



MOUNT ANNAN  
CHRISTIAN COLLEGE



Before & After  
School Care

2017



## MACC BREAKFAST CLUB

MACC Breakfast Club will be open each morning from 6.45am until 8.15am. Our MACC Club staff have developed a terrific program to welcome students to school early each morning, including offering a tasty breakfast and a warm environment to start the day.

Both of our MACC Club staff have Early Childhood Qualifications along with OOSH training and are very keen to include our youngest students into our program.

It is important to note that bookings are essential for MACC Club. We have very strict student to staff ratios, which need to be maintained and we would respectfully request that any casual bookings for Breakfast Club *must be made by 2pm the day before attendance.*

## MACC CLUB

MACC Club operates a Program for the exclusive use of Mount Annan Christian College students from Prep to Year 6. A safe, supportive and familiar environment has been established within our Primary School area to ensure continued growth and development of our MACC Club Program.

The program operates between the hours of 2.55pm and 6.00pm Monday to Friday, with families having the option to enrol in either the short afternoon program from 2.55pm to 4.30pm or a long afternoon program from 2.55pm to 6.00pm. We have very strict student to staff ratios, which need to be maintained and we would respectfully request that any casual bookings for the afternoon program *must be made by 10am on the day of attendance.*

The education and care program is designed around the My Time, Our Place Framework for School Aged Care in Australia. Whilst attending MACC Club students will be engaged in a range of exciting and engaging activities and experiences, designed to balance the need for both recreational and creative pursuits along with opportunities for rest and rejuvenation. For those students enrolled in the long afternoon program, opportunities to complete Homework will be offered at the request of parents.

A nutritious afternoon tea is provided for all children in attendance.

In the afternoon when the children are dismissed from class they will go directly to the MACC Club room where they will then be signed into the MACC Club program for the afternoon and must be signed out by one of the adults designated in the enrolment form.

We would like our community to be confident that we are continuing to work towards the goal for all MACC Club Programs to be Centrelink rebatable and to extend our offering to including Holiday Program.

## **ENROLMENT AND BOOKINGS**

Places are strictly limited and are allocated on a first in, first served basis using the date that the enrolment form is received.

There is a one page enrolment form on the last page of this booklet or enrolment forms are available to submit on our MACC APP. This form must be completed prior to the child starting the program to ensure that we have all the relevant information.

The enrolment form plus the deposit can be returned via the College MACC APP or forms to College Administration Office either in person or by posting it to Mount Annan Christian College, PO Box 7039, Mount Annan NSW 2567.

You will need to inform your children and their teacher that they will be attending the MACC Club program, particularly in the first few days of attendance until they are used to finding their own way between class and the facility.

For all enquiries, please contact the College Office.

## **PAYMENTS**

**Payments for the MACC Club Program must be made either on a prepaid basis or on a 14 day invoice.** These payments can be made in person at the College Fees office, online, telephone or via our MACC App. The College Office closes at 4:00pm each day. Specific terms and conditions regarding payments are outlined overleaf and must be adhered to otherwise the MACC Club enrolment may be terminated without notice.

## **HOMEWORK**

Parents wishing their children to complete their home work during this time are encouraged to discuss this with the staff and their children. The completion of daily homework is encouraged however children will not be forced by our staff to complete homework. Individual tutoring by the MACC Club staff is not possible but staff will ensure that all children will be assisted if need be whilst they are also supervising other children.

## **SAFETY AND CARE OF CHILDREN**

Your child's safety is of the utmost importance. We therefore request regular updates of the following information as circumstances change:

- Emergency contact telephone numbers
- Medical information
- Persons authorised to collect your children from MACC Club

## **MACC CLUB CONTACT**

Direct phone number during MACC Club hours: 02 4634 7429

MACC club email: [club@macc.nsw.edu.au](mailto:club@macc.nsw.edu.au)

# TERMS & CONDITIONS

**It is a requirement for all parents enrolling their children in the MACC Club programs at Mount Annan Christian College, to agree to and comply with the following terms and conditions. Please read them carefully:**

