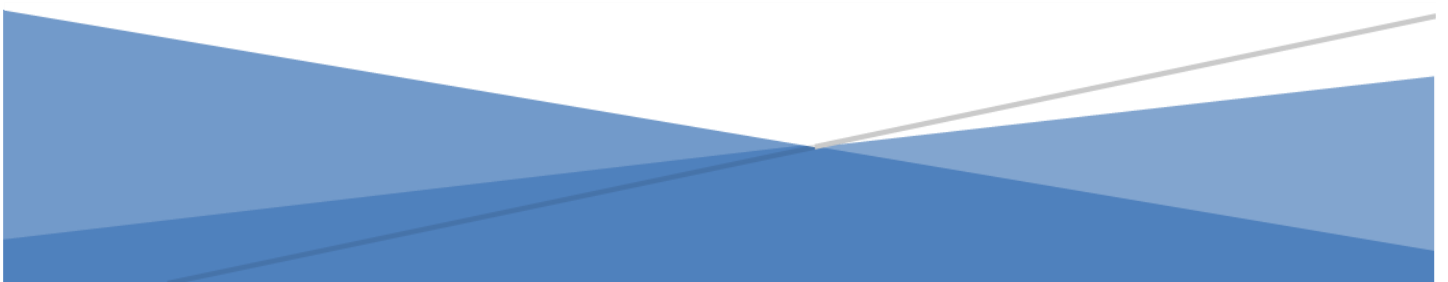




Eagle Junction State School P&C Information for Families



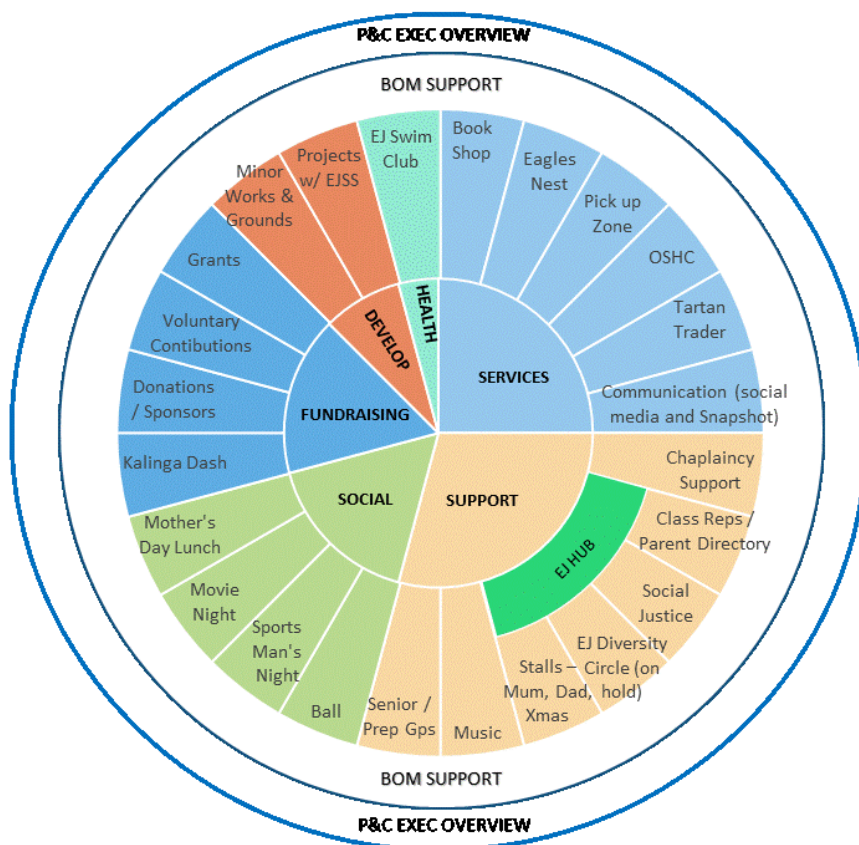
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Parents and Citizens Association (P&C)

The Parents and Citizens Association is the parent decision-making group and plays an increasing role in the formulation of school policy. It is instrumental in providing many school facilities and resources. It is hoped that every person will become involved in the activities of the P&C in some way.

