



CHRISTIAN  
BROTHERS  
COLLEGE

# OSHC

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## FAMILY HANDBOOK

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## Contents

Welcome to Christian Brothers College OSHC	3	Aggressive Behaviour	13
Philosophy	4	Communication	13
Goals	5	Your Service, Your Role	13
Priority of Access	5	Sun Protection	14
Ages	5	Homework	14
Hours of Operation	6	Clothing and Special Items from Home	14
Access to the Campus	6	The Program	14
Junior Campus	6	Infectious Diseases	15
Senior Campus	7	Illness and Accidents	15
Fees	7	Accident Procedures	15
Childcare Benefit	8	Supervision	16
Families are responsible for:	8	Medication	16
Enrolment Details	8	Allergies and Special Medical Conditions	16
Non-Attendance Procedure	9	Child Safe Environments	16
Cancellation and Absent Days	10	Nutrition	17
Payment of Fees	10	Evacuation / Invacuation Procedures	17
Non-Payment of Fees	10	Volunteers & Student Helpers	17
Late Pickup	11	Vacation Care	18
Late Pickup Fee	11	Healthy Eating	18
Signing In/Out Guidelines	11	Parent Grievances	18
Toilet	11	Privacy Statement	19
Behaviour Management Policy	11	OSHC Parent/Carer Agreement	20



## Welcome to Christian Brothers College OSHC

Here at Christian Brothers College OSHC our team of qualified and dedicated Educators, aim to offer you and your children a high quality service within the College community. Our Quality Practice aligns with the National Quality Framework and Standards and incorporates all legislated requirements.

For your convenience, we are open for **BEFORE SCHOOL CARE (BSC)** from 7.15 am – 8.15 am with a continental breakfast included, between 7.15am & 7.45 am with programmed and free choice activities available.

We offer **AFTER SCHOOL CARE (ASC)** from 2.30 pm-6.00 pm (Mon), 3.30pm – 6.00pm (Tue – Fri) with snacks that consist of seasonal fresh fruits and vegetables, hot meals, multicultural foods, and the occasional treat. The service also caters for children with any special dietary requirements. We also have use of quiet areas for children to start their homework if required, after which they can join outdoor/ indoor activities.

School holidays are catered for with our **VACATION CARE** program daily, between 7.30 am-6.00 pm (Early Vac Care arrival) and 8.00am – 6.00pm (normal start). Students from outside of the College Community are welcome to attend. A Vacation Care Pack is available from Week 6 of each term. The program includes the holiday program as well as the required booking/consent forms and enrolment forms, consisting of excursions, in house activities and entertainment.

Care is also available on **PUPIL FREE DAYS** between

7.30am – 6.00 pm. (Early arrival) \$50.00 plus additional \$5.00 fee.

8.00am – 6.00pm (normal arrival) \$50.00

### ***WE ARE CLOSED ON PUBLIC HOLIDAYS AND OVER THE CHRISTMAS PERIOD***

We offer a program which is based on My Time Our Place which includes crafts, outdoor play, structured activities, free play, time to chill out, Wii games, DVD & Videos. We also invite input from you and your children so we can plan activities that maximise your children's interests and needs. We aim to accomplish this in a relaxed, mutually respectful and diverse atmosphere that is stimulating, productive and engaging. We recognize our times of operation are outside school hours and therefore maximize fun with learning while allowing the children to be spontaneous with their choices of activities.

Bookings can be made via the enrolment form and we cater for permanent and casual bookings, shift work bookings and emergency bookings.

We are licenced for 90 children in BSC, 90 children in ASC and 90 children in Vacation Care. For a more detailed outlook of our service, please read this parent handbook. Further enquiries are welcome.

Please don't hesitate to contact us on 8400 4265 or 0404423190 if we can help you with your OSHC needs, to make an appointment for an enrolment tour or to have a chat about the Service for your child/ren.

