

Moonta Area School OSHC



Family Handbook 2018

Before School Care Monday – Friday: 7.30am – 8.30am (Kindy drop off at 8.30am)

After School Care Monday – Friday: 3.05pm -6.00pm (Kindy Pickup at 3.00pm)

Vacation Care Monday – Friday: 7.30am -6.00pm (Half day sessions available, please speak to the director)

Pupil Free Day: 7.30am – 6.00pm (Half day sessions available, please speak to the director)

2.05pm Partnership Early Closure: 2.05pm – 6.00pm

CLOSED Public Holidays

[For Bookings](#)

Phone: Sarah Muir or Lisa Daddow on 0439 817 475

E-mail: sarah.muir555@schools.sa.edu.au

Welcome

Welcome to Moonta Area School Outside School Hours Care. Our service provides Before School Care, After School Care and a Vacation Care program. We are also open for Pupil Free Days and Early Closures.

From 1 January 2012, the National Quality Framework set a new National Quality Standard. A new rating system will rate the quality of services and this information will be available to help you make more informed choices about your child's care and education.

The framework acknowledges that children need a place to engage in a range of play and leisure experiences that allow them to feel happy, safe and relaxed. The new framework also recognises that children need time to interact with friends, practice social skills, solve problems, try new activities and learn life skills.

Thank you for choosing to bring your child/children to our service. We hope your stay with us will be a rewarding experience.

Philosophy

The Moonta Area School Outside School Hours Care is a valuable and integral part of the school community. Our philosophy is guided by children, families and educators input, ideas and belief systems. Our philosophy fosters children's wellbeing, development and learning through recreational experiences. Our outcomes and our centre philosophy combine to guide program decision making for children and educators to reflect on and to promote children's opportunities for Being, Belonging and Becoming.

We meet our aims by utilising information from the 'My Time, Our Place' Framework for school age children in Australia.

In relation to children we believe we should:

- Provide a safe and healthy environment where we run a program of activities that promotes play and involvement for all children as well as a strong sense of wellbeing and belonging.
- Provide nutritional afternoon teas and drinks to foster the children's sense of health and wellbeing.
- Build secure, trusting, caring and fun environment for children and their families by consulting with them, encouraging their involvement in the centre and by modelling fairness and respect for one another and our environment.
- Understand that each family and individual in our community is unique with their own individual interests, abilities, beliefs, customs and cultures.
- Encourage children to be involved in community groups by our support of, and genuine interest in the community.
- Show support through our centre and our management body (school office and governing council) to children, families by providing information, guidance, training, centre guidelines and procedures and open communication systems.
- Promote through our program the importance of play where children:

1. Learn at their own pace
2. Are given opportunities to create, explore, experiment and be active.
3. Practice skills
4. Interact with others while being engaged in various experiences.
 - Ensure children have the right to be cared for in a comfortable, relaxed, safe, secure, nurturing environment.
 - Provide for educators and children alike to work and play in a harmonious, happy, supportive environment where open communication is encouraged and respected and teamwork valued.
 - Ensure children connect with their community through centre's involvement in excursions, incursions and special events.

Values

- Learning
- Caring Sharing
- The future is in our hands

Our guiding principles

Teamwork

- Learning
- Community
- Respect, Communication and Empathy
- Wellbeing

Vision

Moonta Area School will deliver flexible learning to reflect individual needs in a changing world. Because of this at Moonta Area School you will see the following:

- A focus on lifelong learning
- Teams of committed professional adults
- Well-resourced and environmentally responsible learning areas
- Individual needs being met through flexible learning
- Curriculum that is responsive to a changing world
- Physical, social and emotional wellbeing is actively fostered
- Positive school, partnerships in place
- Acknowledgment of our heritage

Mission

At Moonta Area School OSHC we work together to achieve student's full potential as successful and valued members of their community. We provide a service with quality educators to be able to meet your child's needs.

