



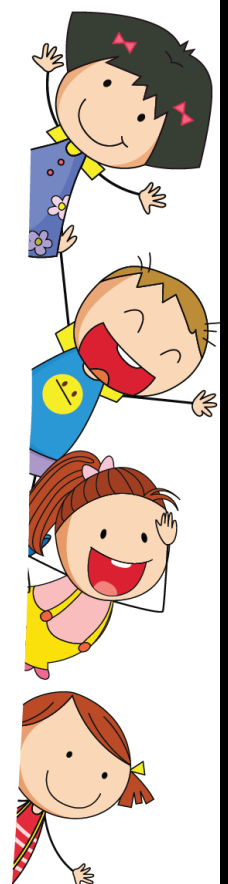
Family & Community Information Guide

Office Location:
5 Albert Circuit
Port Macquarie NSW 2444
Phone (02) 6584 0260
info@crazymaze.org.au
<https://www.wildernessplay.org.au/>



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From our Family to Yours ... Welcome

The Out of School Hours Care (OOSHC) service offers Centre based care for school aged children (aged 5 – 12) for before and after school during the term, and vacation care during school holidays. Its purpose is to create a safe and caring environment where children can freely choose amongst the program of activities.

We would like to welcome you to our service by providing this information booklet for your reference. You will find important phone numbers and important policies, and much more.

If there is still anything you are unsure of after reading through our booklet, then just let us know. We regard highly the valuable input of our parents and please remember that it is our role to provide the type of care that best suits the needs of our families in our community that utilise our service.

As a parent, you can play an important role in ensuring that the Centre provides the quality of care you require for your family. Parents can become involved by communicating with staff, spending time at the Centre, joining the parent consultative committee, donating items and making suggestions for programs and/or activities.

Out of School Hours Care (OOSHC) Service and Contact Details

Crazy Maze OOSHC service is provided at:

Wilderness Activity Centre & Café
5 Albert Circuit Port
Macquarie

02 6584 0260

Children's Education Services Manager
OOSHC Educational Leader
Rebecca Thibault



Mid North Coast Community College
(MNCCC) & MakerSpace
4 Albert Circuit Port Macquarie.

02 6583 7288





Our Philosophy

Crazy Maze Out of School Hours Care (Crazy Maze OOSHC):

- Believes that each child has the right to be an active member of the community in which they live, to express their opinions and have their views considered in any decision that may affect them. Our principals will highlight reciprocal relationships in the broader community.
- Believes that the best interests of the children and their right to play, learn and develop in a safe and nurturing environment is the primary consideration in all the decision making at the service and is visible in the actions, interactions and daily work with the children.
- Acknowledges that parents and families are the child's primary nurturers and that respectful collaborative relationships strengthen the capacity and efforts of families and services to support their children and promote each child's health and wellbeing.
- Believes that the right to equitable access and participation in the community is clearly visible in all aspects of service delivery.
- Believes that children have the right to have their individual and cultural identity recognized and respected. We value Australia's Aboriginal and Torres Strait Islander cultures as a core part of the nation's history, present and future. Our practices will demonstrate a respect for diversity.
- Our practices will involve a holistic approach and collaboration with children through a 'Learn through Play' and intentional education. Ongoing learning will involve environmental and sustainability awareness and reflective practices and evaluation for wellbeing and growth as reflected in the National Quality Standards and My Time Our Place.

Service Statement

In conjunction with the **My Time Our Play (MTOPI) Framework** and **National Quality Standards (NQS)**, we aim to provide quality care for school aged children in a safe, healthy and stimulating environment, where everyone is treated as an equal and valued individual, regardless of their race, cultural beliefs, background, religion, sex or ability.

Our philosophy endeavors to create a sense of belonging and nurture a 'Free to be me' attitude. Our 'play and leisure-based' program reflects these needs and values by providing children with the opportunity for self-expression, self-direction and self-regulation through positive interactions and experiences.

Our program encompasses a variety of active play, social, and creative activities that are delivered with a wellbeing and cultural responsiveness focus. Play and leisure experiences constructed by children and young people, and supported by informed educators, promote children and young people's dynamic, complex and holistic learning. Children and young people's happiness, optimism and sense of fun are dispositions significant to their emotional and mental wellbeing and resilience

Our service provides all meals to enrolled children. Our rotating menu is displayed in the OOSHC reception area. Children with food allergies or special dietary cultural requirements are catered for. Also, if your child has a special consideration that does not allow them to eat certain foods due to dietary, cultural, or religious reason we will also make sure that they are catered for. The meals are designed not only to be nutritious, but also to offer new tastes and textures so that eating can be an educational and a cultural experience. Our rotating 3- week menus can be viewed in the OOSHC reception area.

Parents and community members, along with children are encouraged and welcome to be involved in decision making, programming, planning and evaluation of activities and other issues involved in maintaining a quality service, thus reflecting the needs of the community and our community involvement.

Educators will provide an environment that is always friendly, respectful, welcoming and supportive, so that children and parents feel comfortable, allowing for open communication and good relations. They will encourage respectful behaviour by being positive "role models" and implementing the behaviour guidelines that have been developed together with stakeholders.

Crazy Maze OOSHC is dedicated to a healthy and sustainable future. Our aim is to educate children and families on the importance of sustainability and respect for our environment and resources and how to care for the world we live in. Educators will teach children to be more aware of their environment through discussion and practice. Educators will demonstrate and implement these practices and encourage children to do likewise.

The service abides by all relevant government legislation and guidelines and these are updated as required. All staff are experienced and/or trained in first aid, child protection, WH&S, health and hygiene practices and other related areas concerning the education and care of school aged children set out by the National laws, regulations and Centre policies.

My Time, Our Place Learning Framework for School Aged Care

Children and Young People's Wellbeing, Learning and Development

VISION		
BELONGING, BEING AND BECOMING		
PRINCIPLES	PRACTICES	OUTCOMES
<ul style="list-style-type: none"> • Secure, respectful and reciprocal relationships • Partnerships • Respect for diversity • Aboriginal and Torres Strait Islander perspectives • Equity, inclusion and high expectations • Sustainability • Critical reflection and ongoing professional learning • Collaborative leadership and teamwork 	<ul style="list-style-type: none"> • Holistic, integrated and interconnected approaches • Collaboration with children and young people • Play, leisure and intentionality • Environments • Cultural responsiveness • Continuity and transitions • Assessment and evaluation for wellbeing, learning and development 	<ul style="list-style-type: none"> • Children and young people have a strong sense of identity • Children and young people are connected with and contribute to their world • Children and young people have a strong sense of wellbeing • Children and young people are confident and involved learners • Children and young people are effective communicators

Crazy Maze OOSHC & the MTOP Learning Outcomes

Children and young people have a strong sense of identity

A healthy identity is the cornerstone to children and young people's wellbeing, learning and development. Children and young people learn about themselves and construct their own identity through their experiences with other children and young people, their families and communities. During childhood, the sense of self-identity becomes more complex and multifaceted as children and young people have more varied interactions and experiences in the broader community. As children and young people get older, they can differentiate aspects of their self-identity and reconcile different ideas and traits about themselves. When children and young people have positive experiences, they develop an understanding of themselves as significant and respected and feel a sense of belonging. Feeling valued, successful and accepted enables children and young people to tackle new things, express themselves, work through differences and take calculated risks.

Educators are culturally responsive in assisting children and young people to explore their cultural, social, gender and linguistic identities. For Aboriginal and Torres Strait Islander children and young people, awareness of their kinship networks and connections to Country are important to the development of identity. When children and young people feel safe, secure and supported they grow in confidence to explore and learn. Identity and confidence are also built when all children and

young people are offered genuine choices, time and opportunity to exercise agency, act on their own to increase autonomy, resilience and persistence.

Children and young people are connected with and contribute to their world

Children and young people's experiences of relationships and participation in multiple communities (both local and global) contribute to their belonging, being and becoming. As children and young people participate in multiple communities, they develop their capacity for independence and self-direction. Having a positive self-identity and experiencing respectful, responsive relationships strengthens children and young people's interest and skills in being and becoming active contributors to their world.

When educators collaborate with children and young people to create relationships and environments where they can contribute in meaningful ways, they are supporting them to take responsibility for their lives and develop citizenship skills. They assist children and young people to explore dimensions of sustainability in terms of social, economic, environmental; and cultural development where they learn that what they do can make a difference.

Children and young people have a strong sense of wellbeing

Wellbeing includes good physical health, feelings of happiness, satisfaction and successful social functioning. It influences the way children and young people interact in their environments. A strong sense of wellbeing provides children and young people with confidence and optimism, which maximises their potential. It encourages the development of children and young people's innate exploratory drive, a sense of agency and a desire to interact with responsive others. Wellbeing is correlated with resilience, providing children and young people with the capacity to cope with day-to-day stress and challenges. Managing emotions, developing self-regulation and building perseverance and persistence are all parts of developing executive function in the brain. Children and young people's wellbeing is linked to executive function and educators are aware of the connection between sensory, physical and motor systems and brain processes. Daily physical activity is important for children and young people's healthy growth, learning, development and wellbeing.