Kindest regards

Christian Brothers College OSHC Team

## Philosophy

Christian Brothers College OSHC Philosophy is guided by the Christian Brothers College values, children's families, educators input, ideas and values. Our Philosophy like our program fosters children's wellbeing development and learning through recreational experiences. Our outcomes and our school 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 following the national Quality Framework (National Regulations, National children's Act 2010) and by utilising information from the My Time Our Place Framework for School Aged children in Australia.

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.
- We will strive at all times to be inclusive and respectful of culture, race, gender and ability. We welcome and celebrate diversity and recognise each child as a unique and valued individual.
- Build secure, trusting, a caring and fun environment for children and their families by consulting with them, encouraging their involvement in the school and by role 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 have genuine interest in the community.
- Show support through our school and our management to children, families and staff by providing information, guidance, training, school guidelines and Procedures and open communication systems.
- Promote through our program the importance of play where children: Learn at their own pace through involvement
- Provide nutritional food and drinks as a part of our program to foster the children's sense of health and wellbeing.
- Provide opportunities to create, explore, experiment, be active
- Practice skills and interact with others whilst being engaged in various experiences.
- Ensure children have the right to be cared for in a comfortable, safe, secure, nurturing environment.
- Provide for educators and children alike to work and play in a harmonious, happy, supportive environment where open communication is encouraged and respected and teamwork valued.
- Ensure children connect with their community through our school involvement in excursions, incursions and special events.
- Christian Brothers College OSHC will strive to continuously reflect upon and improve its operation in order to meet and exceed National quality Standards:

## Goals

1. Our OSHC Service operates under a policy of non-aggression by guiding children's behaviour towards safe play.
2. Our OSHC Service will aim to foster respect and care for all who attend including children, families and educators.
3. Our OSHC Service will aim to encourage holistic development through a range of activities.
4. Our OSHC Service will offer encouragement and support to children by acknowledging and valuing them as unique individuals.
5. Our OSHC Service is equally accessible to all children. Management will endeavour to maximise attendance opportunities to all families in the wider community.

## Priority of Access

Our OSHC Service acts in accordance with the Commonwealth Government Guidelines for priority of access to child care namely:

- 1st Priority - a child at risk of serious abuse or neglect
- 2nd Priority - 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
- 3rd Priority - any other child

Within each aforementioned category, the following children are given priority:

- a. children in Aboriginal and Torres Strait Islander families
- b. children in families which include a disabled person
- c. children in families with a non-English speaking background
- d. children in socially isolated families
- e. children of single parents

## Ages

Children aged from 4-12 years are welcome to participate in the OSHC program. Children aged 13+ can become volunteers in consultation and agreement between the Director, families and the student themselves. The Student will need to sign and follow the agreement.

## Hours of Operation

**BEFORE SCHOOL CARE (BSC)**, operates from 7.15 am - 8.15 am. A continental breakfast is available for children using the service between 7.15am – 7.45am.

**AFTER SCHOOL CARE (ASC)**, operates from 3.30 pm-6.00 pm.

**VACATION CARE (VAC CARE)** operates daily during school holiday periods.

- 7.30am – 6.00pm (Early Arrival additional \$5.00 fee charged)
- 8.00am – 6.00pm

**PUPIL FREE DAYS (PFD)**. We offer care on Pupil Free Days

- 7.30am – 6.00pm (Early Arrival additional \$5.00 fee charged)
- 8.00am – 6.00pm

**PUBLIC HOLIDAYS AND THROUGH THE CHRISTMAS PERIOD WE ARE CLOSED**

## Access to the Campus

Ever mindful of our responsibility regarding the well-being and safety of students attending OSHC and Vacation Care, we have decided to introduce a security fob system to facilitate entry and exit from the campus during the service operating hours. The use of the fob will eliminate the need for pin access codes. The cost will be \$20 per fob (payable on enrolment) office during college hours or directly from OSHC. Refund of the purchase price will be made upon the return of a fob should it no longer be required.

