

Parent Handbook For Oxley Primary after School & Vacation Care

This handbook has been designed as a quick reference to our program. For more information and a detailed description, please refer to the Oxley Primary After School / Vacation Care Policy.

Mission Statement/ Philosophy

Oxley Primary School Outside School Hours Service will provide an affordable, reliable, high quality outside school hours care program for school aged children. The service will provide trained staff and will encourage the ongoing participation of parents and guardians in planning and management of the service.

Program Establishment

Funding by the Commonwealth Department of Health and Family Services was approved in April 1997 to provide OSHS programs at Oxley, Moyhu, Markwood and Whitfield Primary Schools under the auspice of the King Valley Children's Services Group Inc. In April 2000 the OSHC programs provided under the King Valley Children's Services Group were offered to the schools to manage. The Oxley Primary School Council approved the offer and a School Council Sub-Committee has managed the OSHC program since then.

Management Structure

A Sub-Committee of the Oxley School Council manages the OSHC program. The committee is responsible for policy direction, the philosophy of the service and decisions relating to the management of the programs. The Sub-Committee is made up of the following representatives –

- OSHC Coordinator
- Teacher/Principal Representative and
- parent(s) representative(s)

Staff

Coordinator HelenPoidomani
Vacation Coordinator HelenPoidomani

OSHC telephone (03) 5727 3766

Ratios

Our After School Program has been authorized to operate as a Single Staff Model. Once numbers go beyond the 1:15 ratio, and during Vacation Care Program a second staff member will be employed as per National Standard Guidelines.

National Standard Ratios:

1:15 while on the school premises

1:8 while on excursions

1:5 for swimming activities

Qualifications

All attempts will be made to employ a qualified OSHC coordinator. When the existing coordinator is absent, all attempts will be made to employ a replacement coordinator who is qualified or undertaking courses to become qualified. In the event this is not possible, efforts will be made to employ staff who have experience with school aged children.

Hours of operation

After School Session

3.30-4.30pm \$5.00 Short session

3.30-6.00pm \$10.00 Full session

Curriculum/Pupil-free and Vacation Care

8.00am –1.00pm Short session \$16.00

1.00pm –6.00pm Short session \$16.00

8.00am –6.00pm Full session \$32.00

The OSHC Coordinator will levy extra charges for excursions, special programs or special events, these fees are required to be paid prior to the day of the excursion.

Late Pick-Up Fees

Oxley Primary After School Care closes at 6.00pm. We understand that unavoidable situations may occur where you may be late for child pick up. However, if this becomes a regular occurrence late fees will be levied. The late pick up fees are calculated at \$5.00 per 5 minutes or part thereof.

Enrolment Procedures

An enrolment form must be completed for each participating child in the program. These details are essential to understand the medical and special needs relevant to each child. It is the responsibility of parents to advise and/or update these forms. All information will remain private and confidential and is the responsibility of the Coordinator.

Bookings must be made by a parent/guardian no later than 3.00pm, (on booked day), via the OSHC telephone (03) 5727 3766 or a written note in the OSHC Sign-in book.

Cancellations are to be advised by a parent/guardian no later than 3.00pm (on booked day), via the OSHC telephone or a written note in the OSHC Sign-in book, if not a cancellation fee of \$4.50 will be charged.

Custody details

Regardless of marital status, parents have joint legal responsibilities for their children unless there is a Court Order determining otherwise. Our staff needs to be clear about who has legal responsibility. We need to have a copy of any Access Order issued by the court. If there is no Access Order, staff have no legal right to stop either parent from taking their child from the program.

In the case where guardianship and custody are legally defined, policy must be followed as stated on the enrolment forms. Where situations change a copy of the Custody Order must be provided to OSHC. Where confrontation situations arise over custody the child will be kept at the school and other agencies contacted (i.e. Police and the Department of Human Services). We are not legally able to allow children to leave the school without permission of the custodial parent.

Parents/guardians are responsible for updating information pertaining to all custody issues.

Medical Details

Parents are responsible for updating their child/ren medical details with OSHC staff and on their enrolment forms. If any details change the staff need to be notified and the change documented

All medication needs to be signed in and recorded. All children who suffer from Asthma/Allergies are required to have an Asthma/Allergy Management Plan completed by the parent/guardian.

It is our policy that sick children will not attend the program. We have an obligation to the other families who utilize the program not to expose their children to infectious diseases.

Financial procedures

Fees will be invoiced fortnightly and can be paid at the school office or to the OSHC Coordinator. Receipts can be issued on request, however the accounts shows a running balance that shows when a payment is made.

