



# Manly OOSH Inc. Family Handbook 2025

The information in this handbook was correct upon publishing in February 2025.

Information in this handbook may change in accordance with policy and procedure reviews.



# Family Handbook 2025

Please note that the information in this Handbook should be read in conjunction with and subject to our policies and procedures, which are on Manly OOSH website. Policy updates are located onsite in the Parent Information Area and are periodically emailed to parents/guardians.

## Centre Details

Manly OOSH is conveniently located within the school grounds of Manly Village Public School. We are open for Before and After School Care and Vacation Care.

Email: [info@manlyOOSH.com.au](mailto:info@manlyOOSH.com.au)  
Mobile: 0481 063 117  
Landline: 02 9976 2147  
Address: 12 Wentworth Street, Manly, NSW 2095  
Website: [www.manlyoosh.com.au](http://www.manlyoosh.com.au)

## Our Philosophy

Manly OOSH believes it is the right of every child to feel safe and cared for in the OOSH environment. We believe every child, family, staff member; our school and our community should have a sense of belonging, becoming and being at our service. We recognise PLAY as an important element in the development of children.

At Manly OOSH, our mission is to provide high quality care in a fun and safe environment where children have the opportunity to learn, explore and develop in both open, unstructured play and structured play. Through unstructured and structured play, we aim to promote children's development, confidence, agency and wellbeing. We have a child-focused program based on children's interests and their curiosity of the world they live in, which is guided by the National Quality Framework and My Time Our Place.

## Our Goals

Manly OOSH aims to:

- provide a space focused on wellbeing where there is respect for inclusion, diversity, self-identity, growth, self-awareness and collaboration amongst all stakeholders.
- provide a stimulating space where everyone has the opportunity to be creative and innovative together while fostering respect, self-esteem and the unique contributions of each individual.
- provide a collaborative space where there is promotion of social, cultural, social justice and environmental awareness through our programs.
- provide a wholesome and safe space where healthy lifestyles, good nutrition and child safety practices are promoted and maintained in a nurturing, caring and engaging environment.
- provide an ongoing learning space where everyone is learning from one another harmoniously to build internal resources to confidently contribute to the world around them.

## What we offer

- A range of structured and unstructured activities aimed at promoting children's development and wellbeing including art, craft, games and physical play.
- A child-focused program based on children's learning, as outlined in the National Quality Framework for School Age Care – My Time, Our Place.
- Vacation Care programs which include both excursions and onsite activities catering all age groups attending MOOSH.
- Breakfast from 7:30am - 8:00am each day at Before School Care and Vacation Care sessions, and Afternoon Tea each day at After School Care and Vacation Care sessions from 3:30pm - 4:00pm.
- Quiet space for children who want to rest or complete their homework.
- Opportunities to collaborate, connect, and form partnerships with local community groups.
- Special programs and activities including dance workshops, science lessons, sports and more.
- A team of experienced and well trained OOSH Educators.

## Operating Hours

Before School Care (BSC)	7:00am - 9:00am
After School Care (ASC)	3:15pm - 6:00pm
Vacation Care (VC)	7:00am - 6:00pm

## Enrolments

Parents wishing to use the service must enrol their children online via the Manly OOSH website using a desktop or laptop computer. There is a one-off enrolment fee of \$20 and then once enrolled, there is an administration fee of \$15.00 per term. Each child will be issued a MOOSH hat which costs \$15. Enrolment and payment details must be completed and approved prior to using the service.

## Bookings

### Permanent bookings

These are regular bookings for school days during term. Once your booking is confirmed you are guaranteed a place for your child on your chosen day/days and will be charged for that booking whether your child attends or not. Permanent bookings for before school care and after school care may be changed or completely terminated with 14-days notice in writing to [info@manlyoosh.com.au](mailto:info@manlyoosh.com.au) Permanent bookings may not be temporarily cancelled during term time, other than in exceptional circumstances (refer to the Fees Policy on the Manly OOSH website).

Absences must be registered via the Xplor Home mobile app by 12:00pm on the day of the absence for after school care sessions so we can ensure all MOOSH children are accounted for after 3:15pm. A \$15.00 fee is charged for failure to advise MOOSH of absences by 12:00pm.

Before school care absences must also be registered via the Xplor Home mobile app by 7:30am on the day of the absence so we can offer the spot to another child.

