

St Martin de Porres School



Outside School Hours Care & Vacation Care

Parent Information Booklet 2018

OSHC Phone Number 8321 8308

Philosophy Statement

We believe that Outside School Hours and Vacation Care are a valuable and integral part of the St Martin De Porres School and the local community.

Our centre is a place to:

belong and feel safe and secure

- Build self esteem
- Develop and maintain friendships with others.
- Relax have fun through the flexibility of choice while learning new skills and encouraging a healthy active lifestyle.
- Help them to develop into who they want to be

Aims

St Martin de Porres Outside School Hours Care aims to provide a high quality care for school age children as set out in the National Quality Framework.

Our centre aims to provide a warm, stimulating, flexible and safe environment by encouraging and nurturing the children's individual strengths, abilities and interests while respecting their diverse backgrounds.

We aim to meet the children's learning practices, principles and outcomes of Belonging, Becoming and Being and My Time Our Place.

We aim to follow the Motto of our school of Truth, Labour & Unity

Objectives

To support the philosophy, we will endeavour, as the St Martin de Porres School Board to ensure that the Outside School Hours Care

1. Is caring stimulating and safe by providing
Appropriate supervision
 - Relaxing and comfortable surroundings
 - A range of stimulating, relaxing alternative activities for children
 - Facilities and equipment, which will be continually improved to meet changing requirements.
2. Encourage communication and social interactions by
 - Promoting group activities while recognising individual needs
 - Encouraging responsible and caring behaviour
 - Encouraging children to listen and respect the opinions and feelings of others
 - Encouraging children to respect the values and cultural differences of others
3. Is affordable, accessible and addresses the needs of all families in the community by
 - Encouraging parent/caregiver participation
 - Respecting all families rights to have their own opinions heard.
 - Endeavouring to make responsible decisions about income and expenditure and quality
 - Being accountable and open in all management, financial and administrative matters
4. Employs appropriate qualified and skilled staff who also
 - Are caring and supportive in their interactions with children and families
 - Develop exciting and stimulating age appropriate activities
 - Continually develop their professional skill

Equal Opportunity

The St Martin De Porres OSHC is committed to the principles of Equal Opportunity in relation to community access to the centre and the appointment of staff. Individuals will be treated with respect regardless of their gender, race, religion, age, impairment or disability, marital status, pregnancy, sexuality or political conviction. The centre will actively promote the positive aspects of diversity and encourage acceptance and appreciation of individual differences. Out of School Hours Care be available to the community in accordance with the Commonwealth "Priority of Access Guidelines".

Child Protection

The St Martin De Porres OSHC has an obligation to all children attending the centre to defend their right to care and protection. To support this right, the centre will follow the procedures set down by the Department of Family and Community Services under the Children's Protection Act 1993 section 11(1 & 2). We believe the strengths of the programme are in the dedication of the staff to provide ongoing support to all children. All staff are trained in First Aid, Reporting Child abuse and Neglect and all have a Police Clearance.

National Quality Standards

The National Quality Standards aims to provide early childhood and school age children with high quality care that best promotes their learning and development while recognising the importance of social interactions and recreations. The Broad objective of NQS is to ensure that children in early childhood and Outside School Hours Care have stimulating, positive experiences and interactions that foster their self-esteem and confidence. There are seven Quality areas; these quality areas capture aspects critical to the provision of quality early childhood education and childcare and outside school hours care.

OSHC Structure

The St Martin De Porres OSHC is operated by under the direction of the St Martin De Porres School Board, who acts on the advice of the OSHC Advisory Committee. The advisory Committee comprises of parent representatives, school board member, the OSHC Director and the Deputy Principal. This committee meets to ensure that the centre is being managed correctly and that all relevant Guidelines, Acts and Regulations are adhered to.

About Our Educators

Our educators have current Criminal Screening Checks, Responding to Neglect & Abuse training and First Aid. Qualified educators have either an Australian recognised diploma in Children's Services or equivalent.

Our educators are fit and proper persons and are capable of providing an adequate standard of care to children in an OSHC environment. At all times there will be one to two qualified educators on duty, along with an unqualified educator.

