

Moonta Area School

OSHC



Family Handbook 2020

Care Sessions

Before School Care Monday – Friday: 7.15am – 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: 7.15am -6.00pm

Pupil Free Day: 7.15am – 6.00pm

2.00pm Partnership Early Closure: 2.00pm – 6.00pm

CLOSED Public Holidays

For Bookings or Enquiries

Phone: Lisa Daddow on 0439 817 475

E-mail: dl.1488.oshc@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. We are located in the Language Centre and share our space with Japanese and Aboriginal Education.

The National Quality Framework was introduced in January 2012 which involves a new rating system that rates the quality of services. This information is available to help you make more informed choices about your child's care and education. Our service currently holds a 'Meeting' the quality standards rating.

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 framework also recognises that children need time to interact with friends, practice social skills, problem solve, 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 our 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 and the Early Years Learning Framework for pre-school age children.

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 and their 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 and nurturing environment.
 - Provide for educators and children alike to work and play in a harmonious, happy, supportive environment, where open communication is encouraged, 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 and 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

Our qualified staff hold Diploma's in Early Childhood Education and Care and are Provide First Aid and Asthma & Anaphylaxis trained. We are supported by Certificate III Educators and all educators have training in Responding to Abuse and Neglect, and are cleared by DCSI screening.

Our team are trained professionals and are committed to planning and implementing programs that support children's well-being, development and learning.

National Quality Frame Work

Australian Children's Education & Quality Authority

www.acecqa.gov.au

The Education and Care Services National Regulations

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 15 Standards and 40 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. Governance and Leadership

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 can be collected from the OSHC room during operational hours or the front office and are also available from the link on Moonta Area School website.

All information is mandatory and assists our staff to provide the best possible care for your child/children. 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/children.

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.

PRIORITY OF ACCESS

Access must be granted to families in this order:

- Priority 1** Children 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 under section 14 of the Family Assistance Act
- Priority 3** Any other child

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

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families with lower incomes
- Children in families with a non –English speaking background
- Children in socially isolated families
- Children of single parents

Signing Your Child In and Out

- Each child must be signed in by the Parent/Caregiver on the appropriate roll. Record the arrival time of your child 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 (7.15am – 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 7.15am till 8.15am to allow eating and clean up time. All Kindy and JP children will be walked to their classroom by staff. Older children (year 3 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. Structured activities for the children are provided and children have the choice to participate if they wish. Children with the 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.

Staff can support children to complete homework if required.

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 (7.15am – 6.00pm)

Our holiday program provides a fun stimulating program for your child to enjoy. Please understand vacation care is non-refundable and bookings are permanent. Bookings cancelled after the Friday of week 9 of each term will incur full charges, unless a medical certificate is provided.

What to bring

- A Hat. Moonta OSHC follow our sites UV Sun Protection Policy, hats are to be worn Term 1 and 4. Term 2 & 3 hat protection is guided by the UV index forecast each morning. Staff will inform children at the beginning of each session if they are required to wear them.
- In winter children must have shoes, socks and jumpers to play outside
- Morning tea and lunch, unless provided by Moonta OSHC (see vacation care 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 at the Service.

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 on site experiences and excursions to recreational services such as fun stations, bowling, movies and other popular venues for children. We also visit 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 the 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. If your child/children require a child safety restraint for travel you must also circle YES on the permission slip and provide and fit the restraint in the bus. Please check the RAA website for child restraint regulations.

- 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 (Fees as of 17/2/2020)

The fees below are full costs. Please note casual bookings incur a \$2.00 fee. Account holder's individual child care subsidy entitlement will be deducted from these fees after processing of accounts weekly. For bookings please contact Lisa 0439817475 or visit the OSHC room during opening hours.

Session Type	Permanent Bookings From Monday February 17 th , 2020	Casual Bookings From Monday February 17 th , 2020	Out-of-Pocket example for families receiving 50% Subsidy*	Out-of-Pocket example for families receiving 75% Subsidy*	Out-of-Pocket example for families receiving 85% Subsidy*
Before School Care (5years +)	\$15	\$17	\$7.50 to \$8.50 out of pocket	\$3.75 to \$4.25 out of pocket	\$2.25 to \$2.55 out of pocket
After School Care (5years +)	\$25	\$27	\$12.50 to \$13.50 out of pocket	\$6.25 to \$6.75 out of pocket	\$3.75 to \$4.05 out of pocket
After Kindy Care (or After School Care for not yet 5year olds)	\$30	\$32	\$15 to \$16 out of pocket	\$7.50 to \$8.00 out of pocket	\$4.50 to \$4.80 out of pocket
Vacation Care/Pupil Free Days for school-aged children	\$75	ALL BOOKINGS PERMANENT	\$37.50 out of pocket	\$18.75 out of pocket	\$11.25 out of pocket
Vacation Care/Pupil Free Days for children under 5 years	\$90	ALL BOOKINGS PERMANENT	\$45 out of pocket	\$22.50 out of pocket	\$13.50
2pm Early Closure (5years +)	\$30	ALL BOOKINGS PERMANENT	\$15.00 out of pocket	\$7.50 out of pocket	\$4.50 out of pocket
2pm Early Closure (under 5years)	\$35	ALL BOOKINGS PERMANENT	\$17.50 out of pocket	\$8.75 out of pocket	\$5.25 out of pocket
Sports Day	\$40	ALL BOOKINGS PERMANENT	\$20 out of pocket	\$10 out of pocket	\$6 out of pocket
ALL CASUAL BOOKINGS INCUR A \$2.00 FEE WHERE ALL BOOKINGS PERMANENT A CHARGE WILL APPLY TO COVER STAFFING & EXCURSION COSTS even if booked and children do not attend unless a medical certificate is provided.			(Usually family income between \$68,163 and \$173,163 changes depending on where on the scale your income sits)	(Usually family income under \$68,163)	

*Example only. Does not take in to account the 5% withholding from Centrelink incase income estimates are incorrect.

Payments of Fees - We do not accept cheques

Accounts are issued weekly. Accounts are to be paid by direct deposit.

Account Name: MAS OSHC

BSB: 105 013

Account Number: 034954340

Reference : Family Name

Please contact Lisa Daddow 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 staffing 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, student free days and vacation care please ring or send a text message before 7.00am if your child is unwell or going to be absent. For after school care please ring or send a text message before 1.00pm.

Overdue Fees

Payments of accounts need to be paid one week after care is provided. After two weeks overdue a polite text message 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/children's care may be cancelled if the account becomes four weeks overdue. The letter will include a reminder that parents are encouraged to discuss payment difficulties and make suitable arrangement to pay with the Director. As per policy if the amount owing is \$300 or more bookings may be denied.

Late Fee

A late collection fee will be imposed when parents/caregivers arrive later than 6.00pm. This will be invoiced as a miscellaneous fine to weekly accounts that is not claimable as a Childcare subsidy.

6.01 pm – 6.15 pm: \$20.00

6.16 pm -6.30 pm: \$25.00

6.31 pm onwards: \$30.00

Child Care Subsidy

To be eligible for Child Care Subsidy you need to provide your CRN on the enrolment form. For clarification on claiming child care subsidy please call Centre link 132468. There are a number of government initiatives to support parents/care givers who are studying/transitioning to work. This is your responsibility to investigate and apply for through Centrelink also.

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

If you have any concerns regarding your fees please contact Lisa on 0439 817 475 during opening times or between 12.40pm – 1.20pm

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, copy available please see the director.

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 without 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 and a CURRENT MEDICAL PLAN signed by a medical practitioner.

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.