Leisure time – both passive and active – contributes to wellbeing. Passive leisure is important in helping children and young people to relax and refresh in the hours outside school and during vacation periods. Providing a range of active and passive leisure choices allows children and young people to share experiences that are enjoyable, accessible and engaging. For some children with disabilities or experiencing barriers to participation, reasonable adjustments are considered. To support children and young people's wellbeing, learning and development, it is essential that

educators attend to the provision of warm, trusting relationships, predictable and safe environments, trauma-informed approaches, affirmation and respect for all aspects of their physical, emotional, social, cognitive, linguistic, creative and spiritual being.

Children and young people are confident and involved learners

Play and leisure activities undertaken in school age care settings provide children and young people with the confidence to take responsibility for their own wellbeing, learning and development.

School age children and young people are involved in a wide range of experiences, and they have a capacity for independence, self-direction and collaboration. School age care spaces provide diverse experiences for a range of ages and capabilities that offer challenge, interest and engagement.

Children and young people are engaged and learn in a variety of ways with and from peers, families, educators and community members. The environments for school age care settings provide children and young people with access to opportunities for play and leisure activities in which they experience fun, enjoyment, mastery, success and belonging. Active involvement in play and leisure activities builds children and young people's understandings of concepts and the creative thinking and inquiry processes that are necessary for lifelong learning

Children and young people are effective communicators

Communication is essential for interacting with the world and others. Children and young people use their communication skills, particularly as listeners and speakers, to engage in relationships with others. Children may also use digital and assisted communication to convey their ideas. Play and leisure provide children and young people with opportunities for communication. This is important to the development of self-identity including sense of personal empowerment, a sense of purpose, being, a positive outlook, becoming, community responsibility and belonging. In school age care settings, children and young people build individual capabilities as well as community connections.

Children and young people need effective communication skills to facilitate and maintain relationships with peers and the adults in school age care settings. They are highly motivated to exchange ideas, thoughts, questions and feelings. In exchanging ideas and participating in collaborative activities, children and young people are respectful listeners as well as thoughtful contributors. Further, the diverse range of capabilities and interests of children and young people mean they practice communication with others who are more and less competent than themselves. They learn to adjust their communication style to engage with the receivers of their messages.

Children and young people live in a digital world. They are digitally connected through many devices and educators support children and young people’s digital literacy. Providing access to popular media like film, music, books and digital games provides children with engaging, multimodal opportunities to relax, play and learn alongside peers and view the world from multiple perspectives. Digital technologies offer possibilities for learning, engagement, wellbeing and social connection.

Crazy Maze OOSHC Program and Planning Cycle

The planning cycle describes the process educators follow in recording, responding to and supporting children and young people’s experiences in school age care settings. Educators make many decisions about curriculum planning based on their professional knowledge, their knowledge of children and young people, local contexts and their understanding of the Vision, Principles, Practices and Outcomes of the Framework. The steps, sequences and components of the planning cycle can occur instantaneously, ‘in the moment’, throughout the day, or over a period. Educators use these 5 components to inform their thinking about children and young people’s experiences and their reflection on practice to develop and implement a curriculum that is inclusive of all children and young people.



Reference: My Time, Our Place Learning Framework Support Documentation (2023)

<https://www.acecqa.gov.au/nqf/national-law-regulations/approved-learning-frameworks>



National Quality Framework

Australia's system for regulating early learning and school age care including: legislation and national quality standard, sector profiles and data, and learning frameworks.

The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia.

The NQS includes 7 quality areas that are important outcomes for children.

Services are assessed and rated by their regulatory authority against the NQS, and given a rating for each of the 7 quality areas and an overall rating based on these results

1. Educational program and practice
2. Children's health and safety
3. Physical environment consultation
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and Leadership.

The National Quality Standard aims to promote:

- the safety, health and wellbeing of children
- a focus on achieving outcomes for children through high-quality educational programs
- Families' understanding of what distinguishes a quality service.

Kids Crazy Maze

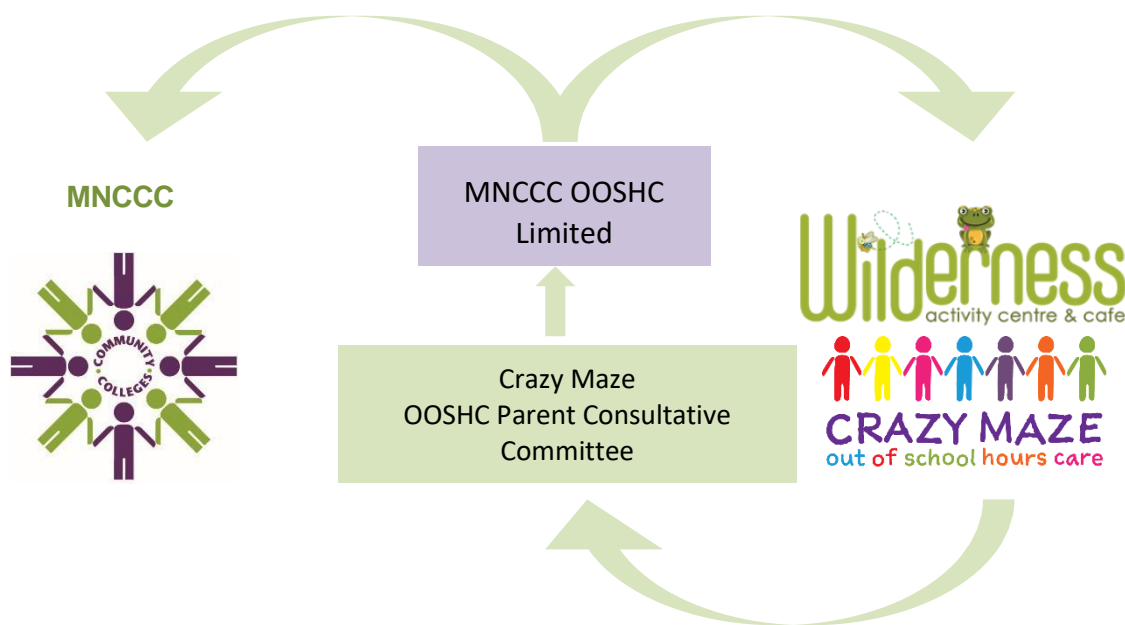
meets the National Quality Standard, providing quality education and care in all seven quality areas.



For more information about the National Quality Framework head to www.acecqa.gov.au or talk with the staff.

OOSHC Management Structure

- Crazy Maze Out of School Hours Care operates under the auspice of Mid North Coast Community College Ltd (MNCCC) through its subsidiary MNCCC OOSHC Ltd.
- Crazy Maze OOSHC is a community-based, not for profit organization and registered charity and has been in operation since 1983. The Service is overseen and managed by a Board.
- Crazy Maze OOSHC encourage parental involvement in order to deliver a quality and holistic service. Parental input is important in providing a better understanding of community, family and individual needs. We strongly encourage any parent to join the Crazy Maze OOSHC Parent Consultative Committee to provide valid and quality contributions that will enhance the experiences of children and fulfil parental and community needs.
- The parent consultative committee meetings is held at least once per term. If you wish to join and/or require more information please make known your interest and availability with the Children's Education Service Manager



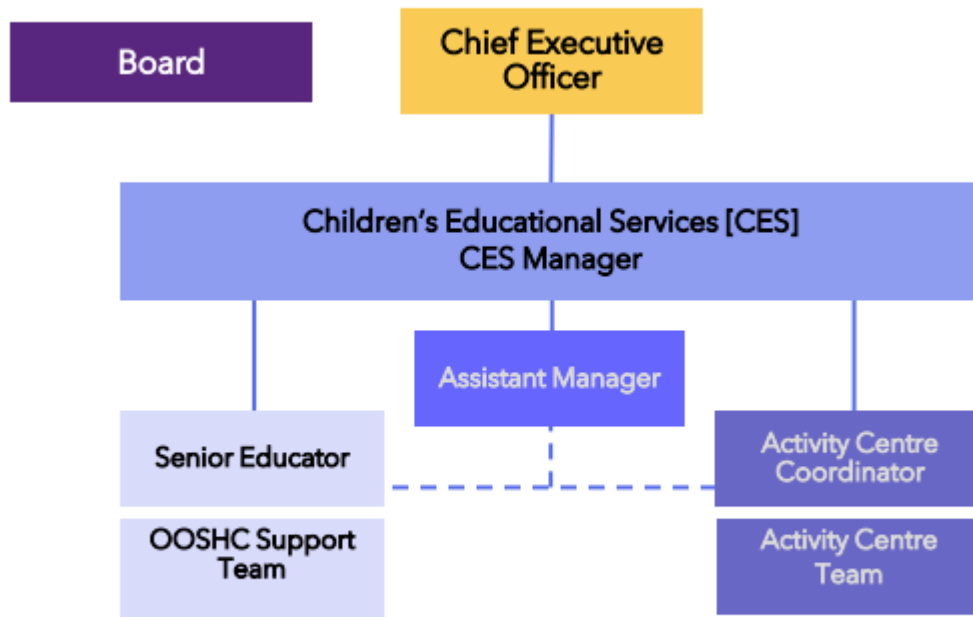
Crazy Maze OOSHC is funded through client fees and fundraising and is approved to receive the Child Care Subsidy on behalf of parents. You can learn more from this website;

<https://www.humanservices.gov.au/organisations/business/your-business-sector/child-care-providers>

Mid North Coast Community College through its subsidiary MNCCC OOSHC Ltd is the legal entity responsible for the overall management of all Services under its auspice. Day to day management is the responsibility of the Children’s Education Service Manager, who in turn oversees the OOSHC team of dedicated employees/Educators. Rebecca Thibault (bec.thibault@mnccc.edu.au) has been the Children’s Education Services Manager of Wilderness Activity Centre and Crazy Maze OOSHC since 2021. Rebecca has 20 years’ experience in education and care services, with career experience in Early Childhood Teaching, pedagogical leadership and preschool & long day care centre management. Rebecca is also the Educational Leader for Crazy Maze OOSHC, and supports the educators to build their capacity and engagement in program, planning and critical reflection.