## Junior Campus

### Before School Care:

- Entry will continue to be only via the grey front gates on Wakefield Street. The fob will not operate the back gate on East terrace during this time

Fob access to and from the Junior Campus premises will operate during the following hours:

- After School Care - 3:30pm to 6:00pm. Entry may be effected using the fob, via the rear gate on East Terrace.
- After 6:00pm the fobs will not operate the rear gate and entry will need to be via the front gates on Wakefield Street.

### Vacation Care:

- 7.30am to 9:30am. Entry may be effected using the fob, via the rear gate on East Terrace.
- Fob access after 9:30am, please contact the OSHC Director on 8400 4265.
- 3:00pm to 6:00pm. Entry may be effected using the fob, via the rear gate on East Terrace.
- After 6:00pm entry is only via the front grey gates on Wakefield street

## Senior Campus

(Only when relocation of OSHC services is required e.g. during Clipsal and Vacation Care)

### **Vacation Care:**

- 7:30am to 9:30am. Entry is either from the main purple gates on Wakefield Street or via the cream rear gate on Ifould Street. Parking is available at the back of the College in the Loading Zone (10 min duration).
- 3:00pm to 6:00pm. Entry is via the cream rear gate on Ifould Street. Parking is available at the back of the College in the Loading Zone (10 min duration).
- After 6:00pm. Please contact the OSHC Director on 8400 4265 for access.

## Fees

### **Before School Care**

Fees are: 7.15am – 8.15am: \$11.00 per session per child, including a continental breakfast, before 8.15am.  
7.45am – 8.15am: \$5.00 per session.

### **After School Care**

Fees are \$15.00 per session per child, including an afternoon snack.

### **Pupil Free Days/Pre Vac Days**

Fees are: \$50.00 per child per day.  
\$50.00 per child plus \$5.00 early arrival (7.30am – 8.00am)

### **Vacation Care Days**

Fees are: \$50.00 per child per day.  
\$50.00 per child plus \$5.00 early arrival (7.30am – 8.00am)



## Childcare Benefit

Childcare benefit is a means tested payment for families. Families will get differing amounts of benefit according to income, child care hours used and number of children in care.

Families have two payment choices, either by reducing their fees on a weekly basis through the service, or claiming their payment as a lump sum at the end of the financial year.

CCB can reduce your fees considerably, and all Australian resident families are eligible for the minimum percentage of assistance.

**The Child Care Benefit (CCB)** is income tested, tailored to your combined family income. The cut off (not CCB) is \$134, 000. You may elect to have your weekly fees reduced and pay the gap to the service.

**Child Care Rebate (CCR)** is a separate and additional rebate. There is no income test for the child Care Rebate. If you are eligible for CCB except your income is too high, you are still eligible for the Child Care Rebate (there is no income limit for this). Child Care Rebate ensures you get back 50% of whatever fees you pay (up to a limit of \$7500 per child per annum.)

Registering with Centrelink means you can claim the Australian Government's Child Care Rebate. This payment is not means/income tested and is calculated at 50% of out of pocket expenses.

Families who choose to have their childcare fees reduced can claim immediately by phoning the Family Assistance Office on **13 61 50**.

If you choose to have the OSHC service reduce your childcare fees, based on the income and asset details you provide, the Family Assistance Office will determine your level of entitlement and issue you a Childcare Benefit Assessment Notice. The OSHC service will also be sent a copy of your assessment so your fees will be reduced weekly.

## Families are responsible for:

1. Keeping the Front Administration Office informed of changes to your circumstances
2. Signing your children in and out of care
3. Advising the OSHC service of childcare usage in other approved childcare services.
4. Signing absent days in the week in which they occur.

Further information can be obtained by contacting the FAO on Ph: 13 61 50, or by following the hyperlinks below. <http://www.humanservices.gov.au/customer/services/centrelink/childcare-benefit>  
<http://www.humanservices.gov.au/customer/services/centrelink/childcare-rebate>

## Enrolment Details

We are a large and flexible service, so there are always spaces for new enrolments. All the enrolment information (including forms) may be found on our website <http://www.cbc.sa.edu.au> or alternatively you may ring us on 8400 4265 or email [oshc@cbc.sa.edu.au](mailto:oshc@cbc.sa.edu.au) .

