

# Littlehampton Primary School OSHC

# Family Information

# Package

Location: Corner of Baker and Darnley Street (access from Darnley Street)  
OSHC Director: Kathryn Schultz



## OPENING HOURS

**Before School Care:** 6:30am – 8:45am (55 places available)  
**After School Care:** 3:10pm – 6:30pm (Monday, Tuesday, Thursday & Friday)  
3:00pm – 6:30pm (Wednesday) (100 places available)  
**Pre School Friday:** 1:45pm—6:30pm (Pre School Children only)  
**Vacation Care:** 7:00am – 6:30pm (50 places available)

## FEES

Before School Care - \$18.50 per session (Less CCS)  
After School Care - \$24 per session (Less CCS)  
Pre School Friday Session—\$26 per session (Less CCS) (Pre School Children only)  
Vacation Care - \$60 per day (Less CCS)  
Vacation Care Incursion - \$70 per day (Less CCS)  
Vacation Care Excursion - \$75 per day (Less CCS)

**(The service must be given 7 days' notice of cancellation or the full fee will be charged)**  
*(Please note that this will be subsidised by Child Care Subsidy)*  
Further information on our Fee Policy is available from OSHC

**OSHC Mobile Number: 0409 920 446**

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## Philosophy

**At Littlehampton Primary School OSHC our children are at the centre of everything we do. We acknowledge and value the partnerships we have fostered between our service, children, families, school and the wider community.**

**We believe in providing a safe, secure and supportive environment for our community.**

**We believe in inclusive practices that foster wellbeing and nurture positive relationships.**

**We believe in maximising children's potential by providing an emergent curriculum. This includes intentional teaching and learning through play, both being based on children's interests.**

At Littlehampton OSHC we aim to provide a service to the school community where children can be cared for in a familiar and safe environment. The school has a community ethos, with large involvement of parents and volunteers in our school. Our school is blessed with excellent facilities and grounds, and Governing Council is keen to make use of these to support our school families by providing quality care programs for our students outside school hours. Our program is one which is based on a variety of play options and programs to develop self-esteem leadership, positive relationships and life skills. We aim to support children's individual needs. The service has developed a Philosophy Statement which is on display on the parent display board. Copies are available on request.

## Who can use our service

Littlehampton OSHC Out of School hours Care is subsidised by the Commonwealth Government through the CCS, to provide care for children attending school. The majority of the children attending must be school aged students. When the service is running at full capacity only children attending primary school will be accepted. If places are available, children aged between 4 and 5 and enrolled at Littlehampton preschool will be considered. High school students can also be considered if places are available, however they may not be eligible for CCS.

The attendance of children outside this age range is only available under the following circumstances:

Any child attending the service who is not attending primary school will relinquish their place, with 14 days notice, when priority of access is enforced when the service is at full capacity. "The service must not restrict the attendance of primary school children in order to cater to older or younger children."

## Priority of Access

The Australian Government has determined Priority of Access Guidelines for allocating places in child care services. These guidelines set out the following three levels of priority:

**Priority 1**-a child at risk of serious abuse or neglect.

**Priority 2**-a child of a single parent who satisfies, or of parent 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 also be given to the following children:

- Children in Aboriginal or Torres Strait Islander Families
- Children in families which include a disabled person
- Children in families on lower incomes (School Card)
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents.

## Requiring a child to vacate a place

Under the Priority of Access Guidelines a child care service may require a Priority 3 child only to vacate a place to make room for a higher priority child. The service can only do so if:

- the person liable for the payment of the child care fees was notified when the child first entered care that the service followed this policy and the service gives the person at least 14 days' notice of the requirement for the child to vacate the place.

Outside School Hours Care is primarily for school children. Where an Outside School Hours Care Service has no vacant places and is providing care for a child who has not yet started school, the service may require that child to leave the service in order to provide a place for a school child.

We will follow the above guidelines when we have a limited number of vacant places. For information please speak to the OSHC Director.

## PreSchool children

Many parents of Pre-schoolers who whose children attend full day sessions in the preschool find it convenient to also book children into Before School or After School care. Children are dropped off and collected from the PreSchool by OSHC staff.

We also offer a Friday PreSchool session from 1:45pm – 6:30pm. Costs for this extra session are \$26 per session.