- The EJSS P&C has at its core the following aims:
- To provide **SERVICES** to the school community that make life a little bit easier.
 - To **SUPPORT** parents / carers in as many ways as possible.
 - To provide a **SOCIAL** aspect to our community and help build friendships that last a lifetime.
 - To encourage **FUNDRAISING** so our children have the best possible resources available.
 - To work with the school to **DEVELOP** best-practice facilities for our children
 - To encourage positive **HEALTH** and well-bring behaviours in our children.



Who runs the P&C?

Generally, the P&C is run by parent volunteers. Other than the Kids' Care (Outside School Hours Care) facility, the Business Operations Manager and a few core staff, the P&C is essentially run by volunteers - parents like you. The P&C wouldn't exist without these volunteers - do you want to be one of them?

Elected key people 2022 (until AGM 2023)

President	Zahrah Roush	ejpcpresident@gmail.com
Vice President	Al Perillo	ejpcvp@gmail.com
Secretary	Kate Donaghue	ejpcsecretary@gmail.com
Treasurer	Rena Engler	ejpctreasurer@gmail.com
Bookshop	Sharon Window	ejbookshop@gmail.com
Eagle's Nest (Tuckshop)	Sharon Window	ejpcbom@gmail.com
EJ Kids' Care	Al Perillo	oshc@ejkidscares.com.au
EJ Swim Club	Charlie Appleby	ejswimsec@gmail.com
Tartan Trader (Uniform Shop)	Katy Graham	ejssuniformshop@gmail.com

How can I get involved?

Our school is fortunate to have an active, supportive P&C. The many events and initiatives of the P&C are enjoyed by our families and are part of what makes our school great. Our P&C need the support of all parents. Volunteering is a great way to contribute to our wonderful school.

Parents are encouraged to volunteer and support P&C initiatives including:

- | | |
|-----------------|--------------------------------|
| ■ Bookshop | ■ Eagle's Nest (Tuckshop) |
| ■ EJ Kids' Care | ■ EJ Parent Network |
| ■ EJ Swim Club | ■ Major Events |
| ■ Pick-up Zone | ■ Tartan Trader (Uniform Shop) |

How does the P&C support the school?

The P&C is a non-profit organisation and its sole purpose is to support EJSS. The money made by the P&C goes straight back into our school (when needed) to make it the wonderful place that it is for our children to learn and grow. P&C financial support of our school is through annual contributions to educational resources, library resources, music programs, teacher classroom photocopying, swimming assistance program (Prep - year 3), technology, Chaplaincy service, and trophies/awards. For example, each classroom has a number of iPads for the children to use for educational purposes – these were purchased by the P&C.

The P&C also contributes to structural improvements at our school. For example, the synthetic grass on the school oval, the playground and air-conditioning in every classroom and the school hall were all funded by the P&C through the fundraising efforts of parent volunteers.

How often does the P&C meet?

The P&C Executive, EJSS school principal (Adam Mathewson), senior EJSS teaching staff, Subcommittee representatives, parents and any interested parties usually meet two to three times a term on a Wednesday night in the school library from 7.00 pm - 8.30 pm. Although everyone is invited and welcome at the P&C meetings and we would love to see you there, you do not have to go to every meeting just because you are a volunteer.

The monthly meetings serve five main purposes:

1. As a forum for discussion about the school and its general operation and to provide appropriate advice to the Principal.
2. As a decision-making group to provide the school with amenities not supplied by Education Queensland.
3. As a group to determine changing directions of the school according to need and to assist with a healthy community involvement in this school.
4. As a forum for the communication of matters dealt with by the P&C's sub-committee system.
5. As an opportunity to listen to and discuss matters raised by the Principal in the meeting report.

When does the P&C need volunteers?

The P&C always needs volunteers so if you have capacity to help, please contact the P&C Business Operations Manager and we'll find a way for you to help. Remember for every child who leaves the school and their parent volunteers leave with them, we need to replace those parents with someone who is still here or new to the school community. Also, let us know if you have a certain skill set – we might have volunteer opportunities that could use your skills.

