

Newsletter Term 4, 2022

Hunters Hill Public School
Out-Of-School-Hours Care



Dear Families,

Where has the year gone?!

It feels like only yesterday we were kicking off another school year and welcoming our newest families to HHOOSH!

What an amazing year it has been! From Before School Care, After School Care to Vacation Care, I hope you have all had an amazing time here at HHOOSH. We look forward to celebrating this wonderful year with you all at our end of year HHOOSH party on Friday 9th December. There is much fun to be had with a sausage sizzle, jumping castle, face painting and more! Please see the invite attached to this newsletter, we hope to see you all there.

We are also looking forward to our upcoming December and January Vacation Care over the Summer holidays. We have organised a range of fun experiences during our incursions and excursions, so be sure to book in quickly! Remember to book in prior to Monday 19th December to receive the early bird booking price.

From everyone here at HHOOSH, we wish you all a wonderful Christmas and Summer holiday break. Thank you for another wonderful year!

BASC Vouchers

BASC Vouchers applications will close on 31st January 2023. Vouchers that have been redeemed must be used by 30th June 2023 otherwise any remaining credit you have will expire. Vouchers can be used for Before School Care, After School Care and the upcoming Summer School Holidays!

2023 Enrolments

HHOOSH enrolments for 2023 will be opening on Monday 21st November at 7:30am via My Family Lounge.

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

Bookings will be allocated firstly to existing families that renew their current permanent bookings, secondly to those on the waitlist, and then on a "first come, first serve" basis for new booking requests (for both new and existing families).

We are giving existing families a five-day window to renew their current permanent bookings for 2023. If we have not received your renewal prior to 7:30 am on Friday 25th November, your current permanent bookings will no longer be held for 2023. If you would like to keep your days as they are, you must login to My Family Lounge and update the enrolment form and select 'submit'. All new enrolments will be open on Monday 28th November.

All centre policies are available on our website.

How to enrol

- Login or register to My Family Lounge
- If you are unsure of your login details, your username is the primary contact's email address. We suggest you determine what your login details are prior to the commencement of the enrolments process to avoid disappointment.
- If required, you can use the username to reset your password.

For families with existing permanent bookings

- To retain the same permanent booking that you already hold, you must submit the enrolment form, keeping your current bookings as they are.
- To request a new permanent booking or to change your days, you must also request this in CURRENT BOOKINGS and ensure you update the number of days accordingly.

For families that are new to the service or who use the service for casual bookings

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

Please note: Enrolment updates must be completed on a computer as mobile and tablet devices will not work effectively.

You must complete your child's enrolment form online (select SUBMIT) and ensure ALL fields, including a direct debit form, are completed; and

Your child's enrolment will NOT be accepted until the full enrolment information is completed and submitted online.

Fee schedule 2023

| 2023 Fees | Permanent Rate (per session) | Casual Rate (per session) |
|--------------------|---------------------------------|------------------------------|
| Before School Care | \$13.50 | \$15.50 |
| After School Care | \$22.50 | \$24.50 |

* Fees are subject to change in 2023

My Family Lounge Information

A friendly reminder to all families that bookings for Before School Care, After School Care and Vacation Care are managed through the My Family Lounge App (App can be accessed on both Google Play and Apple App Stores). Please ensure the My Family Lounge App has been downloaded on your mobile device to follow the steps below. It is highly important that all families are able to book casual bookings as well as mark their child/ren absent from a session.

To book **CASUAL** bookings (Before, After and Vacation Care):

1. Log into your My Family Lounge app
2. Select the 'Bookings' icon in the home page
3. From there select the session you wish to book e.g., Hunters Hill Before School Care, Hunters Hill After School Care or Vacation Care.
4. Once you have selected your session, a calendar will appear. Select the day you wish for your child/ren to attend (days available will appear green).
5. After selecting the day, click 'Book Session'. The date will now appear purple.

To mark your child/ren **ABSENT** (Before, After and Vacation Care):

1. Log into your My Family Lounge app
2. Select the 'Bookings' icon in the home page
3. From there select the session you wish to mark absent e.g., Hunters Hill Before School Care, Hunters Hill After School Care or Vacation Care.
4. Once you have selected your session, a calendar will appear. Select the day you wish to mark your child/ren absent (days booked-in will appear purple).
5. After selecting the day, click 'Mark Absent'. The date will now appear Orange.

