

Welcome

This guide provides information about MLC OSHC. Our not-for-profit service warmly welcomes and acknowledges you and your family as part of our vibrant learning community.

Our Outside School Hours Care (or OSHC) provides education and care for up to 100 children daily. We employ an OSHC Coordinator and other educators with a range of qualifications who have a passion for working with children. [nav](#)

We're approved for children from Pre-Kindy to Year 6. We offer permanent booking rates and cannot book more than 100 children at any one time. We make every effort to accommodate all children, however we are unable to go over our daily licensed maximum of 100 children.

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Our philosophy

We recognise that

every child has the right to a safe, secure and supportive environment

We believe in providing both children and educators a safe, secure and supportive environment. Children's families and educators are treated as equal and valued partners. We believe that every child has the right to a safe, secure and supportive environment and that every educator is valued and respected.

Our curriculum is based on the Early Years Learning Framework and the Foundation of our curriculum. We believe it is important to provide children with an environment where they can learn and grow. We believe that every child has the right to a safe, secure and supportive environment and that every educator is valued and respected. We believe that every child has the right to a safe, secure and supportive environment and that every educator is valued and respected.

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Teamwork and open communication with each other and families is considered critical to success. Management will provide resources, support, advice and professional opportunities for

A Self-Assessment Tool is maintained and reflective practices are implemented to ensure the

Education and Care Services National Law Act 2010 and Education and Care Service National Regulations.

Uniting MLC School of Learning is dedicated to continuous improvement through reflective and feedback. We believe that every child has the right to a safe, secure and supportive environment and that every educator is valued and respected. We believe that every child has the right to a safe, secure and supportive environment and that every educator is valued and respected.

become familiar with our educators and routine, they may want to go home when they see other families arriving, even if their day has been otherwise happy.

Preparing for the first day

Orientation

Families are encouraged to spend some time here with their child before enrolment to support their transition. With our support, this gives our child more time to play, to become comfortable with the routine and environment, and to build trusting relationships with the teaching team. It also offers you the opportunity to meet our educators, understand our program, and develop a partnership with our team, so you can be confident that your child will be program met.

What to expect

may become anxious at a change in their usual routines, especially if it is their first year of schooling. Every child's reaction is different. Sometimes returning to OSHC is harder for some children, while for others it may be several weeks before they react to the change in their life, but they will adjust in time. You are most welcome to ring us if you are concerned, and we will contact you if needed.

Food and drinks

Before School Service. For our After School Service, there is always a variety of afternoon tea options available for our children's enjoyment. Our menu is developed and guided by the Dietary Eat

Smart. Play Smart handbook.

Our Week 44 recording schedule continues in the table below:

As part of our program, educators may engage in cooking experiences with the children. Staff will endeavor to create for special diets to allow every child the opportunity to participate.

Appropriate clothing for outdoor activities

Organically during school term or during Vacation Care period, children are permitted to
skip school days for religious observance if the child is a member of a religious
community that observes a religious holiday or observance.

Council. clothes should cover the shoulders for sun safety. The best clothes encourage freedom of movement and play. We encourage children to wear their own comfortable clothes suitable for their school shoes on throughout their attendance here.

Children's belongings

~~Please label everything in your child's room so that caregivers can put the children to rest if the item is in their home.~~

for emergencies or donated to charity.

We ask that children please leave their own toys at home, as they may become lost or broken at the service, or become a cause for dispute.

Disruptions

If your child is unable to attend school, please contact your school to discuss arrangements.

2.30pm, on 0409 301 665 or at mlcoshc@uniting.org. If Casual or occasional care bookings are required, please contact your school or the uniting.org.au website. Please note that if your child has a contagious illness, such as chickenpox,

Fee enquiries

For privacy reasons, only the primary contact must enquire about account information by speaking to our central support team. Please direct all fee enquiries to mlcoshc@uniting.org.

Withdrawal from this service

To withdraw your child from our OSHC service, please complete the form at [this link](#). Please note that 10 days' notice is required for withdrawals, except during school holidays.

Cancellation fees

For casual bookings, cancellation fees apply. For occasional bookings, cancellation fees do not apply. For l



We develop open, transparent partnerships with families by keeping you connected and

First aid

Although every care is taken to prevent mishaps, accidents may occur which involve your child. When a child is injured a staff member will administer first aid immediately, comfort the child and call the ambulance if necessary.

All staff hold first aid certificates and are experienced in managing the minor injuries which may occur.

If needed, we will notify you and will continue to monitor your child closely once an injury has occurred. We ask you to collect your child

here, please notify us immediately.

We do not have any intention of removing your child from the school if an injury occurs in the school grounds or on their child.

As a service that provides education and care, we are regulated by the [Education and Care Service National Law](#). Our practice is further guided by the National Quality Standard, to ensure we are giving your child quality education and care. Find out more [here](#).

Our Service is currently assessed as Exceeding.

Quality Framework | About the National Quality Framework

We are proud to be a member of the National Quality Framework (NQF) which is a national standard for early childhood education and care services across Australia. Find out more [here](#).