Hunter Mobile Preschool
Learn to play. Play to learn.
Outside School Hours Care

3/5 Anlaby Street, Maitland NSW 2320
Office Phone/Fax: 02 49346725
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Gresford OSHC: 0447504978
huntermobilepreschool.com.au

Gresford Information Booklet

About the Service
Hunter Mobile Preschools Outside School Hours Care program is a non-profit service, which provides quality care for primary school children before/after school hours. The programs are developed by the staff, with input from the children and families, to meet the needs of the community. Children will have opportunities to participate in a variety of planned and spontaneous experiences which will assist their social, emotional and intellectual development.
The service will:

- provide a safe, secure, stimulating, and caring environment for children which encourage involvement for all children
- promote wellbeing and respect for each child's dignity and privacy
- be mindful that each child has their own interests, customs, culture, language, beliefs, needs and abilities
- provide a nutritional afternoon tea to encourage the children's health and wellbeing
- provide friendly, caring, knowledgeable, and sensitive educators
- create an environment where open communication is encouraged and respected

Locations
Gresford Public School Library

Days & Hours of Operation
Mondays, Tuesdays, Wednesdays, Thursdays of the school terms
Before School Care 7.00am – 8.45am
After School Care 3.00pm – 5.30pm

Staff
Hunter Mobile Preschool/OSHC Coordinator: Sarah Spinks
Educational Leader: Sarah Spinks
OSHC Educators: Stevie Walters, Kayla Berry

Enrolment/Cancellations/Termination of Enrolment
All children attending OSHC will be required to complete an enrolment form in order to attend. Enrolment enquiries must be made through the services office, which can be contacted via phone or email. Forms can then be collected from the OSHC staff at the school, once the initial communication is made.
If a child is not attending the program on any day, a call must be made to the office 49346725, or a message left on the OSHC mobile 0447504978.
Two weeks written notice is required. Payment of two weeks will be charged in lieu of notice.

Signing In / Out
Children are not to be left before starting time, and need to be collected before our finishing time. Any child on the premises before or after our operating hours is in breach of our service approval. On arrival each morning session, each child must be signed in and the actual time recorded. Please make sure a staff member is aware of your child's arrival and departure.

Upon departure each afternoon session, each child must be signed out and the actual time recorded.

Before School Care students will be marked off, and signed out by OSHC staff before they are walked out of the room and to the playground once there are school staff on duty.
After School Care students will walk to meet the location of where OSHC operates, and a staff member will sign them in.

Authority to Collect Children
When any other person (other than the parents or guardians) is collecting your child, their name, address, phone numbers (home and mobile) and relationship to your child must be recorded on the authority to collect/emergency contact form, which authorises them to collect your child in your absence. Without these details, your child will remain with staff until the parents can be contacted or a person nominated on the child's authority to collect/emergency contact form.

Late Collection
In the first instance of a late pick up, a 'Late Fee -1st Letter' will be sent to family explaining that next time they will be charged $1 per minute.
In the second instance of a late pick up, a 'Late Fee -2nd Letter' will be sent informing the family that they will be invoiced for the late fee's accumulated on date recorded.
The rate for late fees will be $1 per minute for each minute after the official finishing time.
If there is a genuine reason for a parent being late to pick up their child (i.e. a broken down car, etc) and they cannot organise anyone else to pick up their child, they are required to ring the staff on the mobile number and advise them of the approximate time they expect to arrive.

Court Orders & Custody
Parents/authorised persons have access to their children at all times unless a relevant Court Order is given to the program stating otherwise. A copy of a current Court Order must be given to staff on enrolment. Parents/authorised persons must notify the staff if there are any changes to these documents. The document will be filed with the child/rens records and treated in strict confidence.

Fees
Normal Rates:

Morning Session	(7.00am – 8.45am)	$20.00 per child/session	
Afternoon Session	(3.00pm -5.30pm)	$30.00 per child/session	CCS Applies (see next page)

Casual Rates:

Morning Session	(7.00am – 8.45am)	$25.00 per child/per session	
Afternoon Session	(3.00pm - 5.30pm)	$35.00 per child/per session	CCS Applies (see next page)

All absences must be paid for. You are entitled to receive CCS for 42 absence days per child each financial year.
Fees should be paid on a weekly/fortnightly basis. Direct Deposit (Internet Banking) is the preferred method of payment.
Casual days will be invoiced.
Continuous non-payment of fees will jeopardize a child's position in the OSHC Program. Please contact the office on 49346725 if there are any problems with paying your account.

Child Care Subsidy
Child Care Subsidy is a payment made directly to child care providers to be passed on to families. To make Child Care Subsidy claims and view the status of their claims, families will be able to go to my.gov.au and sign in to access their Centrelink online account.
Upon enrolment, the parent and child's Customer Reference Numbers (CRN) must be added onto the enrolment form for this subsidy to apply to your child's fees.