To enrol in the service, you must complete New Student Enrolment form which needs to be submitted to the service. There is a once off \$25.00 (application/administration fee) for new students. Before children start at OSHC we ask that you bring them in to have a look around the service, meet the staff and become familiar with the routines and environment. If your child has any medical or other needs, we required a medical plan and request that you discuss it with us so that we may become more familiar with your children's individual needs.

When young children first start Before School Care, the OSHC staff escort new children to their class area in the morning for the first few times, or until the child feels confident enough to go with their friends (this usually doesn't take very long). Similarly, when children start After School Care, the teacher will escort them to After School Care until they become confident. Please speak to your child's teacher about this when your child/ren first start OSHC.

Children do not need to attend Christian Brothers College to attend our Vacation Care Service. We have many children from a range of other schools in our Vacation Care Service.

When enrolling for Vacation Care it is expected that a Vacation Care booking form will accompany the Enrolment Form, indicating which days are required. Every additional vacation care period after this will require another booking form specific to that holiday period. Forms are available from this website or by requesting via email: [oshc@cbc.sa.edu.au](mailto:oshc@cbc.sa.edu.au)

**Whenever information changes on your child/ren's enrolment forms, you must notify us as soon as possible.**

Permanent and casual bookings will be done using the "Priority of Access" Guidelines.

Casual bookings can be made directly at the OSHC service or by phoning Ph: 8400 4265 or 0404 423 190.

Emergency care bookings can only be made by phoning the OSHC Director on Ph: 8400 4265, as emergency contact and medical information need to be noted prior to attending the service.

## Non-Attendance Procedure

In the event of your child/ren having a booking and fail to attend ASC/BSC the following procedures will be followed.

- The Supervisor in charge will check the emails, front office records and absentee list.
- The supervisor will ask all educators if they have seen the student that day and to look for the child in their area.
- The child's classroom teacher, any siblings and/or friends will be asked if they have any information.
- Phone the parent or emergency contacts if parent is unavailable.
- If the child is still not located, the principal will be informed and consideration will be given to contacting police.

Often, there a number of children who do not arrive at OSHC when they are booked in, and chasing up these children may be time consuming. This may pose a safety issue for children who may be genuinely missing. Priority will be given to the following:

1. Younger children first –especially 5 year olds.
2. Individual children missing (as opposed to families of children who have not turned up)
3. Children from families who usually always notify of a cancellation

Children are not to leave the service by themselves unless there is signed permission from the family that identifies and qualifies such expectations. The Director will reserve the right to negotiate such requests where there is a concern about the child/ren's safety.

In the event that parents/guardians or emergency contacts cannot be reached within 1 hour of school closure, it will be assumed that the child/ren should be in attendance, and have gone missing. **Police will be contacted.**

It is very important to notify the service if your child/ren has a booking and is not attending the service on a particular day, to ensure that the service knows your child is safe!

If an OSHC educator is following up on the whereabouts of a child who has failed to attend this means our child/educator ratio is jeopardised for the children in the service that day.

## Cancellation and Absent Days

If a booking has been made, either before the day or on the day and the child is absent, a cancellation fee will apply if the service is not notified before 10.00am.

**We are unable to cancel Vacation Care bookings. (if a medical certificate is supplied fees will be credited to your account.)**

For cancellations please phone the OSHC service on Ph: 8400 4265 or 0404423190 or write it in the BSC & ASC parent communication book located on the sign in/out table, or email us at [oshc@cbc.sa.edu.au](mailto:oshc@cbc.sa.edu.au) .

## Payment of Fees

Fees are charged on a weekly basis by account and will be emailed weekly and can be posted if requested. If your Account exceeds \$200 your child/children's care will be cancelled. Non-payment of fees will result in this debt being transferred to your school account and your child/ren are then unable to return to care. School accounts are sent to you every Monday and payment is required within 14 days of receipt of your account. Payments can take up to 2 weeks to be processed.