ADVISORY COMMITTEE

The OSHC Centre will operate according to all legal requirements. It will make every effort to reflect the special nature of the community and will encourage parent input and take into account the needs of children, parents, and staff in the operation of the centre. The school board/OSHC advisory committee will ensure that decisions are made in a proper way (in accordance with school board requirements) and in the best interests of the centre. Parents are welcome to join the OSHC Advisory Committee.

The OSHC Advisory Committee determines the fee level required to meet the service operational costs at the end of each year.

- The recommendation is presented to the School Board for ratification.
- The fees charged will be reviewed as the budget is reviewed according to the services required income to cover operational costs.

Awareness Note: All the fees collected at this centre are used for the complete running costs of the centre including wages of all staff.

Enrolments: Each child must have a completed enrolment form before attending the centre. Enrolment forms can be obtained from the OSHC Office situated in the SMDP Centre room before 9.00am or after 3.00pm. Parents or guardians will be expected to keep the staff notified of any changes. At the start of each year, an enrolment update form must be filled out to continue to access care.

Roles and Responsibilities of Parent

1. To book children into required session
2. To sign children in for AM session
3. To collect children on time
4. To sign children out PM session
5. Notify the staff if children are not coming to OSHC/ vacation care.
6. Pay fees on time.
7. Keep in touch with Director regarding child's health and any issues.
8. Take an active interest in centre and its program.

Arrival and Departures All children must be **signed in and signed out** on the attendance sheet daily by **Parent or authorized collector**.

Please notify OSHC staff if children are to be collected by persons other than the enrolling parents or authorized collectors. Persons unknown to staff must be prepared to show identification when picking up children.

OSHC/ Vacation Care Hours:

Before School Care:

7.00am to 9.00am

After School Care:

Monday, Wednesday, Thursday & Friday 3.20pm - 6.20pm.

Tuesday 3.00pm – 6.20pm

End of Term early finish 12.30pm to 6.00pm

Pupil Free Days:

7.00am to 6.00pm

Vacation Care:

7.00am to 6.00pm Monday to Friday during school holidays.

Fees as of January 2017

OSHC

Before School Care \$13.00

No booking \$15.00

After School Care \$20.00

No Booking \$25.00

Early Finish Days \$35.00

No Booking \$40.00

Pupil Free Day care \$55.00

No Booking \$60.00

Vacation Care

Daily Fee \$60.00

Early Bird fee \$55.00

Registration Fee

A registration fee of **\$25.00** will be applied annually to each family to cover account-keeping costs for the year. Temporary enrollments during Term 4 will incur a **\$10.00** registration fee.

Late Pick Up

A late fee of **\$10.00 per 10 minutes** or part thereof will be charged after 6.20pm ASC and 6.00pm Vacation Care & Pupil Free, followed by **\$1 per minute** until collection.

Booking for OSHC

The National Quality Standards and National Law require that services must maintain the carer to child ratios at all times. All children **must** be booked in each day that care is required so that staffing arrangements can be made, to maintain appropriate carer/ student ratios in the interests of children's safety, as well as for catering reasons. Please inform OSHC if your child is not attending a booked session or have been collected early from school. When a child or children accesses OSHC without a booking, there is a possibility of breaching staff to child ratio and compromising the safety of all children in its care.

No OSHC Booking: Students without a booking will still be accepted but a higher fee will be charged per child.

Bookings

Am bookings need to be made by **6.00pm** the previous night.

Pm bookings need to be made by **1.00 pm** on the required day

Pupil Free: bookings need to be made by **9.00am** on the previous working day.

Vacation care: Booking forms received after the due date will be charged full fee

OSHC Cancellations

24 hours' notice Monday to Friday must be given to cancel a booking

Am session: previous working day by 9.00 am

Pm session: previous working day by 6.00 pm.

Pupil free days: need to be cancelled by 9.00am on the previous working day

Vacation Care Cancellations

No cancellations or changes will be accepted after the last day of term.

Any additional bookings will be charged the full fee.

The centre is closed over the Christmas break and dates are confirmed each year.