Bookshop - purchasing stationery

Each year, in Term 4, parents have the opportunity to order stationery requirements for the following year through our school bookshop, which is organised by the P&C Committee. Orders can be conveniently processed online at www.munchmonitor.com. At other times stationery can be purchased via the Uniform Shop, with payment by cash, EFTPOS or credit/debit cards. See the Tartan Trader (Uniform Shop) section of this booklet for shop open times. If you are new to the school and require bookshop items out of Uniform Shop hours, contact the Bookshop via email (EJBookshop@gmail.com) to arrange an appointment to purchase your bookshop needs.

Quality and price of items are comparable to retail stores. Any profit from the bookshop goes back to the P&C to be used to improve the school for the benefit of our children. The bookshop is run by volunteers and is not affiliated with any retail outlet.

Book Pack

A Book Pack includes all stationery items and book requirements that are needed for that year level. IT DOES NOT include CARRY OVER ITEMS (see explanation below) from previous years.

Ordering a Book Pack

Full instructions on how to navigate the online purchasing of stationery, books and equipment can be found in the separate P&C Team App and Munch Monitor user guide. Extra flyers will be handed to your children closer to the relevant times during the year.

A paper copy of the order form is also available from the school office closer to the ordering time. Electronic copies will also be made available on Team App, under 'Useful Info', once the ordering period opens.

Please note the following important points:

- The website address is www.munchmonitor.com. In 2023 the site opens for bookshop orders in 11th SEPTEMBER. You will not be able to access Bookshop via the Munch Monitor website before this date.
- ORDERING: Orders need to be finalised and placed before 5.00pm on the order deadline date which is 6th OCTOBER 2023. After this date, you will not be able to access the Bookshop via the site. This is to allow time for orders to be collated and processed.
- \$30 LATE FEE: will be applied to all orders placed after the deadline (i.e. orders placed in person on collection days and the first month of Term 1). This additional charge is in place to cover administration and re-stocking costs as well as to encourage online ordering. Parent volunteers collate and pack stationery orders and, by ordering in advance online, the process can be completed efficiently and in a timely manner.
- ART & CRAFT CONTRIBUTION (for Prep only): The booklist includes a contribution towards art and craft activities in Prep. This covers additional craft items that are purchased by the school from speciality suppliers, therefore this must be paid for via the Bookshop.

Carry over items

These are items that have been purchased in a previous year's booklist, and it is expected students will bring them home with them at the end of the school year, ready to take back to school the following year. These are different for each year level. A list of these items will be included in your book order when you collect it, be on Team App as well as be circulated via your class representatives towards the end of the school year.

Book Packing and Collection

Volunteers from the school community will pack all book orders the week of order collection. If you can help with book packing, we would love to hear from you! Any amount of time is appreciated. If you would like to help, please email - EJBookshop@gmail.com.

Book orders must be collected from the Assembly Hall on either:

Monday	20 November 2023	Between 2.30pm and 6.00pm
Tuesday	21 November 2023	Between 7.30am and 10.00am

Unfortunately, we are not able to offer unlimited trading hours as our book packing is carried out by volunteer parents with limited time available. If you are unable to collect during these times, please make alternative arrangements with a friend or an older child to collect.

Eagle's Nest (Tuckshop)

The Tuckshop is organised by a sub-committee of the P&C Association. It undertakes to ensure the efficient operation of the school Tuckshop, within the Education Queensland policy and aims to provide the children and staff with a high standard of food service.

The nutrition policy of our Tuckshop has been based on information supplied by Commonwealth and State Departments of Health.

The P&C employs a convenor, who is certified by Food Safety Australia and holds Certificate 3 qualifications in food safety and food handling. The Convenor supervises the day-to-day running of the Tuckshop and is always very happy to discuss any matters relating to the food and services. Members of the Tuckshop Sub-Committee are also available to advise on our policy.

