

## St Martins Out of School Hours Care (SMOSHC)

### AIM

The aim of St Martins Out of School Hours Care (SMOSHC) is to provide education and care during after school or vacation care to the students and families of St Martins Lutheran College, engaging in rich learning and development experiences, in a happy, safe and loving Christian environment.

### RATIONALE

The St Martins Out of School Hours Care program aims to create a positive, inclusive learning environment which encourages children to engage in activities and experiences based on their interests and everyday lives and achieve the Learning Outcomes of an approved learning framework. From Reception to Year 7. Educators support individual learning through planning documentation and evaluation. We aim to support families through the provision of a quality education and care service within the St Martins community.

### SMOSHC OPERATING HOURS

After School Care Monday - Friday 3:15pm - 6:00pm

Student Free/Vacation Care Days Monday - Friday 8:00am - 6:00pm

### SMOSHC LOCATION

House on the left of the driveway, located near the Staff Carpark.

### GENERAL

After school care generally involves a snack, free time, programmed and spontaneous activities, and an opportunity for students to do homework.

Student Free and Vacation Care involves a variety of planned and spontaneous activities, eating times and planned outings.

SMOSHC is closed on Public Holidays and for a three week break over the Christmas/New Year period.

Students must be registered for the program this includes an enrolment form and a medical management plan - using the SMOSHC enrolment form available from the College Front Office or the SMOSHC Director.

### FEES

#### After School Care

Pick up...	Before 5:30PM	\$21 (early dismissal days will incur an additional \$5 charge)
	Between 5:30 - 6:00PM	\$26 (early dismissal days will incur an additional \$5 charge)
	*Late fee applies after 6:00PM - \$20 per 15 min block – billed separately to the family	

#### Student Free Days and Vacation Care

Full day \$42

\*Late fee applies after 6:00PM - \$20 per 15 min block– billed separately to the family

## BOOKINGS

After School Care, Student Free Days and Vacation Care bookings can be made via the “QKR!” App. The app can be downloaded from the App Store (Apple) or the Google Play Store (Android).

After School Bookings can be made 2 weeks in advance, while Student Free Day and Vacation Care bookings can be made 4 weeks in advance.

## CANCELLATIONS

Please inquire with the College or SMOSHC Director for instructions how to find this on the app.

### After School Care

Families can cancel After School bookings up until **2pm on the day of the booking** and receive a credit to their QKR! Account, which can be spent on anything within QKR! (SMOSHC, Canteen, Camp Payments, etc.). Cancellations after **2pm on the day of the booking** will not result in a credit and will be considered a no-show. For cancellations after 2pm please notify the SMOSHC staff so they are aware of your child's absence.

### Student Free Days and Vacation Care

Families can cancel their Student Free Days and Vacation Care bookings up until **2pm on the day before the booking** and receive a credit to their QKR! Account, which can be spent on anything within QKR! (SMOSHC, Canteen, Camp Payments, etc.)

Cancellations after **2pm on the day before the booking** will not result in a credit and will be considered a no-show. For cancellations after 2pm please notify the SMOSHC staff so they are aware of your child's absence.

Any communication or inquiries can be made via the SMOSHC mobile 0418 815 101

Office hours are between 2:00pm and 6:00pm during after school sessions.