Under the Child Care Subsidy, the percentage of subsidy a family is entitled to is based on their combined annual income, with more financial support available to lower income families. This table shows the percentage of child care fees or the relevant hourly rate cap (whichever is lower) the Government will contribute based on a family's combined income:

Combined annual family income	**Subsidy rate**
Up to $66,958	85%
Over $66,958 to under $171,958	Gradually reducing to 50%
$171,958 to under $251,248	50%
$251,248 to under $341,248	Gradually reducing to 20%
$341,248 to under $351,248	20%
$351,248 or more	0%

Medication
No medicines (Panadol etc) will be given to children. Prescribed medicines can only be administered if a Medication form has been completed by the parent/Guardian. Prescribed medication needs to be provided to the staff in the original container-showing child's name, dosage and expiry date. Medications will be kept in a locked medication box in kitchen area (or in the fridge if it requires refrigeration).

If a child becomes unwell while attending BSC/ASC the Supervisor will attempt to contact the parents. If parents are unavailable then the emergency contact will be called.

While waiting for a parent/ emergency contact to arrive staff will:
- Make the child comfortable
- Take the child's temperature
- Monitor the child's condition
- Keep a written report of the child's condition
- Seek medical attention if the situation becomes urgent

In the case of serious injury or serious health condition OSHC will call an ambulance. The child's parents will be notified.

Children and staff with infectious diseases will be excluded from the service in accordance with current Guidelines. If a child is unwell at home or becomes unwell at school, parents are asked not to send the child to the service, but to make alternative arrangements for their care

Accidents
OSHC staff will administer first aid to your child as required. Any assistance your child receives will be noted in the First Aid folder and a note placed in the Sign in Register.
Where children require additional medical treatment, parents /emergency contacts will be contacted to seek further advice or to ask for children to be collected.

Programs
Our service provides programs that are planned to accommodate the needs, interests, and ideas of the children enrolled. The program includes experiences that allow children quiet indoor play, active outdoor play, individual or group play, and an opportunity to complete homework. Our program is evaluated. This information is used when planning future experiences. Programs are displayed. We value your ideas & feedback to help us maintain a safe, enjoyable and stimulating environment.

Nutrition
OSHC will provide a nutritious and balanced afternoon tea catering for childrens' tastes and health needs, as well as religious/cultural requirements. Children have access to water at all times. The menu will be displayed. If your child has food allergies, an action plan must be provided upon enrolment.
Afternoon tea will be a combination of, fruit, vegetables, breads, rice cakes, biscuits.

Hygiene
Staff and children will follow strict hygiene procedures including: regular hand washing, using gloves when preparing food, using tongs when serving food, and cleaning surfaces with neutral detergent and paper towel.

Homework
Staff will provide a quiet safe area for children to do their homework. All efforts will be made to encourage students to occupy their time in a constructive way.

Complaints
All feedback, including comments, suggestions, and grievances are to be written on the Communication Form. Grievances will be responded to within five (5) working days via written response from the Certified Supervisor/Coordinator clarifying the situation. The complaint will be recorded in the Complaints Register. If a grievance is received, via phone, a Communication form will be forwarded for completion, so the service has written record.

Sun smart
All children and staff are required to wear hats whenever they are outdoors, all year round. Sunscreen will be provided, and the children will be encouraged to apply this before spending any time outside .Please advise the staff if your child has particular sensitivities to sunscreen. We ask that you provide a suitable one for them to use.

Staffing Structure & Roles of Management Committee

Our Annual General Meeting is held during March each year.
This is where the committee positions are filled for the following 12 months. If the positions are not filed at the AGM, the service cannot resume term 2 of that year.

The Committee meets once a month at our office – 3/5 Anlaby Street Maitland. Morning tea and children's activities are provided.

Volunteer Management Committee

Parents, Carers, Community Members

Responsible for making informed decisions about the operation of the service.

Coordinator

Responsible for managing the day to day running of the service.

Administrative Assistant

Responsible for managing the day to day administration of the service

Certified Supervisor

Responsible for managing the day to day operation of the OSHC service

Educator

Responsible for the daily operation of the OSHC program

Roles of the Committee Members:

PRESIDENT

- **Be available to staff & committee**
- **To chair and oversee the smooth running of all committee meetings**
- **To liaise with the Coordinator about the operation of the service**
- **To work closely with staff, and committee members**

VICE PRESIDENT

- **To assist the president as required**
- **To chair the meetings in Presidents absence**
- **To be available to staff & committee**
- **To work closely with staff, and committee members**

TREASURER

- **To work in conjunction with the administration staff in overseeing the ongoing viability of the service**
- **To review and present a monthly statement of accounts prepared by staff at committee meetings**
- **To work closely with staff, and committee members**
- **Be available to staff & committee**

SECRETARY

- **To take minutes of all committee meetings, and forward to admin staff for distribution**
- **To give appropriate notice of all meetings**
- **To work in conjunction with the admin staff in dealing with correspondence with the respect to the operation of the service**
- **To work closely with staff, and committee members**
- **Be available to staff & committee**

VENUE REPRESENTATIVES (1-2 per venue)

- **This positon involves being the contact person at your venue, representing the parents and community at the committee meetings**
- **To oversee the operation of your venue, and liaise with staff and community members**
- **To bring all concerns, ideas or suggestions from your community, to the attention of the management committee**

ORDINARY MEMBERS

- **To attend meetings, listen to the information presented, and to help make decisions in the best interests of the service, and the communities we deliver to**
- **To carry out any tasks that you have agreed to do**
- **To provide support for staff on site, and information to committee to ensure communication remains open between all parties**

If you require further information, or have a question regarding any of these roles, please do not hesitate to talk to the staff at OSHC, or call the office on 49346725