Hours of operation and ordering

The Tuckshop is open Tuesday to Friday during term time (Currently trialling a Monday open as well), with a full service from 8.00 am - 1.30 pm. Orders can be placed for breakfast, 1st and/or 2nd break daily.

Tuckshop orders should be made before 8.45 am on the day through Munch Monitor, a simple online booking system for pre-ordering healthy and delicious lunches and breakfasts from the Eagle's Nest Tuckshop. The Tuckshop menu includes gluten free and vegetarian options.

Refer to the separate P&C Team App and Munch Monitor User Guide for instructions.

Children in Year 1 to Year 6 will be required to pick up their orders from the Tuckshop at 1st and 2nd break. Prep orders will be delivered to their classrooms **however Prep students cannot order ice-blocks or drinks.**

Birthday celebrations

Parents can arrange with the Tuckshop to organise ice blocks or cupcakes for the whole class for birthdays or special celebrations. These will be delivered to the classroom. Contact the Tuckshop for further information.

Volunteering in the tuckshop

The Tuckshop is a pleasant and friendly venue where voluntary helpers can meet other parents involved within the school. This provides a useful social environment for newcomers to our school.

The sub-committee welcomes all new families and children to Eagle Junction State School and invites those parents who are able to participate in the running of the Tuckshop, by voluntary work, to do so. The P&C has endorsed a policy that pre-school aged children are not permitted in the tuckshop area. The committee encourage parents who are unable to volunteer on Tuckshop, to find other ways to contribute e.g. home baking for Tuckshop and school events, washing of aprons and tea towels and specialist catering.

Please complete the Tuckshop volunteers form and return to the Tuckshop as soon as possible if you can assist on the voluntary roster or help in other ways. Our Tuckshop Convenor, Mrs Kerri White welcomes you to call in and have a chat to discuss how you may be able to help. Alternatively, you can contact Kerri during open hours on 3637 1113 or by email at ejsstuckshop@yahoo.com.au.

EJ Kids' Care (before and after school care)

EJ Kids' Care is located on the grounds of Eagle Junction State School and provides quality, caring before school care, after school care and vacation care for school children ranging in age from 4 – 12 years. Our service is approved under the National Law Act (2010) and National Regulations (2011), with the Eagle Junction State School P&C Association being its Approved Provider.

Our Centre is a large, vibrant, happy place catering for 270 children every afternoon and 65 children every morning. We believe all children to be active learners and as such, provide rich and engaging programs designed and implemented by both staff and children.

Hours of operation

Before School Care:	7.00am - 8.30am
After School Care:	2.45pm - 6.00pm
Vacation Care:	7.00am - 6.00pm

2023 fees and charges

	Students Years 1 - 6	Prep Students
Before School Care	\$18.00	\$18.00
After School Care	\$27.00	\$29.00
Vacation Care & Pupil Free Days	\$52.00	\$55.00

**Please note - prices indicated are subject to change at the discretion of the Eagle Junction State School P&C Assoc

Registration and placement

If you are requiring permanent places at EJ Kids' Care in 2024 due to work/study commitments, please ensure you register your details on the *My Family Lounge* portal and place a booking request. A link to *My Family Lounge* may be found on the Kids' Care page of the school's website. Please see further instructions below:

- Go to our dedicated page on the Eagle Junction State School website. 'Outside School Hours Care' can be found under the 'Facilities' tab.
- Then click on the 'My Family Lounge' icon to register your family details.
- After registration is complete, you will be able to sign in and add the name/s of your child/ren requiring care.
- Once your child's details have been added, please click on the 'New Request' button under the 'Booking Requests' section and complete all the details of your care needs.
- You will receive a confirmation email once your new request has been submitted.

Please note - the waitlist for 2024 will open on the day "in catchment" enrolments are accepted by the school office; new booking requests for 2024 will NOT be accepted prior to this date

As places at the centre are limited, please understand that by registering a booking request, this does not automatically mean a place will become available for you.

Families successful in obtaining places to commence in the 2024 school year will be informed by Friday, 8th December (the last day of the school year) via phone/email, and will be required to complete the enrolment process. After this time, offers will only be made once places become available throughout the year.

