portion controlled as a snack, not a main meal serving
- Caters to dietary and religious requirements where necessary



Afternoon tea is served at After School Care and Vacation Care.

Note: Breakfast is available for all children who arrive before 8:15am. Children are also expected to bring their own recess, lunch and drink bottle for each day of vacation care unless otherwise stated in the program.

18. COMMUNICATION AND COMPLAINTS/GRIEVANCES

At Maroubra Junction Before and After School and Vacation Care Centre we believe that parents and caregivers have an important role in the service and we value their comments and suggestions. We aim to ensure that parents feel free to communicate any concerns they have in relation to the staff, management, programs and policies without fearing negative consequences. Our priority is to do everything to improve the quality of our service.

We encourage families to approach staff to discuss any issues, however minor, in order to ensure that they are resolved effectively.

PROCEDURES FOR COMPLAINTS/GRIEVANCES

1. Complaints/grievances can be made informally or formally to the manager.
2. If parents/ caregivers are not satisfied with the outcome, the complaint/grievance may be put in writing to the Management Committee.
3. The management committee will respond in writing with any decision regarding the matter.
4. If complaints/grievances cannot be resolved internally, external options will be offered such as an unbiased third party.

Complaint forms can be found on the wall next to the emergency procedures at the front door.

19. POLICIES

We have a well-structured set of policies on all issues ranging from behaviour management to administration. These policies can be accessed by families at any time upon request. Copies can also be made available.



20. SENIOR INTERNSHIP AND HAPPY READERS CLUB

SENIOR INTERNSHIP

This program allows the children from year 4 – 6 to undertake some further responsibilities, take on a role of leadership and provide a further input into the centre’s programming. The children apply to become a senior intern and there are jobs set out (eg. ordering the groceries, taking photos) that can be done each day.

They also have the opportunity to develop their own activities for the morning/afternoon and can run these activities and the games outside. This program gives these children a sense of pride and initiative in completing tasks.

HAPPY READERS CLUB

This program is aimed for Kindergarten and Year 1 children to practice their home reading from school with our educators and our senior children in Years 4 – 6. In addition, children will:

- Receive guidance and support from MJCC educators
- Have an opportunity to collaborate and work with their peers, possibly fostering new friendships
- Have an opportunity to peer tutor to develop leadership and responsibility skills.

The day in which Happy Readers Club occurs changes each term. Notifications and more information are sent out to families through the school holidays.



21. PERSONAL POSSESSIONS

Staff will not be responsible for children’s clothing, toys, games or other personal possessions.

Please ensure all possessions are clearly labelled with your child’s name.