Our Staff

The children are cared by Sarah Muir, Lisa Daddow Kate Muir who all hold a Diploma in Early Childhood Education and Care. Our Vacation Care staff also includes; Bronwyn Tracey and Bianca Newchurch both who hold a Diploma in Early Childhood Education and Care, with the support of our Certificate III workers Stephanie Murray and Tegan Penhall. All of our staff are trained in Senior First Aid, Emergency Asthma and Anaphylaxis training and Mandator Reporting, and all staff are cleared by DSI screening.

National Quality Frame Work

Australian Children's Education & Quality Authority

www.acecqa.gov.au

The Education and Care Services National Regulations

ACECQA is a government body that has created the latest National Regulations; these regulations can be found at the front sign in desk at M.A.S OSHC.

National Quality Standards (NQS) The National Quality Standard is a schedule to the National Regulations. The NQS have set a new national bench mark for quality of education and care services in the Child Care Industry. The NQS brings together seven key quality areas that are important to outcomes for children.

7 Quality Areas The National Quality Standard comprises of seven quality areas which comprise of 58 elements. M.A.S OSHC is dedicated to achieving these standards.

The Seven Quality areas are:

1. Educational Program and Practice
2. Children's Health & Safety
3. Physical Environment
4. Staff Arrangements
5. Relationships with Children
6. Collaborative Partnerships with Families and Communities
7. Leadership and Service Management

Outcomes for Children

- For children to develop a strong sense of identity
- For children to make connections with their world
- For children to develop a strong sense of well being
- For children to grow in confidence and be involved in their learning
- For children to develop effective communication skills
- Children can relax and socialise in an environment which enables them to build positive friendships
- Children can identify and accept each other's differences
- We encourage children to help each other when in need (develop compassion)
- Children to accept responsibility for their actions and work out ways to solve any problems in a constructive manner
- An awareness of the rights of others through routine and program

Outcomes for Families and Staff

- Let all families who attend our centre know that their beliefs and cultural background are respected
- Management endeavour to support staff at every opportunity with training and education in the child care industry, and with the daily running of the service
- M.A.S OSHC welcome families' input which helps the centre grow and improve
- To work with the community to support parents/guardians with their children

Enrolments

Each Family must complete an enrolment form prior to commencing Moonta Area School OSHC. These forms are located inside this package.

All information is mandatory and assists our staff to provide the best possible care for your child/ren. Any form that does not have this information completed will be returned to the applicant for completion. Please include all additional documentations as applicable, especially medical plans. Please make sure that you and/or your partner have completed all the sections and you have signed and dated where required. Enrolment forms must be completed in pen.

Enrolment forms must be updated, during the school year, whenever there is a change to your personal details. It is crucial that we have correct information, particularly contact information, in case of an emergency involving your child/ren..

Please record on the enrolment form and discuss with the Director any special

requirements your child may have, for example: allergies, medical conditions, and behavioural issues, emotional issues, parenting orders, extra-curricular activities and cultural requirements.

Signing Your Child In an Out

- Each child must be signed in by the Parent/Caregiver on the appropriate roll. Record the arrival time of your child, your name and signature.
- Ensure educators are aware of your child's arrival before leaving them at the centre.
- Ensure educators are aware that your child is leaving with you.
- Each child must be signed out, recording your departure time, your name and signature against the child's name on the roll.

Please ensure you never forget to sign your child in/out. Accurate children's attendance records are vital in the event of an emergency evacuation procedure and a regulatory requirement.

[Before School Care \(7.30am – 8.30am\)](#)

We offer a relaxing morning with quiet activities and homework catch up area. We endeavour to build a trusting and supportive relationship with your child in a secure environment. We are able to provide your child with a healthy breakfast. Breakfast will run from 7.30am till 8.15am to allow eating and clean up time. All Kindy children will be walked to their classroom by staff. Older children (Reception and up) will walk over independently to their classroom at the first bell at 8.30am.