Organisational Chart Children’s Educational Services





Hours of Operation

Crazy Maze OOSHC operates Monday to Friday.

Before School Care - During School Term	6:45am to 9:00am
After School Care - During School Term	2:30pm to 6:00pm
Vacation Care - School Holidays & Pupil Free days	7:00am to 6:00pm

The Service will close on all Public Holidays

Children will travel between the Service and schools on Crazy Maze OOSHC Vehicles and/or MNCCC Organisation vehicles for pick-up and drop off during school term.

The Children's Education Service Manager and senior staff are available Monday to Friday on 02 6584 0260 during operational hours. If the office is unattended please leave a detailed message with name and contact number for a call back.

For emergency contact please call the main office on 6583 7288.

Please note: The health, safety and wellbeing of children is paramount, therefore, your call may not be answered immediately. Staff will respond as soon as possible. All numbers have answering machines so please leave your details and someone will return your call ASAP.

Staffing / Staff Ratios

Onsite & Incursions	1 educator: 15 children
Excursions	1:10
Excursions involving water play	1:5

Experienced and/or qualified Educators are employed to provide quality care for your children. This service complies with the Working with Children Check (WWCC) regulation and protection training will be updated regularly as per National Quality Standards.

The Service ensures that at least one Educator on duty is fully trained in First Aid and holds a current First Aid Certificate containing HLTAID004 - *Provide an emergency first aid response in an Education and Care Setting and Asthma and Anaphylaxis*, however, it is the policy that all Educator has the relevant certificates in first aid or willing to obtain.

Educators are committed to providing and implementing a variety of age appropriate activities that facilitate development, fun, and discovery within a safe and caring environment.

Before School – Starting Times

School	Teacher Supervision	Start Time	Contact
Aspect School (Rock Pool)	8.50am	9.00am	02 6583 3848
Hastings Public School	8.40am	9.00am	02 6582 2566
Heritage Christian School	8.30am	9.00am	02 6583 8277
Port Macquarie Primary School	8.30am	9.00am	02 6583 2977
Port Macquarie Adventist School	8.20am	8.50am	02 6582 2271
Port Macquarie Steiner School	8.45am	9.00am	0475 083 956
St Agnes Primary School	8.30am	8.55am	02 6583 7433
St Columba Anglican School	8.20am	8.45am	02 6581 4188
St Joseph's Primary School	8.30am	8.55am	02 6583 3848
St Peters Primary School	8.15am	8.45am	02 6584 1962
Tacking Point Public School	8.30am	8.55am	02 6582 3478
The Nature School	8.45am	9.00am	02 6581 5392
Westport Public School	8.35am	9.05am	02 6583 2944

After School – Finish Times

School	Last School Bell	End Pick-Up Time	Contact
Aspect School (Rock Pool)	2.40pm	2.50pm	02 6583 3848
Hastings Public School	3.00pm	3.20pm	02 6582 2566
Heritage Christian School	3.00pm	3.30pm	02 6583 8277
Port Macquarie Primary School	2.45pm	3.00pm	02 6583 2977
Port Macquarie Adventist School	3.00pm	3.25pm	02 6582 2271
Port Macquarie Steiner School	3.00pm	3.10pm	0475 083 956
St Agnes Primary School	3.10pm	3.30pm	02 6583 7433
St Columba Anglican School	3.20pm	3.45pm	02 6581 4188
St Joseph's Primary School	3.10pm	3.30pm	02 6583 3848
St Peters Primary School	3.00pm	3.20pm	02 6584 1962
Tacking Point Public School	3.00pm	3.20pm	02 6582 3478
The Nature School	2.50pm	3.10pm	02 6581 5392
Westport Public School	3.05pm	3.30pm	02 6583 2944

Bus Pick-Up and Drop Off Location

<i>School Name</i>	<i>Address</i>	<i>Travel time Crazy Maze to School Listed</i>	<i>Bus Pick-Up & Drop Off Designated Area</i>
Crazy Maze	5 Albert Circuit, Port Macquarie		Crazy Maze Car Park – vehicle to be parked in front of building/main entrance for embarking and disembarking
Hastings Public School	85 Yarranabee Rd, Port Macquarie	6 minutes	Bus Bay at Front of School
Heritage Christian School	33 Mumford St, Port Macquarie	3 minutes	Bus Bay at Front of School
Port Macquarie Adventist School	500 Ocean Drive, Port Macquarie	10 minutes	Bus Bay at Front of School
Port Macquarie Public School	William St & Grant Street, Port Macquarie	7 minutes	Bus Bay at back of school
Port Macquarie Steiner School	8 Table Street Port Macquarie	5 minutes	School Driveway – OOSHC has permission to park in driveway for embarking and disembarking. If no parking available, staff will park as close to driveway as possible.
Rock Pool Aspect School	Bay Street, Port Macquarie	5 minutes	Rock Pool Taxi Bay Car Park
St Agnes' Primary School	Boronia St, Port Macquarie	5 minutes	Bus Bay at Front of School
St Columba Anglican School	3 Iona Ave, Port Macquarie	10 minutes	Bus Bay at Front of School
St Joseph's Primary School	195 Warlters St, Port Macquarie	5 minutes	Bus Bay at Front of School
St Peter's Primary School	Ocean Dr, Port Macquarie	10 minutes	Bus Bay at Front of School
Tacking Point Public School	Bangalay Dr, Port Macquarie	7 minutes	Bus Bay at Front of School
The Nature School	166 Ruins Way, Port Macquarie	11 minutes	Bus Bay at Front of School
Westport Public School	56 Widderson St, Port Macquarie	3 minutes	Bus Bay at Front of School

Child Care Subsidy

Child Care Subsidy (CCS) is paid by the commonwealth Government to assist families to cover the cost of childcare.

The Commonwealth Government entitles each child 42 Allowable Absences each financial year. Each day the child is absent will subtract from the 42 allowable absences. These absences include illness without doctor's certificate, annual leave and occasional absences. When all allowable absences have been used, full fee will be charged when the child is absent and CCS will not be calculated.

To have CCS rates applied you must ensure that we have the registered parents Date of Birth and a Centrelink Customer Reference Number (CRN) and each child's CRN.

Full fee will be charged until your CCS enrolment is completed and percentage rates are in place.

If you do not want fee reduction applied at time of use but wish to claim at the end of the financial year we still require yours and your child's CRN.

If you do not want to provide this information you will be required to advise us in writing to be kept on your file.

It is parent's responsibility to ensure that your CCS is being applied correctly. If it is not correct please bring it to the attention of the Children's Education Service Manager as soon as possible. If your CCS is not correct please ensure that your name, your child's name and both birth dates are correct.

Please note: If you are booking all five days a week for vacation care there is a chance you may go over your allocated hours for subsidy. Please speak to the Children's Education Service Manager for further clarification.

The Family Assistance Office provides Child Care Subsidy (CCS) for most families to help with the cost of Outside School Hours Care including Vacation Care. Assistance cannot be given unless the Centre is supplied with yours and your child/ren's CRN and your date of birth.

To apply or get more information regarding CCS parents need to contact the Department of Human Services (DHS) on 136150 between 8am and 8pm or log onto my.gov.au, as soon as possible. The department will assess your application and decide the amount of assistance you will receive.

For further information on your eligibility for CCS, please contact the Australian Government Department of Human services:

access Online Services at www.humanservices.gov.au/onlineservices call 13 61 50 between 8 am and 8 pm (local time) Monday to Friday

Visit a Service Centre (located in Medicare Offices, and Centrelink Service Centres).

Fees and Payments

Fee Schedule

Service	Permanent Bookings	Casual Bookings
Before School Care	\$21	\$24
After School Care	\$26	29
Vacation care	All inclusive of meals, incursions and excursions	\$90

Please note - Direct Debit (via Xpay or Direct Transfer) will be mandatory for all permanent places (unless special consideration by the Children's Education Service Manager has been granted)

All Fees, including Vacation Care are to be paid in advance

Banking Details for Direct Transfer

Account Name: MNCCC OOSHC Ltd

BSB: 082 798

Account Number: 366955274

Overdue Fees

Fees that are one or more weeks late with their fees, families will receive a friendly fee reminder. Families can make appointments to speak with the Children's Education Service Manager regarding payments if there is a need to do so. If no arrangement is made and fees are constantly in arrears or if your account is more than \$500 in arrears:

- A \$10.00 per month account keeping fee will be added for each month or part thereof that your account is overdue.
- Your child/ren's place may be in jeopardy and place may be terminated.
- For on-going or non-responses to overdue fees your account may be sent to debt recovery for which extra charges will incur and be added to your account.