### **OSHC Location**

OSHC is located in the former Principal house on the corner of Baker and Darnley streets (marked a Building 3 on the map on welcome sign at front of the school). Access is from Darnley Street. The service also utilises other areas of the school depending on the program structure and number of children attending the service. These areas include the preschool, gym, library, top and bottom playground and nature play area.

### **Arrival and Departure of Children**

Parents are required to sign their children in to Before School, staff will then sign the children out prior to children going to school. In the afternoon staff will sign the children in as they arrive at OSHC and parents are required to sign them out when they collect their children. During Vacation Care parent are required to sign their children in at the start of their session and out at the end of their session.

Children walk from OSHC to their classrooms for Before School care (Preschool children are taken to Preschool, while reception and year 1 children are taken to their classrooms). In the afternoon, children are to meet the oshc carers at the bottom lunch shed to be signed in (Preschool children are collected from Preschool, while reception and year 1 children are collected from their classrooms ). Once all children are signed in, as a group we walk to OSHC, or to planned activities for the day. Children are given 5 minutes to arrive at the bottom lunch shed after the bell rings. After this time if a child has not arrived then a staff member will contact the front office to look for the child. If the child cannot be located within 15 minutes of the bell ringing (3:30 pm or 3:15pm on Wednesday) then the parents will be contacted. Please see Collection of Children from School policy for further information.

**Please inform OSHC staff if your child will not be attending a session they have been booked into.**

### **Children with Additional Needs**

Littlehampton OSHC will do their best to support and assist families who have children with additional needs. As each child and family make-up is unique, we encourage and welcome families to discuss their special needs and requirements with the OSHC staff. Health Care Plans and Modified Eating Plans are available at OSHC. Funding is available through the Inclusion Support Agency. Speak to the OSHC Director for more information.

### **Child and Family Orientation Process**

After inquiring about Littlehampton OSHC we encourage all families enrolling to make an appointment with the Director for an informal chat about the service. This gives families and the staff a chance to get to know one another, share information about the service and its policies, be given a tour of the service and find out what each others expectations are. It also gives families an opportunity to ask any questions they may have. After this, the next step is to visit the service when it is operating to meet all the staff and children, and to have a look around. If you have young children who will be attending on a regular basis we encourage the family to bring in their child for a visit before commencing care. This helps young children with their transition to a new service.

### **Enrolments**

Every family must enrol their children at Oshc prior to using the service. Oshc Family Enrolment packages are given to families at enrolment at the school, and are available at the front office, the Oshc room and on the school website. Please read the information in this package carefully and fill in any forms required.

### **Policies**

The service has a range of policies on Nutrition, Health and Safety, Behaviour Support, Protective Care, Sun Protection and Diversity and Inclusion. Copies of all policies are kept at OSHC in our policy folder, and are available for viewing by parents. Our policies are in line with the school policies wherever possible. As we update and review each policy, drafts will be made available for comment from the school community. We appreciate any comments that you may have on our policies.

### **Community**

We openly invite and welcome members of our community to come into OSHC to share their skills and area of expertise with us. OSHC aims to build solid links with the local community and the extended community.

### **OSHC Advisory Committee**

Littlehampton OSHC is run by a Governing Council. An OSHC Advisory Committee, reports to the Governing Council. Parents are encouraged to join the Advisory Committee where OSHC related issues are discussed, and there is an opportunity to have an input in decision making. A large part of the committee will involve being active in supporting the program. Attending meetings is a great way to find out how your service runs and to help make decisions and recommendations on all aspects of the program.

The OSHC advisory committee meets twice a term—Tuesdays (Weeks 2 and 7) at 9am. Please speak to the OSHC director for more information.

### Child Care Subsidy

This is a payment made to families to assist with the cost of child care. All Australian residents are eligible for Child Care Subsidy (CCS). You can choose to have your Child Care fees at a reduced cost or you can claim a lump sum at the end of the financial year.

For further information, please contact the Centrelink on **136150** and ask to be assessed for CCS.

### Accounts

Accounts are invoiced every week on (Monday) and are invoiced via email. Please provide service with email information for carer who is paying the invoice.

### Payments

Payments can be made by cheque or cash directly to OSHC or via electronic funds transfer (please ask for account details if you wish to pay your accounts via electronic funds transfer).