[After School Care \(3.05pm – 6.00pm\)](#)

The After School Program offers a choice of experiences. Children can build friendships and form positive relationships here. Structured activities for the children are provided and children have the choice to participate if they wish, children with educator work in collaboration to produce new and wonderful ideas to help build their environment to meet all children's needs. Activities include art/craft, cooking, music, dance, sports & games.

We welcome feedback and exchange of ideas between parents, children and educators to provide an environment reflective of your family's needs and the children's interests. We encourage children to complete homework providing quiet stations and support for your child.

A healthy afternoon snack is provided by the service. A termly menu will be displayed in the kitchen.

[Vacation Care \(7.30am – 6.00pm\)](#)

Our holiday program provides a fun stimulating program for your child to enjoy. You have the option to book casual days or permanent days. Please understand vacation care is non-refundable and all booking a permanent, if you cancel care you will be charged a late cancellation fee of \$30.00 as most excursions and incursions are booked and paid for in advance and extra staff support is needed.

What to bring

- A Hat. Moonta OSHC have a NO HAT, NO PLAY policy, broad brim is recommended (All year round).
- In winter children must have shoes, socks and jumpers to play outside
- Morning tea and Lunch unless provided by Moonta OSHC (see program). Moonta OSHC like to promote healthy eating therefore would encourage a healthy lunch and fruit opposed to packaged and processed food.
- Water bottle
- Change of clothes and bathers/towel during summer. On warmer days we often provide activities involving water play and the Centre.
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REFER TO PROGRAM FOR REQUIRED CLOTHING FOR THAT SPECIFIC DAY

Our Vacation Care program is designed in collaboration with children, educators and families to ensure a balanced selection of activities suited to all age groups attending. We include in house experiences and excursions to recreational services such as fun stations, laser skirmish, movies and other popular venues for children. We also provide old-fashioned fun days at local beaches, parks and swimming pools. Moonta OSHC is about teaching children the importance of social skills and interaction, please refrain from bringing to the centre any electrical devices. Moonta OSHC Educators take no responsibility for any device brought to the centre if it is lost or damaged.

Excursions

During Vacation Care we organise excursions to a variety of interesting locations and attractions.

Written permission is always sought from parents prior to any excursion, which includes details such as place of excursion, time of departure and time of return. Your signature or authorised persons signature is required on day of excursion when leaving your child at the centre; this is your authorisation to your child participating in the days planned activities and for your child to be transported by educators.

- All PG films require permission; parents will be informed about the films the children will be seeing.
- Activities are met with strong safety guidelines.
- Water activities are assessed using a risk assessment form.
- Booking into Vacation Care on a day when there is a planned excursion requires that your child participates.
- The centre does not provide alternative care if your child does not wish to participate in the excursion.
- On planned excursion days children must be at the centre half an hour before departure, if your child/children are not at the centre at this time we are unable to wait for their arrival.

Booking Procedure and Payment of Accounts

The fees below are based on No Child Care Benefit or Rebate.

Before School Care: \$8.00 permanent \$10.00 casual

After School Care: \$18.00 permanent \$20.00 casual

Early finish: \$24.00 permanent \$26.00 casual

Vacation Care: \$60.00

Pupil Free Day: \$60.00

Half Days: \$30.00 (Please speak to Director if interested as conditions apply)

Payments of Fees

Accounts are issued weekly. Accounts may be paid via cash or direct deposit. If paying by direct deposit please state the following;

Account Name: MAS OSHC

BSB: 105 013

Account Number: 034954340

Reference : Family Name

We do not accept cheques

Please contact Sarah Muir on 0439 817 475 if you require an alternative payment plan.

Session Cancellation

It is expected that parents/caregivers will notify OSHC of cancellation as soon as possible. As staff and catering relies directly upon the number of children, it is essential we have prior knowledge of children attending to ensure adequate care. For before school care please ring or send a text message before 7.15am. For after school care please ring or send a text message before 1.00pm. For vacation care and pupil free days please ring or send a text message by 7.15am. Vacation care sessions must be cancelled on the last day of that school term, if care isn't cancelled vacation care cancellation fee occurs \$30.