Fees and Charges

- To secure your position a Holding Deposit is required - Advance fee payment plus a \$150.00 per child (capped at \$400.00 per family) holding deposit will be payable before the first attendance. **All casual places will be charged and paid for on the day via EFTPOS, Direct Transfer or via the Xpay function through the Xplor App.**
- Direct Debit (via Xpay or Direct Transfer) will be mandatory for all permanent places (unless special consideration by the Children's Education Service Manager has been granted).
- Xpay is our online payment integration with Debitsuccess to manage your automatic payment schedule and 'Pay Now' functions via the Xplor App.

Why you'll love paying your childcare fees with Xpay:

Consistent & Reliable - Pay on the same day and at the same frequency, with confidence

Set & Forget - Create a payment plan so you never have to worry about over the counter or bank transfer payments ever again.

Pay your way - Pay using a bank account, debit or credit card. Either way, if you ever need to update your payment account, you can do so via your Home App.

PayNow - Make real-time payments anytime, anywhere from your Home App with successful payments reflecting on your childcare statement within 30 minutes.

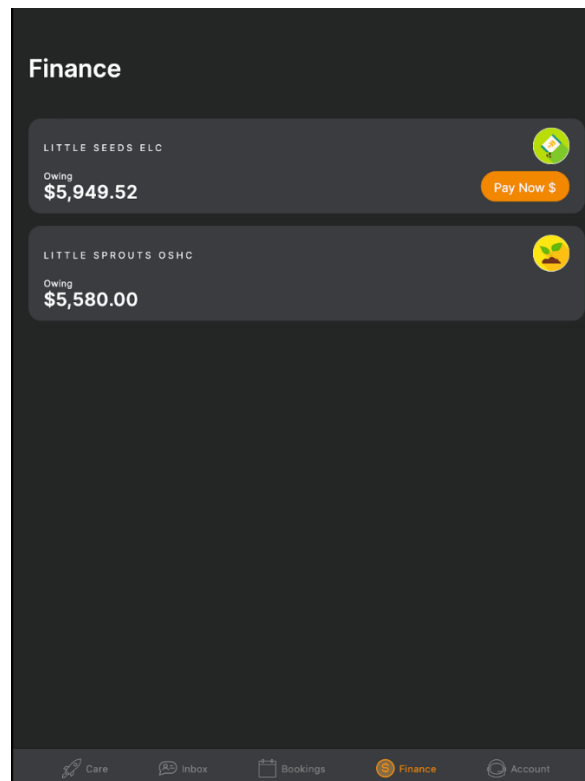
- Fees will be charged at the current week, plus 1 week in advance. Normal fees apply to Public Holidays, and absences. Fees are not charged for days when the Service is closed outside of Public Holidays.
- Your account and statement are available through the Xplor App.
- The Service does not exchange days of care and does not arrange make up days. Normal fees will apply for Public Holidays if this is a day your child would normally attend
- **Extra Charges:** There is a \$20.00 “no notification fee” should you fail to inform us that your child/ren will not be attending KCM on a day they are booked in. This will go up to \$50.00 if the police need to be contacted.
- **A late Fee** of \$40.00 for the first 15 minutes and \$40.00 per 15 minute, or part thereof, will apply if the children are collected after 6.00 pm. For example, if you pick your child up at 6:10 you will be charged \$40.00.
- **Late Fees and Extra Charges:** Please note that CCS is not calculated on late fees and/or extra charges)

Xplor Digital Attendance System

- Once you enroll, you will be invited via email to set up your account for the Xplor Digital Attendance system – follow the links in the email to create log in and password details.
- Once you have set up your account online, please download the parent app called '[Xplor Home](#)' and log in. This will allow you to sign in your child with the QR Code; manage your bookings; and have direct access to your finances and payment options.
- If you prefer to sign in and out with your mobile and pin, create an [Xplor ID](#) from your welcome e-mail

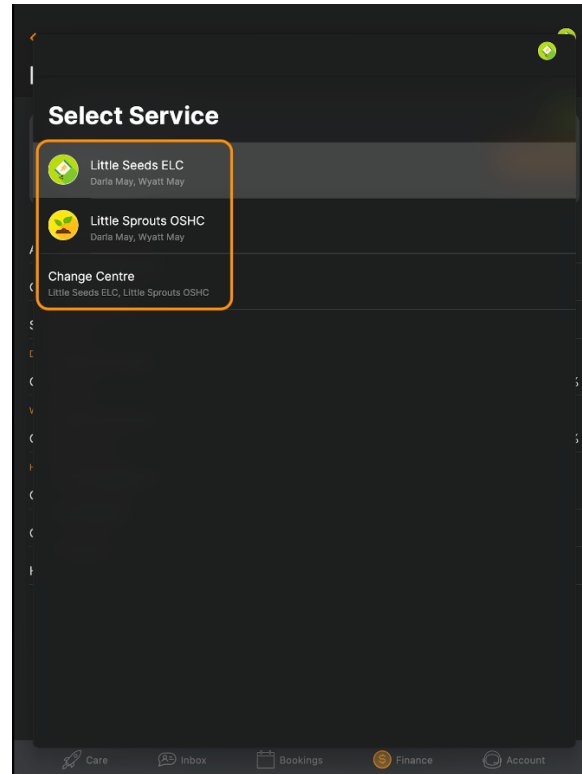
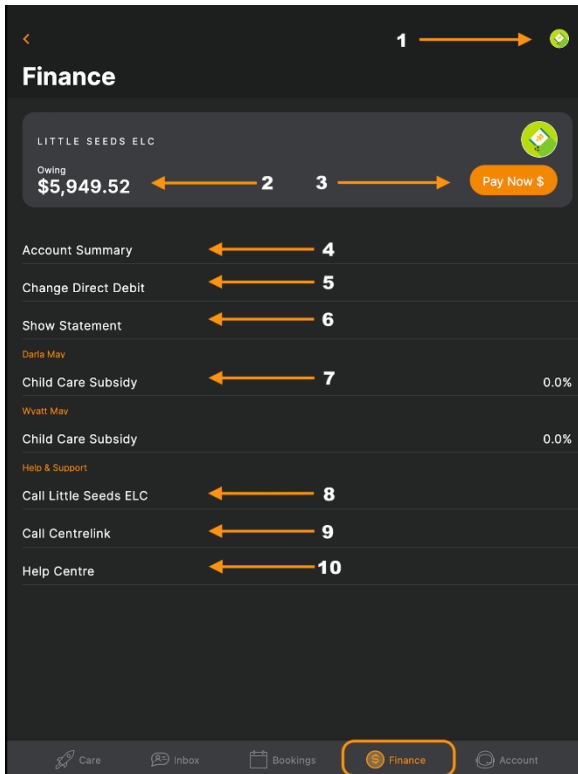
Finance via Home/Xplor App

Please note: Only **primary carers** will be able to see financial information through their Home App. It is expected behaviour that only parent/guardians with children enrolled in a Xpay enabled centre will have access **Pay Now** and **Setup Direct Debit/Change Direct Debit** menu items.



1. Toggling Between Centres

1. Navigate to the **Finance** screen
2. Select the **circular centre logo** to the top right-hand corner of the screen
3. Once select, it will bring up the other linked services to the parent/guardians account
4. **Select the service** you wish to view
5. Done



2. Account Balance

This section shows your amount due. If the section states "In Credit" and the Amount Due number is negative (-), your account is In Credit and you don't need to make any payments on the current billing period.

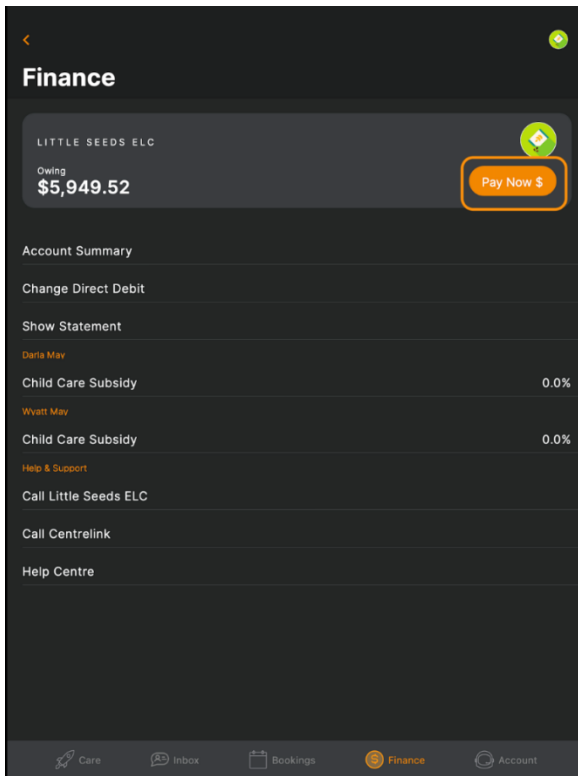
If the section states "Owing" and the Amount Due number is non-negative, your account is owing and you may need to make payment via Pay Now or a scheduled direct debit payment.

Please note: Always talk to your centre first if you are confused about this amount.

3. Pay Now \$

Parents can make ad hoc payments (also called "Pay Now" payments) via the Home app. *Please note that only primary carers can make Pay Now payments and Pay Now is only offered for services integrated with Xplor Pay by Debitsuccess.*

You can make a Pay Now payment if you either a) have an amount owing, or b) are in credit (subject to a credit limit of \$2000).