Payments can also be made to the front office provided correct money is given in an envelope with name of family and indication it is an OSHC payment (no change can be given at front office).

Receipts can be collected from OSHC. We encourage all families to pay their accounts either weekly or fortnightly. If you are having difficulties paying your bill please make an appointment with the OSHC Director to discuss your circumstances.

The OSHC Director is available for collection of fees before 9am and after 2pm-3pm daily. This is the preferred times of payment as payments made during OSHC hours can interrupt the flow of the day.

### Fees as of July 2019

A Fees Policy has been approved by Governing Council, and is available for parents to view in the Policy Folder.

**Before School Care** - \$18.50 per session- including breakfast.

**After School Care** - \$24.00 per session- including afternoon tea.

**Pre School Friday Session**—\$26 per session.

**Vacation Care** - \$60.00 per day includes all art/craft activities including afternoon tea.

**Vacation Care Incursion**—\$70—covers the additional costs of facilitating incursions.

**Vacation Care Excursion** - \$75.00 per day – covers cost of activities, transportation and additional staff.

**Pupil Free Day:** - \$60.00 advance notice will be given of these days in the school newsletter.

(Child Care Subsidy is available for families for all sessions)

Fees are review by School finance committee and school governing council once a year.

### Late Fee

At 6:30pm OSHC closes and every effort to contact the parents will be made if children have not been collected.

Because staff must be paid overtime, a late fee of \$1.00 per minute applies. CCB does not cover this fee. If the parent cannot be reached, then the emergency contact numbers provided by you on your enrolment form will be contacted. Staff will not drive your children home, under any circumstances. If you know you are going to be late then arrange for your children to be collected by someone else. If staff cannot get in contact with you after 6:30pm and cannot get in contact with anyone on your emergency list the Principal will be contacted, and if staff have not been able to make arrangements by 7.00 p.m. then the Police and Crisis Care will be contacted.

### Bookings and Cancellations

All children attending must be booked into OSHC by an adult. **We will not accept bookings or cancellations from children or from notes in their diaries.**

Permanent bookings can be made on the OSHC enrolment form and those places will be held unless changed by the parent.

We would encourage parents to make casual bookings prior to 11am on the day to enable extra staff to be employed if needed. Casual booking can be made later in the day if places are available. (Enrolment forms need to be filled out before children are able to attend).

**Cancellations for Before School Care, After School Care and Vacation Care require a 7 day notice, otherwise you will be charged your normal CCS reduced fee.**

Parents will be required to inform staff if their children are not attending a session they have been booked into.

## OSHC National Quality Standards

Littlehampton Primary School Out of School Hours Care is accredited under the National Quality Standards through the Australian Children's Education & Care Quality Authority (ACECQA). We are regularly assessed under this system through Monitoring visits and our latest certificate was issued on 4th December 2018. A copy of our current rating is available for families in the foyer of the Oshc building.

As part of the NQS we have a Quality Improvement plan. This is an ongoing self assessment and improvement plan worked through by staff in conjunction with the OSHC advisory committee and is on display for parent to read at any time in the foyer of the OSHC building.

## Expectations of Parents

Parents are responsible for:

- Becoming familiar with the policies and procedures of the Oshc service
- Signing their children in and out of care each day
- Paying their fees weekly or fortnightly
- Collecting their children on time (6.30pm)
- Advising staff either personally or by phone of bookings and cancellations (***Bookings or cancellations sent with children will not be accepted***)
- Advising staff if their children will be collected by someone other than regular arrangements
- Informing staff of any changes to the enrolment form such as address, access/custody provisions, change of employment, phone numbers, contact persons, medical and health information etc
- Keeping the staff informed about any issues that may impact on the wellbeing of their child
- Informing the staff about any concerns/grievances they might have
- Keeping the centre informed and updated on community events that might impact on the service.

## Staff and Family Communication

At Littlehampton OSHC we encourage positive and open communication with families. We consider it essential that staff and families work together to develop a positive and trusting partnership to provide high quality care to children. We strive to achieve this by being warm, friendly and approachable with families, and we ask parents to be the same. We share information with families in a variety of ways through the school newsletter, parent communication book, suggestion box, notice board and notes sent home to families.