Payment of Fees

- All families must sign agreeing to pay fees
- Accounts are issued at the beginning of each week.
- All fees due must be paid within 2 weeks of account being issued
- **Payment Methods: EFTPOS, Direct Deposit, QKR!,cash and cheque (made out to St Martin De Porres) are accepted**

Late Pick up: If a child has not been picked up, we will endeavour to contact the parents/caregiver. In an emergency, we will contact your emergency contacts

SNACKS

AM: Breakfast: cereal, toast, cold milo, water or juice available before 8.00 AM

Breakfast is not supplied during Vacation Care and Pupil Free days.

PM: A balanced healthy snack with bread and fruit is provided and fresh water is available.

Vac Care: Afternoon snack is provided each day. Children are required to bring a healthy recess, lunch and water bottle. Each child is required to bring a piece of fruit or vegetable to share each morning. Please ensure that lunch does not need heating.

Due to children with allergies, we ask that children do not bring Peanut Butter, Nutella, nuts or fish products for lunch or snacks. Where possible please pack recess, lunch in reusable containers, as this will help cut down on waste and support the School, OSHC with sustainability, and the environment.

Daily

The daily programme includes roll call and snack time followed by:

Activities and Outside play

Children are provided with a wide range of interesting activities and experiences:

- Art & Craft
- Outdoor play/sport
- Technology
- Table Games
- Board games
- Imaginative play
- Lego/ construction

During OSHC all children should be in school uniform unless the school has an organised event or children are involved in school sport. Please notify staff if children need to change early for club sport or special event.

Sun safety/Hats

Sun Safety is of importance and endeavours to ensure all children attending the service are protected from skin damage caused by the sun.

- All children **MUST** have a **school hat** and t-shirt or clothes with short sleeves for all outdoor play and excursions in OSHC & Vac Care.
- Parents are required to supply sunscreen at all times.
- Children who do not have their hats will be asked to play in a shaded area from the sun.
- A staff member will supervise the application of sunscreen to all children excepting those, which specifically state otherwise in writing

Clothing & Shoes

Please ensure that your children wear appropriate shoes (sneakers) for Vacation Care. Thongs and slip on shoes are not appropriate.

Please ensure your children wear appropriate clothing to Vacation Care.

T-shirts or Polo shirts are best, so your child's shoulders are covered.

Electronic Devices/personal items

During Vacation care and pupil free days children may bring electronic devices, toys or PG movies and X Box games at their own risk but will only be used at staff approval. Children are **not allowed to access the internet, photograph other children/staff on their devices or charge devices**. Inappropriate use of these items will result in the confiscation of said items till the end of the day and will not be allowed until further notice. Cameras at own risk are allowed for special excursions. All mobile phones must be handed in to staff for safety reasons and if you need to contact your children during Vac Care you can do so on the OSHC phone on 83218308. Staff will not accept any responsibility for any loss, theft or damage to items brought from home

Children's Guidelines

1. An Instructor must know where you are at all times
2. Walk inside and outside in the court yard as well as marked areas
3. Treat others as you would like to be treated
4. No swearing
5. Respect others & ourselves
6. Listen to instructions at all times
7. Share & take care of all equipment
8. Clean up after ourselves
9. All children to help in group clean ups
10. Respect our environment

Consequences:

- Warnings given
- Time to Reflect
- Loss of privileges
Staff member and child to talk about problem, may result in loss of privileges
- Talk to person in charge about behaviour
- Written up to inform other staff members of incident
- Behaviour Contract Deputy Principal informed and a meeting with a family member to discuss the child's behaviour. Child will be then put on a behaviour contract
- Suspension from OSHC or Vac Care
Time frame of suspension decided by director and deputy principal
- Exclusion Child unable to attend OSHC or Vac Care

Risk Assessment

A risk assessment will be conducted each time an activity is planned that has risks associated with it. Risk management is a process of thinking systematically about all possible risks, problems or disasters before they happen and setting up procedures that will avoid the risk or minimise its impact, or cope with its impact. It is basically setting up a process where we can identify the risk and set up a strategy to control or deal with it.

