

MEADOWS PRIMARY SCHOOL Out of School Hours Care (OSHC)

**BEFORE SCHOOL CARE
AFTER SCHOOL CARE
& VACATION CARE**

PARENT HANDBOOK



**MEADOWS PRIMARY SCHOOL
MAWSON ROAD MEADOWS SA 5201**

MEADOWS OSHC CONTACT NUMBERS

OSHC MOBILE: 0427 010 861

OSHC EMAIL: oshc.meadows423@schools.sa.edu.au

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1.HOURS OF OPERATION

BEFORE SCHOOL CARE:	7:00am – 8:30am
AFTER SCHOOL CARE:	3:15pm – 6:15pm
VACATION CARE:	7:00am – 6:15pm
PUPIL FREE/SCHOOL CLOSURE:	7:00am – 6:15pm

OSHC Director: Zherie Bouwman
Assistant Director: Dayna Hill

2.PHILOSOPHY

Meadows Primary School OSHC is a valuable and integral part of the local community. It is a place for children to enjoy playing together, and develop friendships and useful skills.

AIMS

Meadows Primary School Accredited OSHC Program aims to provide the highest quality recreational care for school children in a comfortable, stimulating and safe environment while their parents work, study or have respite time.

CENTRE'S VALUES

- Respect
- Safety
- Honesty
- Integrity

OBJECTIVES

Through the following objectives, Meadows Primary School's Governing Council ensures that the OSHC program supports the centre's aims and values.

1. Providing a caring, stimulating and safe environment through:
 - appropriate supervision

- relaxing and comfortable surroundings
 - a range of activities for children
 - bi-annual reviews of facilities and equipment.
2. Encouraging communication and social interaction 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. Maintaining an affordable, accessible and inclusive program to address the needs of all families by:
- encouraging parents and caregivers to participate
 - respecting parent's rights to have their opinions heard
 - making responsible decisions about income, expenditure and quality
 - being accountable and open in all management, financial and administrative matters
4. Employing appropriately qualified and skilled staff who:
- are caring and supportive in their interaction with children and families
 - continually develop their professional skills.

3. POLICIES

The Meadows Primary School OSHC policies are reviewed and updated annually in accordance with departmental and service requirements. The Meadows OSHC Policy Folder is located at the 'sign in' desk for families to access.

BUSHFIRE ACTION PLAN 2018

The school is considered to be in a bushfire prone area. A risk assessment undertaken by DECD/CFS indicated the risk level as moderate – R3.

On days advertised as CATASTROPHIC for the Mt LOFTY RANGES, Vacation Care will be CLOSED.

For any child/ren booked into Vacation Care on a day declared as catastrophic, we will where possible, contact you to reinforce the fact that the centre will be closed.

MPS OSHC Bushfire Action Plan is aligned with the Meadows Primary School's Bushfire Action Plan (BAP).

HEALTH AND SAFETY

Meadows Primary School OSHC and Vacation Care has a comprehensive Health and Safety Policy. This policy is available for parents/care givers on request.

The following is a brief summary of information contained in the policy.

ACCIDENTS

Parents are required to provide written authority (included in the enrolment form) for staff of the service to seek medical attention for their child if required.

Minor and serious accidents will be tended to as set out in the Meadows Primary School OSHC Health and Safety Policy.

If deemed necessary, in the case of a serious accident the child will be taken by ambulance to the nearest hospital and the parents/emergency contact will be notified as soon as possible. We recommend that families have private ambulance cover.

In the case of a dental emergency, if parents cannot be notified, we will seek immediate attention from a dentist. The service is not responsible for any costs that may occur.

EXCLUSION: DUE TO HEALTH ISSUES

If a child is unwell at home, or becomes unwell at school, parents are asked, where reasonably possible, not to send the child to the service but to make alternative arrangements for their care.

In the case of serious ill health or hospitalisation, a child will require a medical certificate from their practitioner or specialist, verifying that they are sufficiently recovered to return to the service.

MEDICATION

Service staff will assist with the children's medication **only** when:

- A **Medication Authority** is provided by the doctor with written instructions
- It is prescribed by a doctor (including medication that can be bought over the counter) and has the original label detailing the child's name, required dosage, and storage requirements
- It comes with a **Health Support Plan** and written instruction
- The parent has completed and signed the service's Request to Administer Prescribed Medication form.

All medication must be handed by an adult directly to the OSHC staff member in charge.

Families can supply thermal carry packs to maintain safe temperature storage and for ease of transport during excursions.