Payments can be made as follows:

- In person at the OSHC Office.
- EFTPOS at CBC Finance Office on 8400 4217
- Credit card by phone to OSHC Office 84004265 or Finance Office (Senior School) 8400 4217

If you are unable to meet these requirements, you will need to contact the OSHC Director to arrange a payment plan.

If you have direct debit or other arrangements with your fees, you will still need to keep up to date with your OSHC account with additional payments. These arrangements are designed to pay school fees only.

***Continued non-payment of your account could jeopardise your child's placement at the service.***

## Non-Payment of Fees

Families who have fees outstanding will receive a letter requesting payment immediately or to contact the Bursar within seven days to negotiate payment options.

Following further non-payment of fees owed to the service, or failure to make contact with the Bursar, a letter will be sent to the family advising that their children's attendance will be refused until ALL OUTSTANDING FEES ARE PAID.

If on a second occasion a family allows their account to become overdue, without negotiation, the children will be permanently excluded from the service.

Your accounts are to be paid in full before the commencement of all Vacation Care periods or your child/ren's bookings will be cancelled for the following term. Each year, your OSHC account MUST be cleared before you can return to the service the following year.

## Late Pickup

All children must be collected by 6.00 pm. Please notify the service, if you know you are going to be late on **8400 4265 or 0404 423 190**.

When children are left after the service closes the Director and/or Assistant Director will endeavour to contact the parent/guardian or contact the emergency contacts.

Failing this, the Director or Assistant Director will contact the School Principal who will work with local Police to locate the parent/guardian.

## Late Pickup Fee

The service is open until 6.00pm. A late cancellation fee of \$2.00 per minute per child applies after 6.00pm. Parents that have arrived late to collect their children more than 3 times in a term will incur a \$20 late fee per child, on top of the \$2.00 per minute per child. This charge is **not** claimable through CCB.

## Signing In/Out Guidelines

Families are required to use the following guidelines for signing in/out:

**BSC** - Children must be signed in on the sign in/out sheet by a parent/nominated carer for each session. OSHC educators will sign children out when they leave OSHC to go to class.

Children will leave the service at 8.15am. A teacher is on duty after this time. (Please arrange with the Director if your child/ren need to leave BSC before 8.15 am)

**ASC**- Children will be signed in on the sign in/out sheet by the OSHC educators for each session. Families need to sign children out as they leave the service daily. (If children will not be attending the service until later in the day due to co-curricular activities, please let the OSHC educators know). Children will not be permitted to leave the OSHC boundaries while the centre is in operation until such time as they are collected by an authorised person or attending a supervised excursion.

## Toilet

Children must notify OSHC educators when they are going to and returning from the toilet.

## Behaviour Management Policy

The management of Children's behaviour is essential to the provision of a safe, interesting, relaxed environment. Our Behaviour Management Policy ensures:

- The safety and security of the children and educators
- Respect for the rights and feelings of the children and educators
- The smooth running of the program; and ultimately
- Self-management on the part of the child

In Out of School Hours Care we aim to:

- Reinforce positive behaviour
- Maintain consistency
- Have clearly established expectations
- Ensure that expectations and consequences are clearly known and understood by children, families and educators, with ongoing discussion and review
- Have family support for our strategies

At Christian Brothers OSHC we will:

- Play co-operatively together by:
- sharing
- being friendly
- looking after each other

Therefore, the following behaviour is not tolerated:

- Going out of bounds/leaving without permission
- Fighting/play fighting
- Hitting, kicking, spitting or pushing
- Swearing, teasing, threatening or harassing.

We care about our program and therefore we:

- Keep our grounds tidy
- Clean up after activities
- Operate and follow reasonable requests by leaders or adults

Failure to follow these procedures will result in the following strategies:

**Step 1:** First warning and identify inappropriate behaviour.

**Step 2:** Second Warning and redirection to another activity.

**Step 3:** Educator and child discuss issues and agree to appropriate action and positive outcomes – return to play.

**Step 4:** If behaviour continues, the family will be notified of behaviour and the child will be removed from the OSHC service for that day, if the behaviour is likely to cause harm to the child, educator or other children the Principal will be notified.