Considerations:

- What are the risks
- How can we prevent them
- What strategies have been put in place
- Management & Reporting of incidents

Policy Guidelines

In the interest of the children, staff and families we must ask you to adhere to our policy guidelines set out below. All policies are available for parents to read at OSHC Office.

Confidentiality

The St Martin De Porres Outside School Hours Care & Vacation Care Centre protects the privacy and confidentiality by keeping all records and information about individual children, families, staff and management in a secure place These records can be accessed by or disclosed only to those people who need the information to fulfil their responsibilities at the service or have a legal right to know.

Grievance Procedures

The St Martin De Porres Outside School Hours Care & Vacation Care Centre fosters positive and harmonious relations between all stakeholders of the centre. Solutions are sought to all disputes, issues or concerns that affect the operation of the service in a fair and prompt manner.

Procedure that we follow:-

- Let the Director or staff member know what you consider to be the issue. Arrange a time to speak to the Director or staff member about the problem.
- PLEASE DO NOT discuss major problems or grievances at school or in the office without prior arrangement.
- Allow a reasonable time frame for issues to be addressed.
- If the grievance is not addressed arrange a time to speak with the Principal about the issue.
- If this doesn't meet your needs an external mediator may be required.

BEHAVIOUR MANAGEMENT

The St Martin De Porres OSHC and Vac Care will provide a positive environment with a choice of activities that recognises and promotes success and builds children's self-esteem.

Behaviour Management will be based on the following principles:

- All individuals will be treated with respect at all times.
- All children are encouraged to make sensible choices.
- Behaviour has consequences which increase or reduce choices in life.
- Individuals will be expected to accept responsibility for their own behaviour.

HEALTH: Medical conditions: Medical conditions must be included on the enrolment form and discussed as part of the enrolment interview with the family. The service must receive a medical management plan and medication to ensure that the educators are informed of the required procedures and understand that the plan must be followed by providing regular interventions as detailed (e.g. blood glucose monitoring) or emergency first aid as described in the event of an incident involving the child.

OSHC will:

- Set up a process for informing all staff (including volunteers) of the needs of the individual child. This must be done in a manner that protects the rights and dignity of the child.
- Identify and implement strategies to support the inclusion of children with medical conditions and special needs.
- Family input will be sought and kept fully informed.
- Immunisations need to be up to date or medical letter provided
- <http://www.immunise.health.gov.au>

Medication

Qualified staff will assist with children's medication if:

- Children have a medical plan.
- Medication is prescribed by a doctor and has the original label detailing the child's name, required dosage.
- The parent has completed and signed the Medication Form.

All children's medication should be given directly to a qualified staff member and must not be left in the child's bag.

Infectious Disease: Your child will be excluded from the centre for the exclusion period set out in the Childhood Infectious Diseases list/ doctor. Staff and children who appear to be suffering from an infectious illness shall be isolated and removed from the programme as soon as practicable.

Head lice: Please check your child/children's hair regularly to avoid an outbreak of head lice during OSHC and Vacation Care and inform staff if child/children are affected. If the supervising staff believes that my/our child/children have head lice it is my/our responsibility to arrange collection and treatment when notified.

Accident procedure:

Should an accident occur the staff will administer First Aid!

A Qualified staff member will make an assessment if further treatment is needed. Every endeavour will be made to notify the parent/caregiver of their child's accident. An ambulance will be called if carer deems necessary and parents/caregiver will be notified immediately. An accident/ incident report will be filled out and is to be signed by both staff member and parents/caregiver.

Nutrition:

St Martin de Porres School Outside School Hours Care considers nutrition to be a vital component in the healthy development of children. The service uses the Dietary Guidelines for Children and Adolescents, developed by the National Health and Medical Research Council, as a basis for the service's policy and practices regarding nutrition. We are compliant with the food handling practices contained in Australian Food Safety Standards. Our educators and staff are asked to model best practice at all times.