NUTRITION

Meadows Primary School OSHC Follows the School's 'Healthy Food' policy in line with 'Right Bite' strategy (DECD Healthy Eating Guidelines).

Meadows Primary School OSHC is a **Nut Free** zone.

Before School – For children who come between 7:00 – 8:00am a simple breakfast is served. It is expected that those who come after 8.00am have already eaten breakfast.

After School - Afternoon tea is served around 3:30pm with fresh drinking water available at all times.

During **Vacation Care** an optional healthy breakfast will be provided prior to 8.00am. It is expected that if your child arrives after 8.00am they have already eaten breakfast. Afternoon tea will be provided. Children will need to bring a healthy recess and lunch.

In line with the 'Rite Bite' strategy (DECD Healthy Eating Guidelines), staff will not heat, preheat or cook food brought from home due to the 2010 food safety requirements; neither will staff provide boiling water for noodles.

SAFE FOOTWEAR AND CLOTHING

Closed in shoes are to be worn for foot protection. Children are not to wear strappy sandals, thongs, scuffs, clogs or footwear with heels. This is for the safety of the child to prevent accidents while skipping, playing sports and during craft activities that could result in an object falling on their feet.

Children should wear sensible clothing appropriate for the weather. Shoulders, midribs and hips need to be covered.

Children are encouraged not to wear jewellery.

SUN PROTECTION

OSHC adheres to the Meadows Primary School SunSmart Policy. It states a hat (a full brimmed, buck or legionnaire's hat - no caps please) must be provided and worn outside from September 1 to April 30 or a 'no hat, play in the shade' policy exists.

4. ORGANISATIONAL MATTERS

WHO CAN USE THE SERVICE?

Meadows Primary School OSHC is funded by the Government to provide care for children who attend Primary School from Reception to Year 7. OSHC is for children aged 5 – 13 years.

The attendance of children outside this range is only available under the following circumstances:

- The service is not running at full capacity
- The attendance of the child has been discussed and approved by the Director and Principal of the School
- The child is fully toilet trained and reasonably self sufficient
- An older sibling is also in attendance on that day

PRIORITY OF ACCESS

The Australian Government has determined Priority of Access Guidelines for allocating places in child care services. These guidelines set out the following levels of priority:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test
- Priority 3 – any other child

Within these main categories priority should also be given to the following children:

- Children in Aboriginal/Torres Strait Islander Families
- Children in families that include a person with a disability
- Children in families on lower income
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents

ENROLMENTS

Every family must enrol their child/ren into OSHC prior to using the service.

Most families will be eligible for the Child Care Subsidy (CCS) but parents must register with Centrelink via their online account myGov prior to using the service.

Bookings for children cannot be accepted without a proper enrolment form filled out including:

1. Names of eligible children and their CRN (Customer Reference Number) as well as their date of birth.
2. Enrolling parent's CRN and date of birth.
3. Any medical information, including vaccination status.

OSHC Family Information Packages, with the enrolment form, can be collected from OSHC or the school's front office.

BOOKINGS

OSHC bookings are to be made by an adult and must be received by 8.30am on the day that the service is required. Late casual bookings may not be accepted if the centre is fully booked to ratio capacity. To make a request for a daily booking, families can contact the centre by mobile 0427 010 861 or email oshc.meadows423@schools.sa.edu.au.

For Vacation Care bookings see the OSHC staff or Meadows Primary School website for a programme and booking sheet. They can also be given to the school's front office staff, or emailed.

Please have your Vacation Care bookings in by the end of the week 9 of the term.

CANCELLATIONS

Parents need to cancel by 8:30 am on the working day **before** the child's booking for Before School Care (BSC), After School Care (ASC) and Pupil Free Days/School Closures. Otherwise they are charged the full fee minus CCB%.

For Vacation Care, parents must cancel 5 working days prior to the booking, or be charged the full fee minus CCB%.

Please note: That if your child is booked in and does not attend it is acknowledged by Child Care Benefit as an '*allowable absence*' of which you are allocated 40 days per child per financial year across all Out of School Hours Services.

STAFF AND CHILD RATIOS

State Government's current staff/child ratios are:

Preschool age children	1 staff – 10 children
OSHC and Vacation Care:	1 staff – 15 children
Excursions:	1 staff – 8 children
Water activities	1 staff – 5 children (Qualified lifesaver in attendance)

At all times there will be a Director/Assistant Director on duty, with an additional Educator when a kindergarten child is attending and booking are above 10, or when booking are above 15 for school age children.

At least one staff member with a current first-aid qualification will be on duty at the service at all times.

CHILDREN WITH ADDITIONAL NEEDS

Please speak to the Director.

