



To Families,

Hunters Hill Out Of School Hours (HHOOSH) is managed by a sub-committee of Hunters Hill Public School P&C and consists of a President, Secretary and Treasurer who are available to discuss issues relating to the children whilst at the Centre.

HHOOSH is designed to provide high quality care for children, aged 5-12 years, from Hunters Hill Public School whose parents work, have study commitments or for other reasons require care for their children outside of school hours. We are located on the ground floor of the Eulbertie Building. Children can attend on a regular or casual basis. A range of craft and sporting activities are available. Both structured and non-structured activities are provided, through our program.

We aim to provide an environment where all children and educators feel safe, cared for and relaxed which encourages cooperation and positive interactions between all persons.

HHOOSH is a 72 place centre, which means permanent bookings are limited to 72 children per session.

At HHOOSH we manage all our enquiries online through the My Family Lounge (MFL) service. It's easy to Enrol in our service, simply use the easy My Family Lounge casual booking App or for permanent bookings, follow the 5 simple steps below.

### **Hour of operation**

**Before School Care:** 7:15am to 8:45am - Breakfast provided

**After School Care:** 3:00pm to 6:00pm - Afternoon tea and late snack provided

**Vacation Care:** 8:00am to 6:00pm



## Fee schedule 2022

2022 Fees	Permanent Rate (per session)	Casual Rate (per session)
Before School Care	\$13.50	\$15.50
After School Care	\$22.50	\$24.50

	In-centre	Excursion
Vacation Care	\$57 Plus incursion activity cost	\$62 Plus transportation and excursion activity



## How to enrol

### Step 1:

You must use a computer to register. Registering cannot be done on your phone or tablet. You can only use your phone/tablet for booking the days (casual) or marking absent.

### Step 2:

For families that do NOT have an existing My Family Lounge Account visit our website [www.hhoosh.com.au](http://www.hhoosh.com.au) and click on the enrolment tab and begin to create your own My Family Lounge account.

For families who already have an EXISTING My Family Lounge account, skip the registration process and go to step 4.

### Step 3:

Log into your MFL account and ensure your child's enrolment is completed, their immunisation history statement is uploaded and the direct debit form requirements are completed (found also on the HHOOSH website [www.hhoosh.com.au](http://www.hhoosh.com.au)). Once done, "Save and Submit" your child's enrolment form online.

### Step 4:

**Permanent booking** - you must do this in BOOKING REQUESTS on the MFL (computer) and click – NEW REQUEST and follow the steps.

**Casual booking** - Go to the booking calendar MFL application and click on the days you wish to book for your child. It will show you how many vacancies there are for that day. If the day is green, there are vacancies on that day. If it is red, it is booked out. Once you make a booking, it will turn purple. Your confirmation will be your invoice.

### Step 5:

We will email you an invoice for the days you have been booked into. If you have long outstanding fees, your booking will be cancelled.

**N.B.: If you wish to cancel any days, you must email us. You can NOT cancel from your end. You can only mark as absent, which means you will still be charged for the day in full.**

To request a new permanent booking, you must do this in BOOKING REQUESTS – NEW REQUEST and follow the steps.



Please do not hesitate to contact the centre, if you have any queries or need some assistance with My Family Lounge.

For further information including food menus, programming, policies and procedures please visit our website: [www.hhoosh.com.au](http://www.hhoosh.com.au)

Regards,

**Hunters Hill Out of School Hours**



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