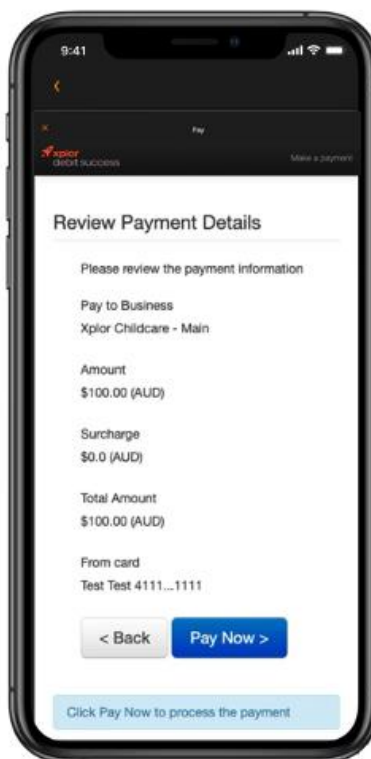


1. Select the **Pay Now \$** button
2. This will lead to the **Account Summary** Screen, from their select **+Pay** to the bottom right
3. Input the **amount** to pay and then press the send button
4. Enter your **card payment** details into the secure form and confirm the amount is correct.
5. **Review** your payment details.
6. **Submit** your payment.
7. All done!

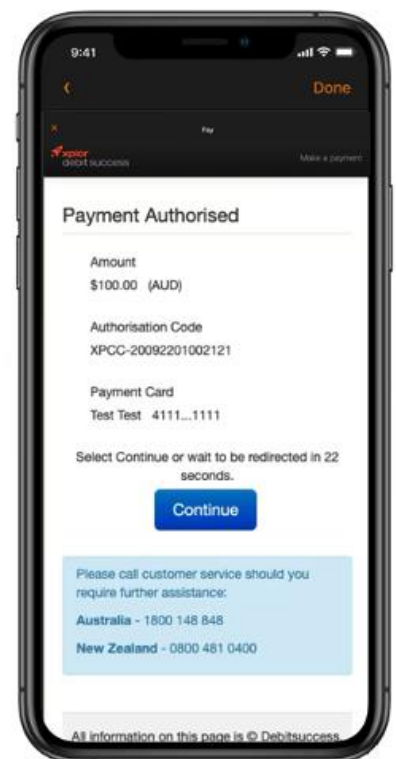
Step 1



Step 2



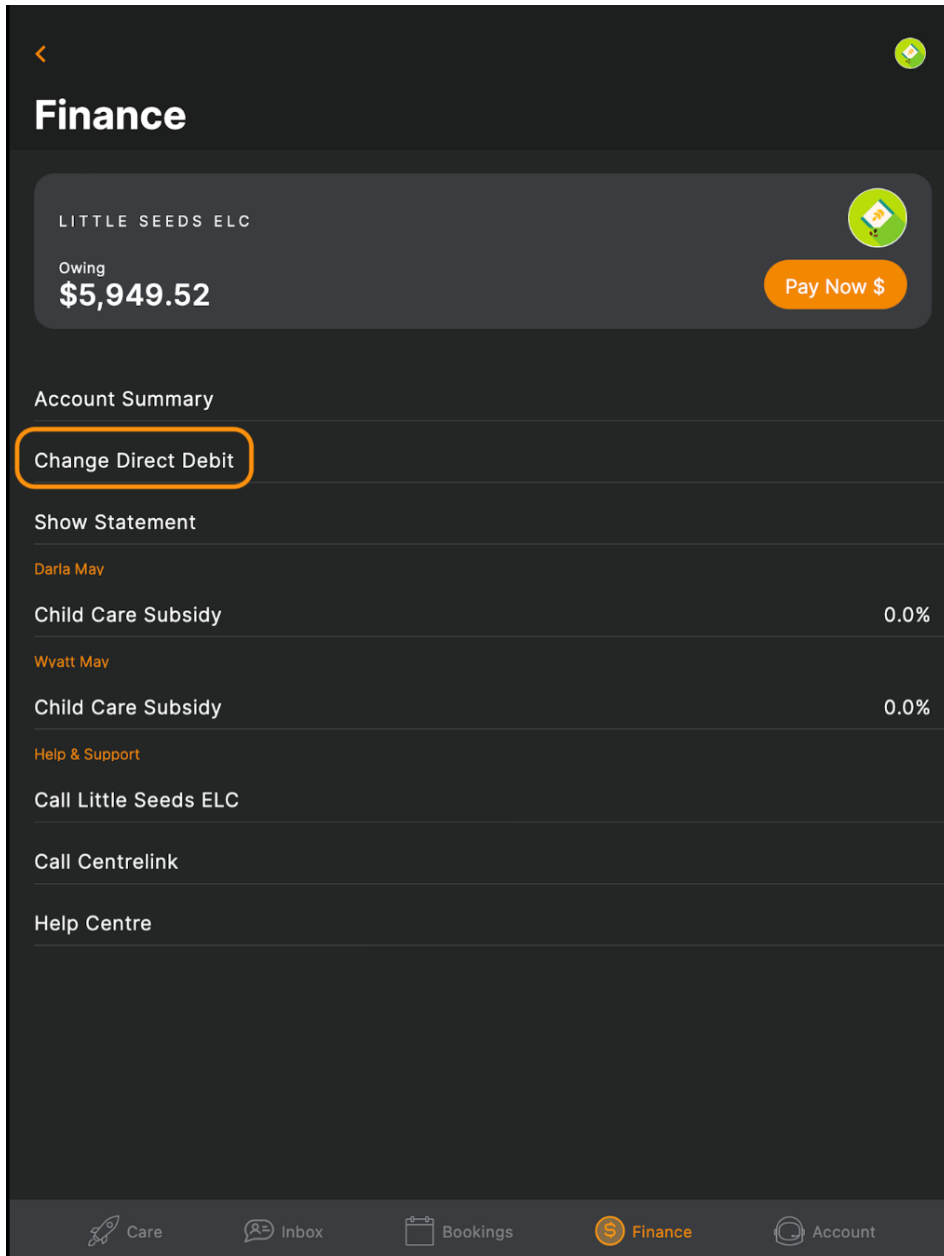
Step 3

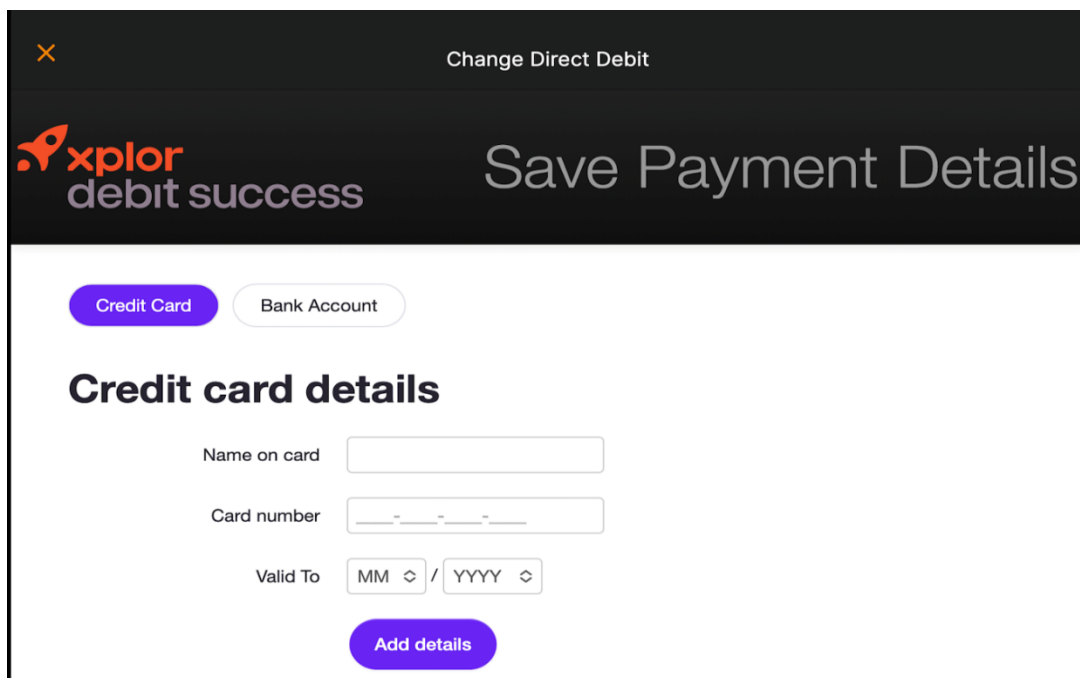
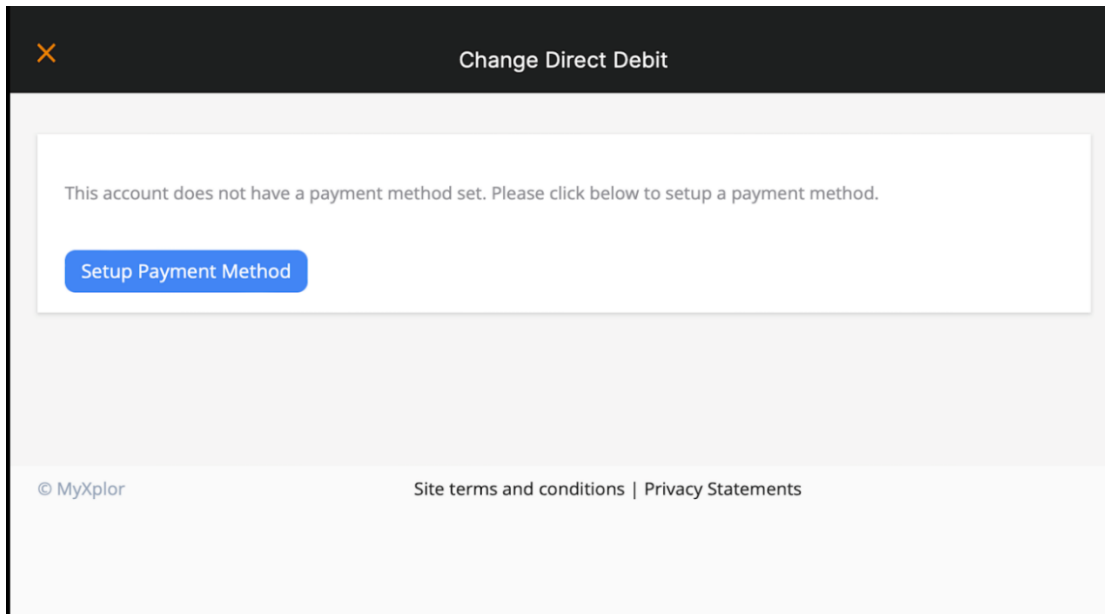


Note: Once a payment is submitted, it will show in the Pending section of your Account Summary and may take up to 30 minutes to be confirmed.