Making casual bookings

If you wish to book casual term places and vacation care places while waiting for permanent spots to become available, please ensure you *complete and submit* your child's ENROLMENT form and DIRECT DEBIT AUTHORITY. The Enrolment Form can be found next to your child's name on your main account page and will initially say START ENROLMENT. Once the Kids' Care office has received this paperwork, casual bookings will be enabled. *Please note an additional \$5 charge will apply for each casual booking made during term.*

Casual bookings can be made via the *My Family Lounge* portal (on a tablet or PC) or via the *My Family Lounge* App (downloadable via googleplay or itunes). Further information about how to use both these versions of *My Family Lounge* can be found on our Kids' Care page.

Vacation care

Vacation care is provided by EJ Kids' Care for all school vacation periods and student free days (excluding Public Holidays). A 2-week planned closure generally occurs over the Christmas period during the week of Christmas and the week of New Years.

A Vacation Care program is prepared in consultation with Educators and children, and will often include excursions and incursions. All children booked into Kids' Care days where excursions are a planned activity, will be required to attend that excursion, as alternate arrangements cannot be made to provide care for children.

Once approved by the school's P&C, the program and booking instructions will be made available to families via the EJSS P&C Team App three weeks prior to the holiday period commencing. To receive the program, please ensure you have 'Kids' Care' selected as one of your Team App access groups.

ALL vacation care bookings must be made via the *My Family Lounge* portal or App, with a signed permission form having to be returned before attendance at care.

General information

The Government's Child Care Subsidy is available for all eligible families. To understand if your fees can be reduced, please contact Centrelink directly on 13 61 50.

For more information on all our policies and procedures, please download our Family Handbook via the Kids' Care page on the school's website.

Alternatively, please feel free to contact the Kids' Care office on 3262 8093 or via email on:

oshc@ejkidscare.com.au

Parent Network

Eagle Junction State School has an active parent and carer network called the EJ NETWORK.

The EJ Network keeps everyone connected via regular communication, maintains the school's inclusive community spirit, and supports families in need. It is a collective of five P&C Sub Committees that work closely with the P&C Association and School Administration to support the EJ Community.

The 5 Sub Committees of the Parent Network are:

Class Representatives Co-ordinator

Each class at school has a parent/carer representative who ensures that the other class parents are kept up to date with information relevant to their child, organises child and parent catch ups, welcomes new families during the year, organises their class parent volunteer for our major, annual fundraiser, and helps the class teacher with volunteer rosters. Class representatives communicate with parents via Team App (a communication platform for smartphones), email, Facebook, and the school's weekly newsletter.

Parent Directory

The parent directory is a list of parent/carer contact details for each child in the school and is available on Team App. Participation is completely voluntary, but highly recommended.

EJ Diversity Circle (EJDC)

This group supports families who have English as a second language. Nearly 25% of our student population has an international background. EJDC recognises the value to the whole school community of cultural inclusion. It undertakes activities to promote, encourage, and increase participation of all families within a supportive group.

Social Justice

Our school discreetly and confidentially offers support and financial assistance to families at risk or in need. The support can include books, uniforms, meals, and excursion assistance.

Stalls

Throughout the year EJ holds fundraising stalls that financially support the Social Justice Sub Committee. These very popular stalls are held for Mothers' Day, Fathers' Day and Christmas.

EJ Swim Club

Eagle Junction Swim Club is a junior, amateur swim club that provides a semi-competitive environment that encourages all children to be the best they can be, measured against themselves. Our club philosophy is all about encouraging Personal Bests (PBs).

There is something for everyone in our club and we welcome children from about 4+ years old up to the age of 14 years, to join in every week. Swimmers of all levels are welcome, from novices and juniors through to elite swimmers. A free trial is available and membership is not restricted to EJ students. There is no limit on membership numbers.

In addition, we do provide opportunities for children to swim competitively in three carnivals and our Age Championships at the end of the season. We also host a Trophy day at the end of season to recognise all regular swimmers as well as those that have over achieved. This club offers a fun and friendly environment for your children to gain confidence and build self-esteem in the sport of swimming. If your kids love swimming in a very sociable environment, then you will love swim club.