ABSENT NOTIFICATION

All families **MUST** at all times notify the centre when their child/ren are going to be absent from their booking session, as stated in our policy.

It is not the school's responsibility to liaise with HHOOSH staff daily regarding student absences, nor is it a reasonable expectation of either HHPS or HHOOSH staff.

If you fail to let HHOOSH know before 3 PM for an afternoon session, we will need to call you to confirm that your child is safe and a \$10 Non-Notified Absence fee will apply per occurrence.

Please note: If we are unable to reach anyone to verify your child's absence, we will then need to follow our missing child procedure which may result in a call to the local police to assist in our search.

You should notify HHOOSH using one of the options:

- Email: hello@hhoosh.com.au
- Phone: 0424 474 064
- Marking child absent via the 'My Family Lounge App'.

CANCELLATIONS

- Cancellation for permanent booking/s are required with two weeks written notices to the Centre Director
- Cancellations for casual bookings during school term will be charged if less than 24 hours' notice is given to the service.

LATE COLLECTION

The centre operates from 7:15 AM to 8:45 AM for Before School Care, from 3:00 PM to 6:00 PM for After School Care and from 8:00 AM to 6:00 PM for Vacation Care (unless specified otherwise). The centre is unable to accept children outside of these hours. Should children be present after closing time of 6:00 PM, a late fee of \$20 (per family) per five minutes will apply.

Sun Safety

As the weather warms up and the UV reaches higher levels, we ask that families please be vigilant with sun protection. Please ensure your child comes to school with a wide brimmed school hat and their water bottle. Sunscreen should also be applied before coming to school. HHOOSH also provides sunscreen at the centre. If your child cannot use our sunscreen, be sure to pack one they can use. Sunscreen is kept available at the sign in desk and we ask that families please help reinforce the importance of being sun safe and looking after our skin. Please note, in accordance with our Sun Protection Policy, when the UV index is 3 or above, staff and children are required to wear a sun hat to protect them from harmful UV rays. Otherwise, they must stay inside or under shade.

Vacation Care permission forms

Excursion Authorisation Forms and Waiver Forms (where applicable) must be completed prior to the day of an excursion. Failure to do so will lead to your child/ren being unable to attend the service. The forms can be found next to the next to the sign-in/out iPad as well as the HHOOSH website under the tab 'Vacation Care'.

Important Information

If your child is diagnosed with anything from food allergies, disability, anxiety, depression, or any other health conditions, it is extremely important that this is communicated to HHOOSH. Adding to this, religious dietary requirements as well needs to be communicated to the Centre. As per service policies, it is the guardian's responsibility to disclose this information to us. The more information we have, the better we can care and plan for your child, so the Centre kindly encourages families to keep line of communication open with HHOOSH.

Recycling/Donations

If any families have recycled materials or supplies which you do not use or wish to keep anymore and are in good condition, you are welcome to donate them to HHOOSH. Any donations of stationary supplies, recycled materials, board games, Duplo or role play costumes, are greatly appreciated by both the service and the children who use them for craft activities and other experiences.



Homework Club

Throughout the year, it can become very busy. Here at HHOOSH, we provide Homework Club that runs each week from Monday to Thursday between 3:30 PM to 4:30 PM. Homework Club is where homework tasks are addressed and completed under the watchful supervision of a staff member where assistance and guidance can be provided. It is designed to develop confidence, good study habits and support busy families.

If you wish to sign your child/ren up to Homework Club, next to the sign-in/out iPad is a schedule where you can write your child/ren's name on the day/s you wish for them to attend the club.

YOU ARE INVITED TO

HHOOSH's End of Year Party

DECEMBER

FRIDAY

9

3PM - 6PM

2022

EULBERTIE PLAYGROUND

Jumping castle, sausage sizzle,
face painting and more!

Children attending must have a HHOOSH enrolment. Please book a casual booking through the My Family Lounge App if your child does not already attend on a Friday. Collection of children will be at the back gate next to the hospital.

Children's party only.

We looking forward to seeing you there,

hhoosh