ARRIVAL AND DEPARTURES

For security reasons children must be signed in upon arrival by an adult and not just dropped off at the gate or the door.

Children must also be signed out at the time of collection.

Only identified people aged 18 years or over are able to drop off or collect children.

PUPIL FREE DAYS

Numbers permitting, OSHC will open on Pupil Free/School Closure days 7.00am until 6.15pm. The fee is \$60.00 per day per primary age child, less CCS. Parents/guardians provide recess, lunch, hat, drink, sunscreen and appropriate footwear. Afternoon tea is provided. Parents/guardians will be notified of Pupil Free/School Closure days via the school newsletter and posters around the school.

EMERGENCY CONTACT

Emergency contact numbers are recorded on the enrolment form and updated annually. Nominated persons are also authorised persons to collect a child when the parent asks them to, or in an emergency when the parent/s cannot be notified. Emergency contact must include a person authorised to have the child/children for an overnight stay.

When a parent is more than 30 minutes late and has not contacted the centre, the emergency contacts are notified. If we cannot contact you or your emergency contacts, then the Police will be contacted.

MISSING CHILDREN

Duty of Care requires that children must stay in sight of staff at all times. If a child leaves the Centre without permission every effort will be made by the staff to find the child. If the child cannot be found, parents/ emergency contacts will be contacted and police notified.

5.FEES

CHILD CARE SUBSIDY (CCS)

To receive the Child Care Subsidy (CCS), parent/guardian must register with the Department of Human Service – Centrelink via their online account myGov **before the child attends OSHC**. Parent and child/ren each receive their own CRN (Customer Reference Number) which must be cited on the enrolment form. For more information visit contact Centrelink on 136150 or www.humanservices.gov.au/childcaresubidy.

To register, ring Centrelink on 13 61 50. You will need to quote our service Customer Reference Numbers (CRN):

OSHC: 555 011 723 X (Before and After School Care)

VAC: 407 247 838 K (Vacation Care)

Service	Times	Cost- per session
Primary children Before School Care	Mon. – Fri. during school term 7:00 – 8:30am (breakfast offered until 8:00)	\$15-00 less CCS
Primary children After School Care	Mon. – Fri. during school term 3:15 – 6:15pm	\$30-00 less CCS
Primary children Pupil Free Days	Open dependent on numbers 7:00am – 6:15pm	\$60-00 less CCS
Primary children Vacation Care (Closed between Christmas & New Year - 2 weeks)	Mon. – Fri. during school holidays. 7:00am – 6:15pm Excursions & Incursions	\$60-00 less CCS Excursion \$75.00 Less CCS
Preschool children Before School Care	Mon. – Fri. during school term 7:00 – 8:45am (breakfast offered until 8:00)	\$30-00 less CCS
Preschool children After School Care	Mon. – Fri. during school term 2:45 – 6:15pm	\$40-00 less CCS
Preschool children Pupil Free Days	Open dependent on numbers 7:00am – 6:15pm	\$70-00 less CCS
Preschool children Before School Care Vacation Care (Closed between Christmas & New Year 2 weeks)	Mon. – Fri. during school holidays. 7:00am – 6:15pm Excursions & Incursions	\$70-00 less CCS Excursion \$90.00 Less CCS
<u>Late Collection Fee</u> Children collected after closing time \$25 first 5 minutes then \$2 per minute thereafter.		

INVOICES

Meadows Primary School OSHC is a 7 day account and fees are to be paid weekly. Invoices are prepared and emailed each Tuesday to families. Advance payments are accepted. Invoices for outstanding fees will be posted to parents. OSHC accounts must be paid up to date at the end of each term. Families with outstanding debts from the previous term will NOT be able to attend the next term until the debt is cleared.

The OSHC Centre accepts payments of cash, cheque, credit card, EFTPOS or Direct Deposit (internet). The school's office accepts cash, cheque or over the phone credit card details.

Vacation Care invoices are prepared weekly and payments made as per the instructions above. Families with outstanding debts from previous holidays will NOT be able to attend the vacation care program until the debt is cleared.

Overdue Account Fee

(4 Weeks overdue) Meadows OSHC is a **7 day account**. **Account that are overdue 28 days will be billed an extra \$20.**

REFUNDS

Refunds will be given under the following circumstances:

1. When a child/ren are sick for 3 consecutive days or more and a medical certificate is provided
2. Your child's place is filled by a child from our waiting list.

6. PERSONAL BELONGINGS

If children bring their personal belongings to OSHC Meadows Primary School OSHC will endeavour to ensure they are kept safe, but they will accept no responsibility for any damage or loss to them.