**Step 5:** If behaviour continues after communication with parents/guardians the child will be excluded from the OSHC service.

## Aggressive Behaviour

Our OSHC Service has a zero tolerance to aggressive behaviour.

Aggressive behaviour is defined as:

- physical violence towards educators or children
- throwing large items to cause injury
- excessive threatening/ bullying behaviour towards educators or children
- excessive abusive language to educators or children
- cyber bullying to or from educators, parents or children

If any of the above behaviours are used in the OSHC Service, the following procedures will be implemented:

**Warning 1:** the family will be notified of the behaviour and the child is removed from the OSHC Service for the remainder of the day and will be suspended for the next day of care.

### **IF THE BEHAVIOUR CONTINUES:**

**Warning 2:** the child is suspended from the OSHC Service for 1 calendar week.

### **IF THE BEHAVIOUR CONTINUES**

**Warning 3:** the child is permanently suspended from the OSHC Service.

## Communication

It is desirable that you establish contact with your OSHC educators as you deliver and collect your children. Transparent communication between families and educators can alleviate misunderstandings and help us to provide the best possible care for your family.

OSHC educators and management welcome ideas and input from children and families – it is your service and we want to value your thought sand suggestions. There are suggestion sheets available for your family's comments on the sign in/out table in the family corner.

Please notify the Director of any changes to information provided on enrolment forms, e.g. address, telephone number, dietary needs, allergies and emergency contacts. This information is important to assist our educators in caring for your children.

It is important to clearly name children's possessions so that lost property can easily be returned.

**OSHC works most efficiently when it is a genuine partnership between families and the service educators.**

## Your Service, Your Role

Our service uses the Australian Children's Education and National Quality Agenda and Standards to offer and maintain a high quality service. Throughout the year our service regularly reviews policies and procedures, service delivery, programs and management styles and strategies. You and your child/ren's opinion of your service is an important part of our consultative partnership. We invite feedback, either formally, via a survey, weekly via the program or as needed with any of our educators.

## Sun Protection

OSHC is guided by the School Hat Policy and will have sunscreen available as necessary.

A **no hat – no play** principle will apply during term 1, 3 and 4 or if the UV index for that day is 3 or above. If a child has no hat they will remain inside or under cover and participate in the activities provided. **Visors and caps are not acceptable.** Sunscreen will be supplied to the children by the service. If there are any issues (sunscreen allergies etc) then you will need to provide the service with an acceptable sunscreen and send it along with your child.

During Vacation Care the same Hat and Sunscreen Policy applies. Children are not to wear tank tops or spaghetti/shoe string tops. Sun damage is done on the delicate skin on the shoulders and around the neck when not covered.

## Homework

If your child needs to complete their homework during care, you can request a homework contract form to complete. We are happy to discuss any additional support that your child may require during his stay at OSHC. Children in year 2 & up can do their homework independently and will be expected to make a start on their homework while in care. Children who need to complete homework can do so in our Homework Room while being supervised by an OSHC Educator. OSHC Educators will offer assistance only if workloads permit.

## Clothing and Special Items from Home

Whilst every care will be taken with children's personal belongings, we do ask that you and your children assist us by labelling personal belongings and clothing. Any items left behind for more than 1 month and are without a name will be donated to charity.

If children wish to bring toys, precious things or money from home, educators will not be responsible for their safekeeping. OSHC educators reserve the right to determine the suitability of certain items. If deemed inappropriate the items in question will be placed in the office for safe keeping until the parent/guardians arrive to collect children. Educators will not take responsibility for damage to or loss of valuables or precious toys.

## The Program

We will endeavour to provide a program developmentally appropriate to the leisure needs of children attending the service, and will facilitate the development of each child's social, physical, emotional and intellectual potential. We hope that all children will be actively involved in all program planning, implementation and evaluation processes.