Please note: Only **primary carers** will be able to see financial information through their Home App. It is expected behaviour that only parent/guardians with children enrolled in a Xplor Pay enabled centre will have access **Pay Now**.

4. Setup Direct Debit/Change Direct Debit

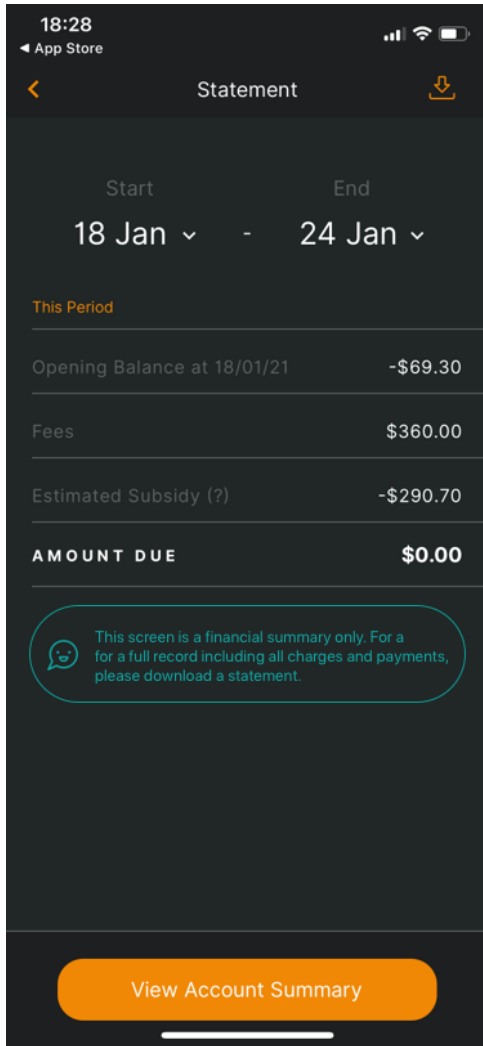




1. If your family is enrolled at an Xplor Pay/DebitSuccess centre and you are a primary carer, you will see a menu option titled "**Setup Debit Debit**". Tap it to begin the direct debit payment configuration.
2. If you have not setup an account with DebitSuccess yet, you'll need to complete some basic information and agree to the billing terms. If you have any concerns about these terms, please reach out to your service.
3. On the next screen, you can choose to enter your credit card details or your bank details
4. Once you have saved your banking details successfully, the administrator can set up your family's preferred billing schedule, or the schedule required by the service
5. You can edit your banking details through this tab at any stage
6. Please get in touch with the administrator if you have any issues and they will be able to assist or get in contact with support on your behalf

Please note: Only primary carers will be able to see financial information through their Home App. It is expected behaviour that only parent/guardians with children enrolled in a Xplor Pay enabled centre will have access to Setup Direct Debit/Change Direct Debit menu items.

5. Show Statement



The statement view shows the current week, with the date range being able to be changed. You will be able to see the opening balance at the start of the date range, the fees incurred during this period, estimated subsidy and total amount due. If the date range is for weeks after your subsidy has been processed by the government, actual subsidy will be displayed instead of estimated

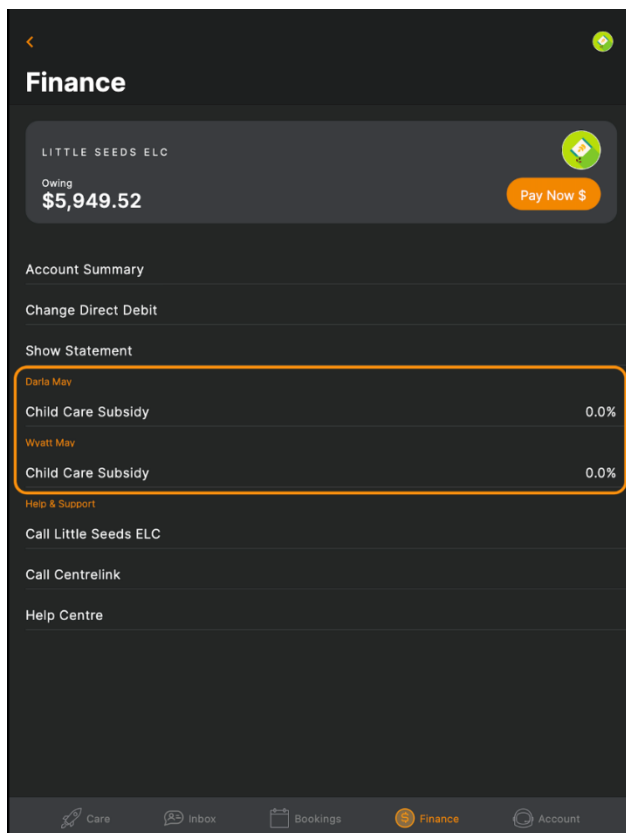
Changing Date

Pressing on the date range will allow you to select. Only Mondays may be selected.

Downloading Detailed Statement

Pressing the download button on the top right of the screen will download a PDF of the detailed transactions which have occurred during the specified date range.

6. Child Care Subsidy



1. Login into the Home App as the Primary Carer
2. Navigate to the Finance tab
3. Select the Centre
4. Click on "View CWA Agreement". If you do not see this button, please reach out to your administrator to ensure they have completed the actions needed on their end.
5. Once opened the Primary Carer can carefully review then click "I Agree" once confirming the information is correct. They will also be able to view their signed CWA at any stage from this screen.

Please note: If you have multiple centres, you may need to toggle between centres in the Home App. Please see above for how to complete this.

If you disagree with any of the sessions, days or fees, please reach out to your administrator to make the necessary changes and send through a correct copy of the CWA.

N.B. Full Fee Rate will be payable until Child Care Subsidy (CCS) is approved by Centrelink and applied to your account. Centrelink will only backdate CCS 28 days so please check your statements and inform us if CCS has not been applied by the second week of attendance. Once CCS has been approved and applied your account will then go into credit (if you have paid full fee) and payments will be adjusted accordingly

Holidays and Pupil Free Days

Public Holidays: KCM Out Of School Hours Care reserves the right to charge for public holidays for permanent bookings, as we are obliged to pay staff who would normally work on those days.

Teachers Strikes: KCM will operate as normal on school strike days. In the case that schools are closed all day the Centre may operate as Vacation Care at the Centre Children's Education Service Managers discretion. Hours of operation and fees will be charges at the Vacation care rate.

Pupil free days: In the case that schools are closed all day the Centre may operate as Vacation Care at the Centre Children's Education Service Managers discretion. Hours of operation and fees will be charged at the Vacation rate.

December/January holiday period: The Centre may be closed over the Christmas period depending on demand and staff availability. You will be advised of the program and summer holiday open/close time in advance.

Attendance and Cancellations

Vacation Care

For Vacation Care, parents must give at least 48 hours written notice of cancellation if they do not wish to use the care or full fees will apply.

If your child is booked into Vacation Care but will be absent (not attending the session) parents must notify the Centre as soon as possible. You must give 48 hours written notice to cancel or change your vacation care booking otherwise you will be charged full fee for the session. This is to allow for staffing and booking procedures.

Please note that if your child is booked in and does not attend this will be seen as an allowable absence to which you have 42 days per financial year per child across all the out of school hours services they attend.

Vacation Care Transfers

The Service does not exchange days of care and does not arrange make up days.