7. VACATION CARE CHILDREN NEED TO BRING

- Morning tea
- Nutritional recess and lunch
- Personal Sunscreen if required
- Hat (from September 1 to April 30)

- Drink bottle (water only), clearly marked with their name, so that it can be refilled with water as needed.
- Appropriate footwear

8. AFTER SCHOOL CARE CHILDREN NEED TO BRING

- Hat – 1st and 4th Terms

9. VACATION CARE EXCURSIONS

Excursions are organised as part of the Vacation Care program. Parents will be notified in advance of all details relating to the outing, along with permission slips. On days when an excursion is planned, there are no facilities for the child to stay behind at the Centre.

The Centre reserves the right to cancel any excursion if reasonable attendance is not reached. Children who display inappropriate behaviour whilst on excursions, or at the Centre, may be excluded from excursions at the Director's discretion.

10. LOST PROPERTY

The Lost Property Bin is located at the School Front Office. Clothing not labelled will be kept for a term and then donated to a charity. Please clearly label all clothing with your child's name, including hats.

11. HELPFUL HOLIDAY HINTS

Parents are asked to discuss these helpful hints with their children prior to attending the program. We hope all children enjoy their time at Meadows Primary School Vacation Care.

Listen to what the staff and leaders say.

1. Join in the games and activities; you will have a great time.
2. Stay within the boundaries.
3. Ask a staff member if you need to leave to get a drink or go to the toilet
4. Play sensibly with the other children and take care of the centre's equipment.

5. If you need anything, tell one of the staff leaders – they can always help.
6. Look out for other children. Be kind and work at getting along with each other.
7. Look after your own things – leave your toys and valuables at home.
8. On excursions, stay with the group at all times and be on your best behaviour. Most importantly – HAVE A GREAT TIME!

12.BEHAVIOUR

RESPECT FOR SELF, OTHERS AND THE ENVIRONMENT

Meadows Primary School OSHC follows the Meadows Primary School Student Behaviour Management Policy.

The staff at Meadows Primary School, and the Meadows Primary School OSHC, work closely with each other and the child's parents to develop behaviour management plans that are appropriate for the child.

1. Children need to stay in the designated area with adult supervision, and be where staff can see them.
2. Children need to treat others with respect and be courteous to all staff and other children.
3. Children are asked to use their manners – please, thankyou, excuse me
4. Children are asked to speak nicely to everyone and to not use hurtful or offensive language.
5. Children are asked to play sensibly and to not use physical violence or play physically violent games.
6. Children are asked to pack up the things they use and help with cleaning up.
7. Children are asked to treat the buildings, furniture and equipment with respect. Parents will be asked to pay for any deliberate damage.
8. Children are asked to share games and equipment.
9. Bags and hats are to be left in a designated area.

Students will be reminded of the behaviour expectations as they are the basis for behaviour management whilst using the OSHC facility.

BEHAVIOUR MANAGEMENT STEPS:

1. Reminder
2. Warning
3. Time to think
4. Inform parent/s

13. PARENT INVOLVEMENT

As a parent you can play an important role in ensuring that the Centre provides the quality care you require for your child. Parents may become involved by: donating items, communicating with staff, spending time at the Centre and/or making suggestions for programs and activities.

An OSHC parent is on the Meadows Primary School OSHC Advisory Committee, which is a sub-committee of the Governing Council. Meadows OSHC reports to and is run by the Governing Council.

We believe it is essential that staff and families work together to develop a positive and trusting partnership in order to provide high quality care.

Information is shared through: the School Newsletter; OSHC Newsletter; OSHC website, notice boards, emails and notes sent home.

14. RESOURCES

We use a variety of resources for our art/craft activities, and we gratefully accept any donations of recycled materials or items.

Examples of items that we use are:

Ice-cream containers	Old colouring in books/calendars
Wool/thread	Dolls, dolls clothes
Beads/buttons/fabrics	Matchbox cars/Lego/toys/games
Magazines/books	Dress up clothes

15. GRIEVANCE PROCEDURES

If a family, child or parent has a grievance with any aspect of the program, please speak directly with the OSHC staff member concerned. If you still have not resolved your issue, let that staff member know that your issue is not resolved and make an appointment to speak to the Director of OSHC. If the issue or complaint is still not resolved you may then request an appointment with the Principal.

16. CONFIDENTIALITY

We treat each family's personal information with respect and confidentiality. We will only release information where the law requires it. For further information please speak to the OSHC Director.

17. LOCATION OF OSHC