Overdue Fees

If you are having difficulty with payments an agreement can be made with the OSHC Coordinator regarding payment arrangements. If overdue fees are not paid a debt recovery agency will be utilized to recover monies owing. Any charges associated with debt recovery will be the responsibility of the offending family. The Coordinator will advise the Sub-Committee if overdue fees pass the one-month limit. The Sub-Committee will then contact the parent regarding payment. Children will be excluded from the program if fees remain outstanding.

Child Care Benefit (CCB)

After School Program.. Provider No. 555 013 285B

Vacation Care Provider No. 555 013 288L

This is a payment made to families to assist with the cost of Child Care. All Australian residents using Child Care provided by an approved Child Care service are eligible to apply for Child Care Benefits. The amount of assistance, if any, is determined by The Family Assistance Office (FAO) administers Child Care Benefit through CentreLink, Medicare and the Australian Taxation Office. Our program has been approved for the Child Care Benefit. To arrange for this assistance please contact Centrelink. Ph. No.1800 050 521

Program Procedures

Rules of Program

The OSHC program uses the same rules as Oxley Primary School and its Code of Conduct booklet, this is available to read in the staffroom or a copy can be made upon request.

Activities

Some of the activities included in the program are arts, craft, cooking, drama, music, indoor/outdoor play, television, videos, Play station, excursions to local venues, individual creative time, and time for school work.

Celebrations/Special Events

OSHC acknowledges special occasions (i.e. Children's birthdays and when children are leaving the program) with small celebrations. Parents/guardians are free to join in the celebrations and/or provide items such as cake/ cup cakes for the children to share. We also acknowledge celebrations of different cultures eg. St.Patrick's Day, Harmony Day. Ramadan etc.

Food

Healthy snacks and drinks are provided in the After School Care program.

Vacation Care requires children to bring their own lunch, snacks and drinks unless otherwise stated in the program.

Equipment/Resources. This and other resources are purchased with grant money and revenue generated from OSHC enrolments. The Program also makes use of donated items and recycled goods.

First Aid

A minimum of one staff member on duty shall be First Aid trained with current and up-to-date qualifications.

A First Aid kit is borrowed from Oxley Primary School when on excursions.

Emergency Procedures

Emergency procedure plans are practiced on the first day each term. The emergency plan is displayed in the program area as well as the OPS staffroom. OSHC operates an emergency procedure plan inline with the OPS Emergency Plan.

Sun Smart

Oxley Primary School is an accredited Sun Smart School and therefore OSHC practices are in line with those of the school.

Behavior Management

The behaviour guidance techniques adopted by staff will centre on reinforcement, positive role modeling by adults, intervention techniques and redirection.

Behaviour guidance will be implemented via a team approach incorporating Program staff, parents and children. All strategies adopted will aim to encourage teamwork, help to build self-confidence and promote the children's self-esteem. Children will be involved in the setting of limits and, where possible, they will be given choices and offered explanations for unacceptable behaviour.

Parent/Guardian Involvement

It is our belief that parental involvement is critical in the development and implementation of the Oxley Primary After School & Vacation Care Program. The OSHC Program has an "Open Door" policy that encourages parents to visit the Program at any time. Entry by you at anytime is your guarantee of the continuing quality of our working practices and protection for the Program. Please feel free to visit us. Parents are always welcome and are encouraged to come in and view the activities and/or talk with the Coordinator/Assistant about the Program or about their child's needs.

Notices and Newsletters

Information, programs, and announcements regarding OSHC will be published in the schools weekly newsletter. After School Care is advertised in OSHC program folder... Vacation Care is advertised at least two weeks prior to the school holiday period.

Lost & Found Property

Please ensure that all clothing and individual items are properly labeled. A lost and found box will be provided for any unclaimed items. If these items are not claimed within a reasonable time they will be donated to the school. To assist in recovery of lost items we request that parents notify us promptly when an item has gone missing.

Items to bring from home

We encourage children not to bring precious items to school such as toys, jewellery, and things of sentimental and/or monetary value.

Children's belongings and toys

We have a NO WAR TOYS policy at OSHC

Complaint Procedure

Minor complaints of a verbal nature can be directed to the Coordinator of the OSHC service. If the complaint cannot be resolved at this level or the complaint is of a more serious nature, it may be put in writing, signed by the complainant and addressed to the OSHC Sub-Committee. The OSHC Sub-Committee will address the complaint at the earliest meeting after the complaint or a special meeting will be convened. Concerns or complaints can also be addressed through The Department of Human Services. Children Child Care Advisor on 0357.220555.

National Child Care Accreditation Process.

In 2005 our service successfully complete our accreditation in Vacation Care . In 2007 our After School Program will go through the same process. The aim of this is to ensure that all services conduct themselves in a professional manner and that our Duty of Care is in line with all other programs. During this process as well as at all other times all stakeholders...children, parents, staff and management are encouraged to be actively involved in the service.

Please feel free to contact our staff or management regarding any further information on our service.