

## Outside School Hours Care

### Vacy OSHC Information

#### 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 children in our care, as well as the school and wider community. Children have opportunities to participate in a variety of planned and spontaneous experiences which assists their social, emotional and intellectual, and physical development.

The service will:

- provide a safe, secure, stimulating, and caring environment for children which encourages 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 breakfast and 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

#### Location

Vacy Public School library & outdoor play areas

#### Days & Hours of Operation

Mondays, Tuesdays, Wednesdays, Thursdays, Fridays of the school terms

Before School Care 7.00am – 9.00am

After School Care 3.00pm – 6.00pm

#### Staff

Hunter Mobile Preschool/OSHC Coordinator: Sarah Spinks

Educational Leader: Sarah Spinks

OSHC Educators: Lorraine Ashard, Kayla Berry

#### Enrolment/Cancellations/Termination of Enrolment

All children attending OSHC will be required to complete a full enrolment form in order to attend. Enrolment enquiries must be made through the Hunter Mobile Preschool office, which can be contacted via phone (49346725) or email [lhactivityvan@bigpond.com](mailto:lhactivityvan@bigpond.com) Forms can be sent via email, or collected from OSHC staff during OSHC hours.

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 0455 040 998.

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.

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

Please make sure a staff member is aware of your child's arrival and departure.

Before School Care students will be marked off, and signed out by OSHC staff before they are escorted to the playground once there are school staff on duty.

After School Care students will line up in the OSHC line under the COLA area alongside the other students.

### **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.

### **Extra-Curricular Activities**

OSHC staff are available to escort OSHC children to and from extra-curricular activities. If families are in need of this service, it must be discussed with the staff, and the Escorting Children to After School Activities form completed.

Please note that the person who will be signing your child out of OSHC, to attend training/dance or any other activity, will need to be listed on the enrolment form as an authorised person to collect your child/ren.

### **Late Collection**

In the first instance of a late pick up, a 'Late Fee -1<sup>st</sup> 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 -2<sup>nd</sup> 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 – 9.00am)	\$20.00 per child/session	
Afternoon Session	(3.00pm -6.00pm)	\$30.00 per child/session	CCS Applies (see next page)

Casual Rates:

Morning Session	(7.00am – 9.00am)	\$25.00 per child/per session	
Afternoon Session	(3.00pm -6.00pm)	\$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](http://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 of the shelf 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 breakfast and afternoon tea, catering for children's' 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.

**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 if needed. 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 a service representative regarding the communication. 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.