## Volunteers and Students

We encourage students and parents to participate in daily routines, activities and experiences with the children and staff. Qualified staff will supervise parent volunteers and students at all times while they are in OSHC.

## Educators

Permanent Qualified Educator will have the following qualifications to be employed by Littlehampton OSHC: an appropriate Child Care qualification, a current First Aid Certificate, a Responding to Abuse and Neglect certificate, an Occupational, Health and Safety Certificate, a Food Safety Standards Certificate and a current driver's licence. Qualified Staff will be expected to keep up to date with in-service training, attending at least 4 per year. Relief Casual Qualified Staff will have an approved Child Care or Teaching Qualification, a current First Aid Certificate and a Responding to Abuse and Neglect certificate. Unqualified Staff will have a Responding to Abuse and Neglect certificate, a current First Aid Certificate and will be expected to attend in-service training. All staff will be required to provide a Working with Children clearance before commencement of work.

## Lost Property

To minimise the chances of losing items of clothing, please clearly label all clothing with your child's name, including jumpers, hats, lunch boxes and drink bottles. Lost property is kept in the OSHC room. At the end of each term all items not labelled are taken from OSHC and placed in the lost property in main building. All items are kept until the end of the year and are then donated to charity.

## Confidentiality

The Littlehampton OSHC service follows the National Privacy Principles (NPPs) as per Schedule 3 of the Privacy Act. We will treat each family's personal information with respect and confidentiality. We will only release information where the law requires it. For more information speak to the OSHC director.

## Programming

A diverse program is created and updated regularly, and we encourage children to participate in a wide variety of activities. Parents are encouraged to participate in the programming process, through talking to staff about their suggestions or writing them down in the parent communication book. As we continue to renew and update our service through our Quality Improvement plan, suggestions and feedback from children and families is a vital part of this process. Children are actively involved in the decision making process for programming by sharing their ideas and opinions with staff through verbal communication, our suggestion box and feedback asked for at times by staff. We value and encourage self-directed play because we believe children learn about the world through this form of expression. We encourage children to express ideas, opinions and suggestions in an appropriate, positive manner.

The service programs using the My Time Our Place curriculum and the program is available for parents to read in our floor book that is situated in the OSHC foyer area. Individual programming for children and photo's of their experiences as well as other communication is linked to families using the SeeSaw program—please ask staff how to link to this program if you are not already.

## Daily Routine

<u>Before School Care</u>		<u>After School Care</u>	
6:30am	Centre opens Quiet experiences Self directed play Homework if needed	3pm	Collect Children from preschool
7am—8am	Breakfast available	3:10pm	Meet and sign in school children in bottom lunch shed (collect Reception and Year 1 children from class and take to lunch shed).
8am	Breakfast finished Inside / Outside play	3:20pm	Programmed experiences Self-directed play Inside / Outside play Homework if needed
8:40am	Sign children out Walk Reception/Year 1 children to class Walk preschool children to preschool	2.30pm - 3:30pm	Preparation of Afternoon tea by service cook
		4pm	Wash hands Afternoon tea
		4:30pm	Continue programmed experiences
		5:30pm	Pack up room / messy experiences Quiet experiences
		6:30pm	Centre closes

## The Vacation Care Program

The vacation care program is developed in Week 6 of the term prior to the vacation period. The program is advertised in the school Newsletter, on fliers on display in the school and OSHC. Vacation care is considered separate from OSHC and families will need to book the days they wish to use prior to each vacation care. Parents will not need to change or cancel their OSHC bookings as they will carry on into the next term unless parents indicate a change in their bookings.

Vacation Care booking forms and information will be given to regular families prior to each vacation care (other families can receive this information on request).

## Educator/Child Ratios

Littlehampton OSHC follows the State Governments current Educator/Child ratios and has an exemption to operate a single educator if fewer than 15 School aged children in attendance, or 11 with a PreSchool Children in attendance.