Providing a balanced and nutritional diet assists children to develop healthy eating strategies and practices that can set the foundation for a child's future health and eating habits. OSHC services can play a significant role in helping children develop positive attitudes and habits for healthy eating. The service must meet the requirements of the Australian Food Safety Standards and ensure that its educators are kept informed of the latest information. In addition, the service undertakes to ensure that educators have the opportunity to undertake Food Handling Training.

Child Care Management System (CCMS)

The Child Care Management System (CCMS) is a national childcare system that will bring all approved childcare services online. Our centre will use the CCMS registered software to record child, enrolment and attendance information.

Parents/Guardians of children will be able to access an online statement via the "View Child Care Details" of the online services section of the Centrelink website <http://www.mychild.gov.au>

This statement includes details of CCB payments and absences. CCMS ensures that CCB fee reductions are calculated on your child's actual use of care.

Due to the privacy act, any problems relating to your Child Care Benefit rebate will be your responsibility to contact Centrelink ensuring you receive the correct entitlements. We no longer able to work out fees in advance.

Child Care Benefit

Child Care Benefit is an Australian Government payment made to families who meet the eligible criteria, to assist with the cost of childcare.

High quality childcare plays an important role in improving children's educational and developmental outcomes. Childcare also enables parents to participate in the workforce and the broader community.

Through CCB, more families are able to afford childcare. This contributes to a higher level of utilisation of childcare services. Families using approved childcare can choose to receive CCB through fee reductions or as a lump sum payment. For families choosing to receive CCB as a fee reduction, the level of fee reduction is based on their estimated adjusted taxable income for the year in which the care was received. Their actual entitlement is calculated once actual incomes are known, after the Australian Taxation Office processes their tax returns. The difference between entitlement and fee reductions received is paid or recovered from families by the Family assistance Office.

Child Care Rebate

From July 2011, the Government provides families with the option to receive their Child Care Rebate (CCR) paid fortnightly, either directly to their bank account, or through their childcare service provider as a fee reduction.

Families still have the option to receive their CCR paid quarterly or annually as a lump sum directly to their bank account.

The CCR entitlement is calculated as 50 per cent of the out-of-pocket childcare expenses for approved childcare up to an annual cap. From July 2011, the CCR annual cap is \$7,500 per child per year.

To be eligible for the CCR, families must have used approved childcare.

To apply for CCB or CCR call the Family Assistance Office.

For information, please visit:

<http://www.mychild.gov.au/childcare-information/fact-sheets>

As of July 2018, the New CCS package will be implemented.

<https://www.education.gov.au/ChildCarePackage>

Exceptions: If a family requests an alternative method re' the payment of fees, they must make a written agreement with the Director which will be kept in the family's own file for future reference. After all avenues of fee recovery are met, action will be implemented on behalf of the School Board to ensure that outstanding monies owed to the centre for administration fees and attendance fees are received. Any costs incurred to recover said fees will be debited to your account.

Agencies & Current Regulations

St Martin de Porres OSHC will endeavour to ensure the we are complying with the current Regulations, Acts, Guidelines and Agreements with the following:

Department of Education, Employment and Work place Relations (DEEWR)

Child Care management Scheme (CCMS)

Family assistance Office and Centrelink (FAO)

National Quality Standard (NQS) and National Quality Framework (NQF)

Catholic Education of South Australia (CESA)

Department of Education and Child Development (DECD)

The OSHCSA association, Network SA and Inclusive Directions

National Health & Medical Research Council

Food Standards Australia

Department of Health & Aging (Federal government)

National Association for Prevention of Child Abuse & Neglect

Early Childhood Australia

This centre has been assessed by ACECQA to ensure that the guidelines for National Quality Standards are met. Random inspections may be conducted through out this period to ensure this centre complies with the National Quality Standards.

Overall National Rating: Meeting NQS

If you require any information that may not appear in this handbook, please come and see us and we will endeavour to help you. The Director is available to discuss any queries, concerns or issues you may have regarding the centre.

Pam Adams

Director

On behalf of SMDP OSHC &Vac Care

Contact Phone Numbers

Phone: 8321 8308

Mobile: 0436395506 (Only operational during Vacation Care Excursions)

Email: oshc@smdps.catholic.edu.au

After Hours: messages can be left on the answering machine.