Before & After School Care

Casual Bookings

24 hours' notice is required to cancel a casual bookings for Before and After School Hours Care otherwise you will be charged for each session your child is booked in for. This will register as a CCS 'Absence' as part of the allowable absences set down by the DET

Permanent Bookings

Permanent families must give two weeks' (at least fourteen (14) days) prior notice in writing for any changes to the days of care or cancellation of places if they do not wish to use the service or full fees will apply. This can be done in writing either by Xplor Messenger Service or an email to info@crazymaze.org.au

If notification is not received that your child will be absent (not attending a session) for after school care before 2.30pm your child will be classed as missing and a \$10.00 search (non-notification fee) will be charged to your account. (This fee will not include CCS) If the police need to be notified that your child is missing the search charge (non- notification fee) will be \$20.00

Enrolment Information

New Enrolments

All new enrolments are to be completed online via:

- Our Wilderness/Crazy Maze OOSHC Website:
<https://www.wildernessplay.org.au/oohsc> and follow the link for 'Online Registration'
- or follow the direct enrolment link below
https://prodadmin.myxplor.com/enrollment_v2/centre/7oJFCelxvEbhubSTJfCZg

In order to process your enrolment please ensure you:

- ✓ Upload required documents – Medical Action Plans (as required); Asthma Plans (as required); Updated Immunisation History Statements (<https://www.servicesaustralia.gov.au/medicare>). Note that without these documents, your enrolment can not be processed.
- ✓ Check Primary Carer's and enrolling child's correct **Date of Birth** and Centrelink **Customer Reference Number (CRN)** is entered on the form before submitting. Without this information, your Child Care Subsidy claim can not be processed.

Once your enrolment has been processed, you will be contacted by the service to confirm enrolment and start date. If you have not had the opportunity to visit the service at this stage, you and your family will be invited to visit to meet the team and have a tour of our facilities. You will also receive a Welcome Email from our child care management system 'Xplor' to set up your 'Home' account to access bookings, finances and messages.

Your permanent booking will commence once enrolment has been processed, all documents received and only when the Holding Deposit is paid.

Your first direct debit payment will be taken on the First Thursday after you enroll at the service and this will include your two weeks in advance.

It is your responsibility to contact your child's school and notify them of the days that your child will be attending Crazy Maze OOSHC.

Annual Re-Enrolment

Each child will require a re-enrolment each year. This is to ensure information and contact details are up to date. Active families will receive a 'Re-Enrol' notification via their Xplor app, prompting them to review and update the enrolment details.

Throughout the year we understand your days or sessions required may change due to work, family or other circumstances. You will need to notify the service in writing the change of booking request – this can be done through the Xplor App Message Service or via email.

Enrolment Information for Vacation Care

- ✓ Bookings can be made via your Xplor App.
- ✓ Fees are payable in advance at this time otherwise your child's position will be cancelled.
- ✓ Fees cannot be refunded unless 48 hours' notice is given prior to the date booked.
- ✓ Fees must be kept a week in advance over the January holiday period, otherwise your child's position will be cancelled if arrangements have not been made.
- ✓ Holiday Programs and Authorisation forms are available on our website. Please ensure that you keep your program in a safe place and make yourself aware of the information within the program e.g. what to bring, times to be at the Centre on excursion days etc. You will not receive a refund if you are late getting your child/ren to the Centre and they miss the bus.

Returning Enrolled Families

- ✓ If you have not attended our OOSHC service for more than 10 weeks, please check your Xplor Enrolment information thoroughly and update any required information.
- ✓ Please check your CCS entitlements as they will lapse if child care services are not accessed within a 12 week period.
- ✓ We require you to update your enrolment form with any changes as they take place so that we can ensure you are contactable should you be needed.
- ✓ You can book your required days through the Xplor app or email the service.

New Enrolling Families

- ✓ For new families you will be required to complete the New Enrolment procedure as listed above.

Sign In / Sign Out Procedure

We require families to use the Xplor Digital Attendance System to sign children in a

- Children are only released from the Centre to persons nominated on the enrolment form.
- You must notify us when someone different is picking the child/ren up.
- If someone new is picking up children, this person will be asked for photo id to check against the child's file.
- You must notify us of any custody arrangements or court orders that impact on the collection of the children. A copy of any orders/arrangements must be attached to your enrolment form.
- Children cannot leave the Centre unaccompanied.
- Our responsibility for your child/ren only begins once the child has entered the centre and up until you have collected and signed them out.
- Children must be collected by a responsible authorised adult or persons over the age of 16 years with written authority to collect note from the child/rens parent.
- Children must be signed in by a guardian for Before School Care. Children cannot just be dropped and left at the school.
- It is against regulation for children to be signed in and left at the service before 6:30 am.

Late Collection

Please note we close at 6.00 pm. If you running late and won't be at the Centre by this time you must ring the Centre to inform staff and make other arrangements for collection. If another person other than your Authorised to collect person is collecting your child we need confirmation in writing including the person's name and contact details. They will be required to produce photo ID. A late Fee of \$40 per 15 minutes and \$40 per 15 minute thereafter will apply if the children are collected after 6.00 pm.

If after 15 min, parent and/or emergency pick-up cannot be contacted or parents have not informed us of their lateness the police will be notified and the children taken to the nearest police station.

Missing Children

If your child is booked in to After School Care and is not at the school pick-up zone we will make every effort to locate your child at the school. If unsuccessful, staff will contact parents regarding the child's whereabouts. In the event that parents or other contacts cannot be reached the police will be notified.

If it is found that we were failed to be notified of a child's absence, there will be a \$10.00 non-notification (search) fee. If the police need to be notified this will increase to \$20.00

If a child goes missing or leaves the Before, After school care or Vacation Care Centre without permission every effort will be made by the staff to find the child (without leaving other children without appropriate supervision) If the child is not found within 15 min the parents will be notified and police will be notified.

Incidents / Accidents / Sickness

We have adopted the NSW Department of Health's guidelines, Staying Healthy in Childcare for infectious diseases. The Educators have the right to refuse attendance of a sick child if it is thought that the other children are at risk of infection.

If your child is sick (during the period of care) they will be kept away from other children and placed in a designated area where the child will be monitored by a staff member. Parents or emergency contacts will be notified immediately and be asked for the child to be collected as soon as possible. In some cases the child's doctor may be contacted. No medication will be administered unless otherwise previously authorised or instructed by a doctor/medical profession. Your child will not be left unattended if sick.

In the case of an emergency the child may be required to go to hospital by ambulance. The parent's and/or emergency contacts will be notified as soon as possible and given details of where their child is to be taken. Staff members will NOT accompany the sick child unless there is sufficient supervision at the Centre for the other children. If parents or emergency contacts are not able to be contacted and the child's condition worsens your doctor will be contacted.

If a child is not well please make alternative arrangements for their care.

If a child requires to be sent home due to illness we ask that the child does not return for at least 24 hours.

In the case of an accident, every care will be taken and without delay to ensure the children's safety and wellbeing. Parent/s will be notified as soon as possible if their child is involved in an accident in order for the child to be collected from the Centre. A qualified first aid staff member will attend to the child, and provide appropriate medical attention. In the case of a serious accident the child will be taken by ambulance to the nearest hospital and the parents will be notified as soon as possible so the parent/s can collect the child from the hospital. If we cannot contact the parent/s in either situation we will alert an emergency contact initially and keep trying to contact the parent/s. An incident form will be completed form will be filled completed detailing the event.

Medication

If your child is taking medication the following guidelines must be observed:-

- Parents must complete a Medication form.
- Medication must not be sent with your child. An adult must hand medication to staff.
- Medication must be in the original packaging in which it was dispensed. The child's name and doctors instructions must be clearly shown on the bottle.
- It is the responsibility of parents to collect medication each afternoon. Medication will not be given to children to take home.
- Children cannot be given medication that is prescribed to another person.
- If there is a difference between the instructions on the bottle and the parent's instructions, then the lesser amount will be administered.
- If your child has a reaction to the medication, staff will seek medical advice and parents will be contacted.
- Staff will note time and dosage of any medication given on medication form.
- If medication is given via verbal approval parents must sign a Medication form on arrival.

Asthma and Anaphylaxis

All children with Asthma or Anaphylaxis must provide their own Auto-Adrenaline Device and/or Inhaler and spacer. Asthma and Anaphylaxis Medical Management Plans must be given provided on enrolment. These plans need to be in colour and signed by a doctor. The family is responsible for updating the Medical Management Plans annually.

In The Event of an Emergency

In the event of an emergency situation such as flooding, fire, gas leak, bomb threat - the following procedures will be adhered to:

- The staff will co-ordinate the most relevant emergency response:
Evacuation of the children to the external assembly area or Shelter in Place/Lockdown, where the children are gathered at the internal meeting place. In both scenarios, children are supported by educators and accounted for via roll calls and head counts.
- Parents will be contacted as soon as possible to ensure them of their child's safety and collection point.
- Children and Staff practice Emergency Response Exercises – including evacuation, lock down and shelter in place at least once every 3 months at all sessions, rotating through attendance at Before and After School Care and Vacation Care.

Attire & Sun Safe

- Children are to wear appropriate clothing (including sensible shoes) that are sun safe.
- Parents are to provide their child with a hat and closed in shoes. For safety and protection reasons parents are asked that their child/ren NOT wear strappy sandals, thongs, scuffs, CROCS, clogs or footwear with heels. If a child is dressed inappropriately the parent may be asked to be taken the child home to get changed. Hats must be worn outside at all times.
- "NO HAT NO PLAY". On excursion days – "NO HAT NO EXCURSION".
- The Centre will provide sunscreen, however, if your child has allergies please supply their own non-allergenic sunscreen. Parents are asked to administer sunscreen on their child (in the morning) before attending before school care and/or vacation care. Educators will offer and encourage children to re-apply throughout the day. PLEASE NOTE: While staff will offer and encourage children to apply sunscreen they cannot force any child to do so.