Overdue Fees

Payments of accounts need to be paid one week after care is provided. After two weeks overdue a polite written reminder will be forwarded to the account holder. After three weeks overdue a letter will be forwarded to the account holder advising that their child's care may be cancelled if the account becomes four weeks over due. The letter will include a reminder that parents are encouraged to discuss payment difficulties and make suitable arrangements to pay with the Director. After four weeks if no arrangements to pay have been made, or if made, not kept, the care for children will be cancelled.

Late Fee

A late collection fee will be imposed when parents/caregivers arrive later than 6.00pm. This will be added to weekly bill.

6.01pm – 6.15pm: \$20.00

6.16 Pm -6.30am: \$25.00

6.31 pm onwards: \$30.00

Child Care Benefit/ Rebate

To be eligible for Child Care Benefit you need to provide your CRN on the enrolment form. For clarification on child care rebates please call Centre link 136150. Parents that are eligible can also apply for JET, again this is your responsibility and you must apply through Centre link.

It is the parent's responsibility to contact Centre link regarding any problems with payments.

If you have any concerns regarding your fees please contact Sarah on 0439 817 475 between 1.00pm – 2.45pm
Alternatively you can visit: <http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>

Behaviour

Please see service policy, copy available please see the director.

Grievance

Please see service policy, which is in the enrolment package and in the policy file in the OSHC room.

Confidentiality

Confidentiality will be exercised as a standard when implementing any adopted policies or procedures.

Details of a personal nature will be treated with strict confidentiality. Written information concerning the child or the child's family will be kept separately and should be accessible only to the parent or staff members to whom the records relate, nominated officers of the Management Committee and where necessary, the appropriate office of the Department of Communities and relevant government departments.

Verbal information in relation to all stakeholders will be discreetly handled and all records thoroughly destroyed after elapse of the mandatory period of retention

ILLNESS & ADMINISTRATION OF MEDICATIONS

The centre has adhered to the Department of Health's recommendations regarding exclusions of children from the centre due to illness, as outlined in the Health Department "Staying Healthy in Child Care." Children with an infectious disease are not accepted at the centre.

Please make other arrangements for his/her care until the exclusion period is completed.

Children with head lice a phone call will be made to parent/ guardian to inform them and the treatment options available.

If a child is of ill health and is unable to participate in the normal procedures of the day, the child's parent will be called and the child is to be collected as soon as possible.

Every effort will be made to contact the Parent/Guardian or emergency contact person. If we are unable to contact any of these people, the Director or person in charge will seek medical attention (ambulance if required) on behalf of the child.

Medication will not be administered to a child at our service with prior written authority of a nominated authorised person, UNLESS

- In the event of an emergency, we are able to accept verbal consent from a parent/ guardian or from a registered medical practitioner or emergency service, if the parent cannot be contacted
- In case of Anaphylaxis or Asthma emergency, medication will be administered to a child without authorisation, with the parent/ guardian being contacted as soon as possible

Administration of medication only when

- It is in its original container, and within the expiry date
- Prescribed medication from the container with the original label with the child's name of whom its prescribed by
- All details of the administration of the medication will be recorded on the medication recorded
- Only a qualified educator can administer medication

IF YOUR CHILD REQUIRES ANAPHYLACTIC MEDICATION IT IS YOUR RESPONSIBILITY TO PROVIDE THE CENTRE WITH AN EPIPEN/ ANAPEN THAT IS IN DATE.

ALL STAFF HAVE COMPLETED ANAPHYLACTIC TRAINING

PLEASE DO NOT LEAVE MEDICATION IN YOUR CHILDS' BAG.

A medication form must be completed and signed by a guardian to enable the administering of medicines, tablets, sprays, cream, drops etc.

MEDICATION MUST ALWAYS BE KEPT IN ITS ORIGINAL CONTAINER.

MEDICATION NOT IN ITS ORIGINAL CONTAINER WILL NOT BE GIVEN.