1. Mount Annan Christian College MACC Club is run under the umbrella of the College and all the normal College policies apply.
2. MACC Club is only available for MACC Students in Prep to Year 6.
3. All College and MACC Club fees are required to be kept up to date.
4. MACC Club fees are due and payable fortnightly, upon statement.
5. Overdue fees will incur a "First Reminder Letter" and an administration fee of \$50. If payment has still not been made by the due date a "Final Reminder Letter" will be sent and an administration fee of \$100 will be charged. This "Final Reminder Letter" gives parents seven days' notice for payment, after which your child's enrolment in the MACC Club program will be reviewed and may be terminated.
6. Parents with overdue College fee accounts must seek approval from the Headmaster, Business Manager or their representatives to enroll in MACC Club.
7. Additional charges for late pickup, late payment or special events must also be paid by the due date.
8. Payment must be made for all permanent days your children are enrolled regardless of actual attendance, including public holidays. This is because the staff running the programme still need to be paid on public holidays.
9. MACC Club Fees may be subject to change at the beginning of each term in line with the cost of running the facility.
10. All parents are required to give two weeks notice or payment in lieu to cancel an enrolment. Two weeks notice is also a requirement to those families who go on holiday and want to avoid being billed for their time away.
11. All parents must write the time and sign the attendance register when children are collected
12. All absentees must be notified by the parent to Administration, giving at least 2 hours notice prior to the scheduled start time.
13. All children must be collected by the agreed time each day. If your child is booked in until 4.30pm and is not collected by this time you will be charged for a full afternoon's care. All parents need to be aware that failure to collect your children before 6.00pm may result in forfeiture of their position in MACC Club. A late pickup charge of \$20.00 per child, per 10 minutes for Permanent and Casual bookings is payable after 6pm.
14. All casual bookings are to be made before 10am on the day of attendance. Any bookings after this time will result in a surcharge of \$10 as an emergency staff member will need to be arranged to ensure we are maintaining the correct staff ratios at all times.
15. The casual care rate must be paid if your child attends on a day on which they are not permanently enrolled. It is also a requirement that parents/guardians pay on the day of their child's attendance (casual). This can be done via the MACC App or at the office. If the casual payment has not been received then you will be required to pay via the MACC App (using the MACC Club Ipad) upon picking up your child in the afternoon.
16. The fees for MACC Club are flat rates and apply regardless of the duration of the stay in the MACC Club program.
17. All parents agree to permit the MACC Club staff to administer first aid to their children as the staff deem appropriate.
18. A 5% discount will apply to families who pay a Terms fees in advance.
19. We reserve the right to deny enrolment to students without notice.

## 2017 MACC CLUB FEES

### MACC BREAKFAST CLUB - BEFORE SCHOOL CARE

<b>MORNING ATTENDANCE</b> 6:45am – 8.15am	PERMANENT*	CASUAL
Fees Per Child Per Day + per term \$20 consumable fee	\$14.30	\$15.30

### MACC CLUB – AFTER SCHOOL CARE

<b>HALF AFTERNOON ATTENDANCE</b> 2:55pm - 4.30pm	PERMANENT*	CASUAL
Fees Per Child Per Day	\$14.30	\$15.30
Family Rates Per Day Capped at	\$28.60	\$30.60
Late Pick up per child after 4.30pm	\$9.20	\$10.20
Late Pick Up Per Child Per 10min after 6pm	\$20.00	\$20.00

<b>FULL AFTERNOON ATTENDANCE</b> 2:50pm - 6.00pm	PERMANENT*	CASUAL
Fees Per Child Per Day	\$23.50	\$25.50
Family Rates Per Day Capped at	\$47.00	\$51.00
Late Pick Up Per Child Per 10min after 6pm	\$20.00	\$20.00

MACC Club permanent fees are due and payable fortnightly, upon statement.

Payment can be made by MACC App, cash, Visa, Mastercard or direct debit via College's main reception area. B-Pay details are included on fortnightly statements for online payment.

\* Permanent is for a minimum of 4 weeks



# 2017 MACC CLUB ENROLMENT FORM

(THIS ENROLMENT FORM MAY BE SUBMITTED VIA OUR MACC APP)

Mother / Guardian

Father / Guardian

Name: .....  
 Address: .....  
 .....  
 Work Phone: .....  
 Home Phone: .....  
 Mobile: .....

Children Enrolling	Grade	Days Enrolled <i>(please circle)</i>	Morning / Half Afternoon / Full Afternoon	Permanent / Casual
		M T W Th F		
		M T W Th F		
		M T W Th F		
		M T W Th F		
		M T W Th F		

Start Date of Enrolment: .....

Medication / Allergies / Special Needs (attach medical plans/action management plans): .....

.....  
 .....

Hobbies or Interests: .....

.....  
 .....

	Emergency Contact / Pickup	Emergency Contact / Pickup
<b>Full Name:</b>		
<b>Phone:</b>		

Children will only be released into the care of people listed on this form, unless prior arrangements have been confirmed.

I give permission for my children to attend MACC Club at Mount Annan Christian College. I have read the Terms and Conditions and agree to comply with them.

Signature: ..... Date: .....



# MOUNT ANNAN CHRISTIAN COLLEGE

**MOUNT ANNAN  
CHRISTIAN COLLEGE LTD**

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A ministry of c3 church Mount Annan