In BSC, ASC and Vacation Care children are invited to choose from a range of activities. We aim to encourage children to develop self-determination and appropriate ways of using their leisure time.

The program includes such choices as:

- arts and crafts
- science experiments
- hobbies
- cooking
- games
- videos/DVDs

- table top and board games
- homework areas
- creative play
- outdoor play
- quiet time/reading
- active play and games

Programmed and free choice video's, DVD's and Wii games are available. Some of the ratings are PG and the children will be allowed to watch these at the educators' discretion along with family consent.

## Infectious Diseases

Children suffering from infectious diseases are excluded from OSHC for the length of time specified in the NHMRC "Recommended period of exclusion in schools and childcare" document. The child will not be readmitted to OSHC until the period of exclusion has been completed or a certificate from a medical practitioner declares the child able to return. Notification will be made to all families in the event of an infectious disease. The names of children infected **will not** be released.

Families of a child affected with head lice will be contacted immediately on detection. We recommended the hair be treated as soon as possible with a suitable shampoo lotion.

An Immunisation and Infectious Disease Information Folder is located in our family corner. Families are invited to pursue the folder and are welcome to the information papers on different health topics

## Illness and Accidents

Children who are ill or suffering from a contagious disease will not be able to attend the service.

In the event of a child becoming unwell during the program, he will be comforted and cared for by educators and the parents/guardian or emergency contacts will be advised to collect the child as soon as possible.

All OSHC educators have current First Aid Certificates, are trained in Asthma treatment and Epi Pen use for Anaphylaxis.

## Accident Procedures

In the event of an accident, educators will provide first aid. In the event of a serious injury or illness, the Director or Certified Supervisor will seek medical assistance, and if necessary call an ambulance. Please note that families are responsible for any medical costs incurred.

In the event of an accident, where medical assistance is required parents/guardians will be contacted immediately.

In the event of a minor accident, educators will record the event on an accident/illness report sheet, which parents/guardians will be required to sign.



## Supervision

Children will be supervised with the highest possible degree of care, while recognising that it is not always possible to supervise every child for every moment.

Children will be advised of where they may or may not play. The general rule is that the children play where they are visible to the OSHC educators.

## Medication

Service educators will assist with children's medication if:

- a. Qualified Educators have at least a basic casualty care first aid certificate.
- b. Only medication prescribed for the child by a qualified medical practitioner will be administered.
- c. We receive detailed instructions of a medication plan form/letter completed by your Doctor and parent/guardian.
- d. Medication is kept in secure location.
- e. It is not the educators' responsibility to seek out a child to administer medication.
- f. A signed and dated record is kept of any medication administered at OSHC.

A confidential Medication Plan form (see OSHC Director for forms) needs to be completed by the Doctor and parent/guardian if the medication must be taken during OSHC/Vac Care time and requires adult supervision.

If such documentation is not provided, OSHC educators WILL NOT BE ABLE TO ADMINISTER ANY MEDICATION at care. We are also not able to give Panadol or other analgesics at OSHC without a medication plan.

Only a qualified educator will administer medication. This process will be recorded. Families are required to sign this sheet prior to medication being administered.

NO invasive procedures (e.g. insulin injections) will be administered by any educator.

All medications are stored in the first aid room in the Junior School front office. When students go to the park for recreation, all medication is taken with us to the park.

When educators are required to assist with a child's medication, it should be given directly to the educators in charge, **not** left in the child's bag.

## Allergies and Special Medical Conditions

A folder with children's special medical conditions and/or allergies will be kept in the OSHC Office/Kitchen and all educators will make themselves aware of these children and their special requirements.

## Child Safe Environments

Our OSHC staff have obligation to all children attending the service to ensure each child is cared for and protected. Therefore, the service will adhere to the procedures set down by the Department of Family and Community Services under the Children's Protection Act 1993 Section 11 (1) & (2), when dealing with any allegations of abuse or neglect of children. This ensures our staff are diligent in ensuring the highest possible care and protection to children in our service.