Where, when and how

The club operates at the school pool every Saturday from 8am until approximately 10.30am in Terms 1 and 4. Parent volunteers are required each and every week for the club to actually operate. Our website <https://ej.swimming.org.au/> has a lot of information, especially in the section titled "About us ". We use Team App for the most up to date messaging as well as Facebook.

Please note that we do not offer professional coaching classes as part of our club offering. Belinda Cadzow Swim School operates at Eagle Junction State School pool and she can be contacted on bawhite050@gmail.com.

Should you require more information regarding the EJ Swim Club, we can be contacted on ejswimsec@gmail.com. Come on down and join the fun. We hope to see you in or around the pool this season.

Major P&C events

There are a number of major events in the school calendar organised by the P&C and parent volunteers. These include:

1. Sportsman's Night - this is an on-site parent social event, usually held in March (Term 1)
2. Mother's Day Lunch - this is an on-site parent social event, usually held in May (Term 2)
3. Kalinga Colour Dash - this event is a family-friendly, community colour run and the major annual fundraiser for the school, usually held in August (Term 3)
4. Movie Night - this is a family-friendly event held on the school oval, usually in June (Term 2)
5. Music Soiree - showcase of our talented EJ musicians on stage, usually held in October (Term 4)

Pick-up zone

Please take time to familiarise yourselves with the signage around the school. Parking is limited.

2 Minute Zone

The '2 Minute' zone is just that. It is a parking zone in Roseby Ave., where children farewell the driver, gather their gear for the day and exit the vehicle on the left-hand side. The idea is to *KISS-DROP-GO!*

Parents wishing to use the 2-minute pick up zone in Roseby Avenue in the afternoons will need to request a "Look Out" card which is displayed in the front of the vehicle collecting students. For more information, see the office staff to obtain a form.

Parent volunteers help in the pick-up zone daily alongside school staff to ensure the safety of our children and the efficient movement of the pick-up zone queue.

Brisbane City Council regulations and Queensland Government laws are enforced around our locality. Please adhere to these for the safety of you and your children and the consideration of our neighbours. The safety of all individuals within the school vicinity is of paramount importance and we work together towards ensuring this is the case each and every school day.

Tartan Trader (Uniform Shop)

The school uniform is available through the Uniform Shop known as the Tartan Trader. The shop is open every Friday 8.00am - 9.00am (unless advised otherwise). It is also open for extended trading at various times throughout the year to cater for new enrolments. These times will be advertised in the school newsletter and via Team App. If you are new to the school and require uniforms out of shop hours, contact the Uniform Shop via email (ejssuniformshop@gmail.com) to arrange an appointment to purchase uniforms.

Orders can also be placed online via Munch Monitor (www.munchmonitor.com). Online orders are processed every Wednesday and Friday morning. These are delivered to your child's teacher's pigeon hole for distribution or held in the Uniform Shop if you have not been allocated a class.

The Uniform Shop also welcomes the donation of good quality, laundered, second-hand uniforms which are sold at a discounted price each Friday when the shop is open.

The Uniform Shop is staffed by volunteers and new parents are welcome to join the Tartan Trader team. Any profits raised from the sales of the Uniform Shop are returned to the P&C Association at the end of each year.

Order your uniforms for 2024 now

Munch Monitor is available 24 hours a day and the Uniform Shop is ready to receive your orders now. Stock levels are limited. To ensure all your uniform items are in stock we recommend you order as soon as possible.

Uniform orders for 2024 placed on Munch Monitor by Friday, November 3 will be available for collection on the dates nominated for Book pack collection (November 20 and 21, 2023).

For instructions on ordering online, refer to the separate P&C Team App and Munch Monitor User Guide.

For further information about the P&C

For further information about the EJSS P&C Association and/or volunteer opportunities, contact the P&C Business Operations Manager (BOM) at ejpcbom@gmail.com.

[Last updated: 22 March 2023](#)