Our ratios are as follows:

- 1 Educator (Qualified) - up to 15 School Aged Children or 11 with Pre School Children in attendance.
- 2 Educator (Unqualified)— up to 30 School Aged Children or 26 with Pre School Children in attendance.
- 3 Educator (Qualified) – up to 45 School Aged Children or 41 with Pre School Children in attendance.
- 4 Educator (Unqualified)— up to 60 School Aged Children or 56 with Pre School Children in attendance.
- 5 Educator (Qualified)—up to 75 School Aged Children or 71 with Pre School Children in attendance.
- 6 Educator (Unqualified) - up to 90 School Aged Children or 86 with Pre School Children in attendance.
- 7 Educator (Qualified) - up to 100 children in attendance

**At all times there will be a Responsible Person in Charge (Qualified Educator) on the floor.**

**At all times there will be at least 1 educator with first aid qualification on floor.**

### Wellbeing Policy

This OSHC service follows the Littlehampton Primary School Wellbeing Policy. We believe that children should be guided positively with managing their behaviour and be encouraged to take responsibility for their actions. Children who behave in a manner that is considered unsafe or detrimental to themselves, other children, the environment or staff, will be excluded from the program, until further notice. The Littlehampton OSHC Wellbeing policy is available from the service. The staff at Littlehampton Primary School and the Littlehampton OSHC service work closely together with each other and the child's parents to develop behaviour management plans that are appropriate for the child.

### Medication/Illness/Accident

Littlehampton OSHC follows the Health Support Planning Guidelines for School and OSHC Services. All medication must be in its original container and given to the staff if the children are required to take it during OSHC. A request to Administer Medication form must accompany the child. This form gives written permission to OSHC staff from you to give your children their medication. Forms can be collected from OSHC, and must be completed before the medication is given. Qualified Staff are trained in First Aid and will attend to your child appropriately if the need arises. Staff will not supply Paracetamol to any child in care, even with the parent's permission. This is a parental responsibility.

Children who become ill during the school day will not be sent to OSHC. If a child becomes ill whilst at OSHC, parents will be contacted to collect the child. The child will be made as comfortable as possible while waiting to be collected. If an emergency arises, staff will not hesitate to call an ambulance. The Ambulance fee will be covered by the family. If your child is unwell please don't bring them into OSHC. To help prevent the spread of infectious diseases the Littlehampton OSHC follows good hygiene practices in cleaning, sanitising and hand washing. To attend OSHC all children must be immunised. For more information please contact the Centrelink on 136150.

### Food/Nutrition

Our OSHC service follows the DECS Healthy Eating Guidelines, and along with all schools and DECS services follows the Right Bite Healthy Eating Guide for Schools. In this guide, food is divided into three categories, Green, which is healthy food, Amber, which can be supplied in conjunction with other foods, and Red foods which cannot be served. Please see staff if your children have special dietary requirement and note these requirements on your enrolment form. Please see our Nutrition Policy for further information.

### Sun Protection

Children attending OSHC are required to wear an appropriate hat – legionnaire/broad brimmed when outside during terms 1,3 and 4. We follow a no hat – no play policy and children attending OSHC who do not have a hat will be required to sit out during outside play. Children attending OSHC can either bring their school hat or have a second hat that they leave in their bag. As we follow the SunSmart program all children must wear appropriate T-shirts/ Polo shirts outside so that your child's shoulders are covered. No tank tops or strapless shirts.

### Emergency/Fire/Disaster Procedures

In the event of a town emergency, bush fire or disaster occurring while OSHC is open, we will follow the School emergency procedures as advised by the CFS/Emergency Services/Police. We will carry out Emergency drills once a term.

### Equal Opportunity/Bias and Prejudice

We believe that everybody is equal. All children attending Littlehampton OSHC will be given equal opportunities to reach their full potential in all that they aim to achieve. We will encourage children to participate to the best of their abilities, and their level of participation will be respected. Everybody will be treated equally regardless of his or her gender, race, religion, age, additional needs, political conviction, family responsibility and status. The staff at Littlehampton OSHC work towards challenging discrimination, bias and prejudice towards others and help children develop acceptance, respect and understanding.

### Grievance Procedures

If a family, child or parent has a grievance with any aspect of the program, feel free to speak directly with an OSHC staff member. If you are unable to resolve your issue, then let that staff member know that your issue is not resolved and make an appointment to speak to the Director of OSHC. If the issue or complaint is still not resolved, let the director know that the issue is still not resolved at that time, then please make an appointment with the Principal to discuss the issue, or all your options at this point.

**Comprehensive Policies and Procedures are available for parents to read in the main foyer of the OSHC.**