

# WAVERLEY MEADOWS OSHC



## KEY INFORMATION SHEET

### ADDRESS:

WAVERLEY MEADOWS PRIMARY SCHOOL  
11 COLUMBIA DRIVE  
WHEELERS HILL VIC 3150

### HOURS OF OPERATION:

BEFORE SCHOOL CARE  
7.00AM-9.00AM

AFTER SCHOOL CARE  
3.30PM-6.00PM

HOLIDAY PROGRAM/  
CURRICULUM DAY  
8.00AM-6.00PM

### CONTACT DETAILS:

PHONE: 99773000 OR 0477550352

EMAIL: ADMIN@COMMOSH.EDU.AU

WEB: WWW.COMMOSH.EDU.AU/  
WAVERLEYMEADOWSPRIMARY  
SCHOOL



CommunityOSH welcomes you to the Waverley Meadows OSHC Program. We are passionate about offering innovative and engaging care environments for children that challenges them to learn and succeed. We are dedicated to providing working families with the affordable support they need and peace of mind knowing their children are safe and cared for.

### Session fees prior to Child Care Subsidy:

Before School Care: \$22.00

After School Care: \$29.50

Curriculum Day/Holiday Program \$68.00

(Incursion and Excursions attract an additional fee)

# ABOUT YOUR PROGRAM

WAVERLEY MEADOWS PRIMARY SCHOOL OSHC



## What we provide:

An exciting and engaging program of activities for the children to choose from. The program is fully stocked with modern resources that appeal to a wide range of interests and ages. A delicious and nutritious afternoon snack is on the menu everyday.

## What to bring:

Children to bring a hat, drink bottle and weather appropriate clothing.



## How to enrol and book:

To enrol & book into the program please create an account at [www.commosh.edu.au](http://www.commosh.edu.au) You can then log into your account at any stage and manage your bookings at any time.

## Payments:

Payments are made in arrears fortnightly during the term and weekly during the Holiday Program, via credit card or direct debit from your nominated bank account. Prior to charge your statement is emailed to you for you to review.

## How to cancel a booking:

Cancellations and changes can be made at no charge up to midnight the night before After School Care and 5 days prior during the Holiday Program. You can either log into your account or contact our Customer Care Team to update your bookings on 9977 3000.

## Late Pick Up:

We understand that it is not always easy to pick up on time so when you are genuinely late we do not charge for the first 5 minutes. Additional time is charged at \$1.00 per minute. Please assist by contacting the program to let them know you are going to be late.

## Policies

Please refer to the Policy & Procedure document available at the program in relation to: enrolment, payment, staffing, programming, sign in/out of children into program, behaviour management, illness & infectious diseases, dietary, anaphylaxis and asthma management.

## Complaints

Complaints can be made directly to your account manager at [admin@commosh.edu.au](mailto:admin@commosh.edu.au) or 9977 3000. If you are not satisfied with how your complaint was managed please contact Eastern Metro Victoria Region Early Childhood School Education Group Department of Education and Training 295 Springvale Rd Glen Waverley 3150 Victoria, 3175 - Email: [emr.qar@edumail.vic.gov.au](mailto:emr.qar@edumail.vic.gov.au) Phone: 03 1300 651 940