Food and Nutrition

KCM endeavours to promote a balanced and healthy eating regime producing a menu that contains each of the five food groups. Children with special dietary needs and/or requirements are considered and catered for in our food preparation and provision.

A daily/weekly menu will be on display at the Centre. Children will be encouraged to assist in creating and building the daily/weekly menu and at times be encouraged to assist in the preparation of food as part of the activities program.

Breakfast (served from 7.15am – 7.45am):

Cereals: cornflakes, vita brits, sultana bran, rice bubbles and porridge.

Toast: white, wholemeal and raisin bread

Spreads: vegemite, honey, various jams, cream cheese and cheese slices.

Fruit: Fresh/Frozen available daily or when available.

Dairy: Yoghurt (variety of flavours), cheese

Drinks: Milk, water and occasionally Milo.

Specials: Pancakes, smoothies, omelette, bacon, sausages and hash browns (see menu Additions on our Program board in the foyer)

Afternoon Tea (served from 3.50pm-4.30pm):

Daily offerings: apple, oranges, pear, kiwi, carrots, celery, tomato & cucumber and cheese, rock melon, watermelon, strawberries, pineapple, grapes, sultanas, dried apricots, peaches and nectarines are alternated to give the children variety.

Late Snack (served after 5.15pm):

Specials may include a variety of foods that the children may have prepared as part of the afternoon activities or a snack. All precautions to the best of our ability are taken regarding allergies and special food requirements.

Due to nut allergy alerts KCM refrains from providing known nut products to children where possible. Parents must advise staff of any allergies to food and/ or special dietary requirements (a personal action plan signed by a doctor is required for serious food allergies)

While Kids Crazy Maze does not claim to be a 'Nut Free' we are Nut Aware and ask parents to refrain from sending their children with food products that contain nuts.

Vacation Care

All meals are provided during vacation care unless otherwise stated. A Vacation Care menu is on display in the foyer.

This will include breakfast / morning tea – served from 7.30am – 10.30am, lunch and afternoon tea. A late light-snack may be provided on request by the child/ren for those still at the Centre after 5:15pm



Personal Belongings

Children are not to bring mobile phones or other electronic devices to the Centre. If you need to get in touch with your child please phone the Centre on 02 6584 0260 and we can pass a message or inform the staff that you wish to speak with your child.

Children should not bring their toys, games or other personal items to before, after school or vacation care. Personal items will be confiscated by an Educator and return to parent at pick-up time. Centre's staff will NOT accept any responsibility for any loss or damage of children's personal items.

Excursions



Excursions are organised as part of the Vacation Care weekly program. We reserve the right to cancel any excursion if reasonable attendance is not reached or there are unforeseen circumstances, such as bad weather and other events.

If a child displays inappropriate behaviour before or whilst on an excursion, a parent may be called to collect their child and a guardian may be required for excursions in the future.

On excursion days children are required to be at the Centre ½ hour prior to the departure time as shown on the program. We will NOT wait for children who have not arrived at the Centre by the time the bus is due to leave.

There will be NO REFUND if you are not at the Centre by the time the bus is due to depart. There are no facilities for children to stay behind at the Centre.

Swimming excursions to pools may be organized in warmer months for children. Parents must sign a permission note declaring their child can or cannot swim 25 metre confidently. If a child cannot swim this distance they will be excluded from swimming. Educator/child ratio for excursion are 1:10 and 1:5 for swimming or water excursions.

Wellbeing & Behaviour Guidance

Children attending the Centre are expected to maintain acceptable behaviour standards and abide by the Centre's behaviour guidelines. The staff will, in the event of a child not conforming to these standards and rules, advise the parents in the first instances that appropriate disciplinary action has or may be taken.

Should the problem persist the following procedure will take place:

1. The Children's Education Service Manager will consult with the parent. The child will be assisted to develop strategies to improve their behaviour.
2. The Children's Education Service Manager will consult with the family and offer strategies to overcome the issues causing concern.
3. For ongoing/persistent unacceptable behaviour the child may be suspended from Centre for a period of time.
4. The family may be expected to seek professional assistance. Professional Support Plan may be required prior to the child returning to the Service. (The family is responsible for providing this information to the service prior to the child attending the service again). The Children's Education Service Manager will take the matter to the committee and or Board for review.
5. The Children's Education Service Manager will consult with the family to discuss Termination of the child's position and recommend other systems that may meet their need better than the OOSHC Service.

Dangerous Behaviour

The health, safety and wellbeing of all children and staff is paramount. In the interest of the child and other children at the service, removal is sometimes the only step that can be taken. If an incident is deemed "critical" by the Children's Education Service Manager, instant removal will be considered without the previous steps being put in place. Parents will be contacted immediately. Families may be referred to support or other appropriate services.

In the case of physical violence, an immediate 48 hour withdrawal may be issued in order to keep staff and other children at the service free from harm.

We hope that the parents give us full support in these matters and explain to children the role of the staff at our Centre. We are responsible for the safety of your and all children, therefore acceptable behaviour is essential. KCM service adopts, encourages and reinforces positive behaviour with appropriate encouragements, opportunities for emotional regulation and actions to enhance positive behaviour whilst attending our service.

Behaviour Guidelines

- Children are to listen and take instruction from an Educator while at the Service or on excursions.
- Children must be courteous to all staff and other children.
- Children must not use hurtful or offensive language.
- No physical violence or fighting at any time.
- No child is to leave the Centre or yard without adult supervision.
- Children must ask the supervisor if they require the use of any equipment from the storeroom.
- Children will be expected to pack up any equipment they have been using and assist in the overall clean ups where appropriate.
- Children will be expected to respect and looked after the building, equipment, and furniture and resources at all times and abide by the Centre rules and expectations.
- All damage by an individual will result in replacement and/or costs to the child/parent.
- No playing in toilets or hallways.
- The storerooms are out of bounds at all times.
- Bags are to be left in the designated area and placed neatly on the floor.
- Children need to ask an Educator if you need to go to your bag.

Centre Rules

- Make sure a staff member knows where you are at all times.
- Show respect by speaking to each other politely.
- Keep our hands and feet to ourselves.
- Show consideration towards the Centre and its equipment, as well as other children's belongings.
- Always walk inside.
- If we interfere with other children's games or activities then we may be asked to play somewhere else, do another activity or sit out completely.
- Ball games to be played outside or in designated areas organised by Educators.

Behaviour Guidance Strategies Used by Our Staff

- Remain calm and choose our words carefully.
- Take the child aside and discuss with them which rule was broken.
- Never discipline before a group especially with a serious problem.
- Wait until the child has calmed down before discussing the problem.
- Encourage the child to look at alternative ways of behaving or getting their needs met that are acceptable.
- Emphasise that it is the child's behaviour that we do not like, not the child.
- Encourage the child to take responsibility for his/her own behaviour.
- If quiet time is used it should allow withdrawal from the situation, not as punishment (children still need to be where staff can see them) and provide an opportunity for self-regulation
- In an aggressive situation, remove the children involved and allow a quiet time to cool down, away from each other and then speak to the individual children about preventative measures and follow the behaviour management plan.

Policy and Procedure Review

This booklet is only a summary of our Policy and Procedures designed to welcome and give an understanding of our Centre's workings. If you are interested in reading or require additional understanding of our Policies and Procedures we have copies available at the Service. Service policies are reviewed and updated regularly. Feed-back is always welcome. Please give us comments / ideas / suggestions to refine and improve our policies and procedures.

KCM will have continuous positive communications and relationships with parents. Any newsletters or communication will be sent via our Xplor Comms (Communication) Centre and/or email.

Please do not hesitate to talk to staff if you have any other questions, they have many years of experience between them and are a wealth of knowledge.

Connections with Families

Many wonderful activities that happen in our services come from ideas and suggestions from families. We love to have your input and participation in our service. Many of you have special skills, ideas and suggestions that we can use with the children. Please don't keep them to yourselves we would love for you to share them with us. If you are able to participate in any way we would love to have you. Please let us know.

Grievance Procedure

KCM believes all people using the Centre have the right to make suggestions, comment on or provide constructive criticism about all aspects of our services. A well- managed and resourced complaint and comment handling procedure will allow for better service delivery. All suggestions, complaints and comments will be treated confidentially with no discrimination or retribution to anyone concerned. Please feel free to discuss with the Children's Education Service Manager or Educational Leader or staff any issues you may have regarding your child. Sometimes, discussion can make things seem a whole lot less serious and lead to an eventual resolution.

Please be assured that any discussion will remain confidential. If you or your child feels that your rights are not being respected, or if you or your child has any other complaint or concerns:

Talk, in person, to the Children's Education Service Manager or responsible person on duty call 02 6584 0260

If you are not satisfied with the outcome or felt your rights were not respected then place your complaint in writing to the CEO, mark confidential and forward to:

CEO of MNCCC – 4 Albert Circuit, Port Macquarie 2444

If you are not satisfied after using the above steps you can contact the NSW Ombudsman

Phone: 02 9286 1000 Toll free (outside Sydney metro): 1800 451 524

Complaints: [ONLINE COMPLAINT FORM](#) (link on their website) Web: www.ombo.nsw.gov.au

Email: nswombo@ombo.nsw.gov.au Fax: 02 92832911

Early Childhood Education Directorate (NSW Department of Education)

**The staff at Crazy Maze OOSHC look forward to being part of
your education & care experience**