## Casual bookings

These are irregular, non-permanent bookings for school days during term time. These bookings can be made in advance via the Xplor Home mobile app and can be cancelled via the app with at least 24 hours notice. If the booking is not cancelled and your child does not attend, you will be charged. Casual bookings are subject to availability of places on any given day.

## Vacation Care bookings

Vacation care programs are emailed to families and published on the Manly OOSH website prior to the end of term. Manly Village Public School families can apply for vacation care bookings up to two weeks earlier than the general community, via the Xplor Home mobile app, after which bookings are taken on a first in first served basis. Vacation care bookings can be cancelled by request via the app with at least 28-days-notice. If a booking is not cancelled and your child does not attend, you will be charged.

Places at the Centre do fill up quickly; our maximum intake is 45 places for Before School Care, 84 places for After School Care and 84 places for Vacation Care. We observe a ratio of 1 staff member to 15 children on site. Please refer to the excursion programs to see offsite staff to child ratios. The current capacity may change due to available physical space on school premises.

## Fees

Fees are reviewed by the Manly OOSH Inc Management Committee. You may be entitled to a Child Care Subsidy from Centrelink. For more information regarding the subsidy, please contact the Manly OOSH office. To claim a subsidy, you will need to provide Manly OOSH with both parent and child CRN numbers and Date of Births via your online enrolment form.

BSC Permanent Bookings	\$19.50 per day per child
BSC Casual Bookings	\$24.50 per day per child
ASC Permanent Bookings	\$27.50 per day per child
ASC Casual Bookings	\$32.50 per day per child
Vacation Care Onsite	\$82.00 per day per child
Vacation Care Excursion	\$97.00 per day per child
Administration Fee	\$15.00 per term per family
Absent Fee	\$15.00 per session
Late Fee	\$30.00 per every 15-minute interval
New Hat Fee	\$15.00 per hat
Spare Hat Fee	\$3.00 per hat per session
Enrolment Fee	\$20 per child

As we are a community-based parent run service, we attempt to keep our fees to a minimum. To assist with this, we use a payment system called Debit Success. A direct debit will be made from your chosen bank account every fortnight in arrears on a Friday for any bookings you have made. The bank charges a merchant fee.

Children will not be permitted to attend Manly OOSH until current bank account details have been provided.

We charge fortnightly in arrears, and you can access your statement in the Finance section of the Xplor Home mobile app.



## Arrivals and Departures

On arrival your child/ren must be signed in using the Xplor QR code displayed on the iPads by the parent/guardian or if an authorised person listed on your online enrolment is dropping off, please inform MOOSH via email in advance. It is also your responsibility to make contact with a staff member to advise of your child's arrival at Manly OOSH.

On departure your children must be signed out using the Xplor QR code displayed on the iPads by the parent/guardian or if an authorised person listed on your online enrolment is picking up, please inform MOOSH via email in advance. It is also your responsibility to contact a staff member to advise of your child's departure from Manly OOSH.

The service closes at 6:00pm. If an extenuating circumstance arises and you are running late, you must call Manly OOSH (02 9976 2147 or 0481 063 117) to let the staff know. As we are a community-based service there will be an additional fee to cover the cost of staff staying late (refer to the Fees Policy on the Manly OOSH website).

## Management Committee

Manly OOSH is run by qualified staff with a Parent Management Committee (PMC) that oversees the finance, governance, and policies of the service. Manly OOSH is a not-for-profit incorporated entity with fees being used to operate the service. Funds are used to benefit Manly OOSH and the wider community.

The PMC is open to all parents using the service. If you think you may be interested in joining the PMC, please let the Director, Educational Leader or the President of the Committee know.

From time-to-time Manly OOSH requires professional services. If you feel you may have skills that could benefit us, please let the Director, Educational Leader, President or Vice President of the Committee know if you would be willing to help occasionally.

### Parent Management Committee Executives

Simon Smith	President
Anna Hamman	Vice President
John Fallon	Treasurer

### Manly OOSH Key Staff

Celine Varghese-Fell	Director   Nominated Supervisor
Will de Monchaux	Assistant Director   Educational Leader
Ali Dudley	Administration Officer

**Manly OOSH is based on mutual respect, care and co-operation amongst all children, staff and families.**