## Nutrition

Our OSHC menus provide a healthy and nutritious breakfast and snack and also provide a wide variety of different foods, to encourage healthy eating habits. Where possible, snacks will reflect a wide variety of cultural backgrounds. Children will be encouraged to try different foods, sampling new food will remain the child's choice.

Parents/caregivers of children with special dietary requirements may be asked to provide a list of suitable/unsuitable foods or may be asked to supply special food as required.

### Breakfast

Educators are happy to assist children when preparing breakfast. Breakfast is available from 7.15 am-7.45am daily at BSC. We offer a range of cereals, toast, fruit and milk. Parents/caregivers must make sure they notify OSHC educators of any allergies or special dietary requirements.

### Afternoon snack

Afternoon tea will be provided each day at ASC. Children receive servings of fruit, vegetables, cheese, cold meats, bread, spreads, sandwiches, crackers, dips and occasionally treats such as muffins, pancakes etc. We may also offer other special foods to provide variety such as cooked eggs, sausage and bread, soups and pasta. etc. to provide additional variety.

**\*Due to SEVERE Nut Allergies we ask that no product containing nuts be brought into the service\***

**For example: Nuts**

**Nut products**

**Peanut butter**

**Nutella**

## Evacuation / Invacuation Procedures

In the event of an emergency, educators are responsible for ensuring that all children and visitors proceed in an orderly fashion to the School court yard. If the fire is within the school grounds **the student will be taken to the "Park area" across the road from the school** where they remain until the all clear is given.

For an evacuation all doors will be closed not locked and under no circumstances will any person re-enter the building until safety is established by the relevant emergency services or the OSHC Educators.

For in-vacuations children will be kept inside a secure location, where they remain until the all clear is given and until safety is established by the relevant emergency services or the OSHC Educators.

## Volunteers & Student Helpers

The program welcomes volunteers, but under no circumstances will they be left alone to supervise groups of children. On occasions, the service may host trainees on placement – they too are not left alone with groups of children.

## Vacation Care

A vacation care program will operate each term holidays. This is open to all families both from Christian Brothers College or other schools in the community. Bookings open in Week 6 in the term prior.

Vacation Care programs can be collected from the OSHC room, downloaded from the Christian Brothers web site and can be emailed to all of our OSHC families on our email list. The program is developed to offer variety, choice and flexibility, while maintaining costs.

The Vacation Care Program involves both excursions and incursions. All excursions and workshops costs are included.

Full payment of fees is required prior to commencement of service. This is confirmation of placement.

The cost of vacation care is: \$50.00 per day per child. (small additional fees sometimes apply)

Families need to provide a healthy and nutritious recess and lunch, a labelled drink bottle which the children can refill with fresh water throughout the day. We will supply an afternoon snack.

**Due to SEVERE Nut Allergies we ask that no product containing nuts be brought into the service\***

**For example: Nuts**

**Nut products**

**Peanut butter**

**Nutella**

## Healthy Eating

We aim to provide a service that promotes good health and would like to promote healthy eating for all children at OSHC. Suitable foods for children/families to bring to OSHC/Vac care are as follows:

- Fruit-fresh, dried or snack pack (cutting of fruit is available as needed).
- Bread - either as sandwiches or plain e.g. wholemeal, fruit bread, rolls, pita bread etc.
- Crackers.
- Cheese, yoghurt.
- Plain biscuits or cakes, fruit cake, scones, muffins.
- Drinks: fruit juice or milk. (Water is always available).

Please avoid sending lollies, chips, cordial, fizzy drinks, fancy cakes and biscuits. If your child has a special need or there is a special occasion, feel free to discuss it with the OSHC educators. At OSHC/Vac Care we do have these kinds of foods only on special occasions or on 'party days'. Please advise OSHC educators of dietary requirements or any food allergies your children may have.

## Parent Grievances

The opportunity for parents/guardians to air their grievances is available through either the OSHC Director or School Principal. It is requested families do not discuss grievances in front of the children or other educators. You may need to make an appointment time to speak to the OSHC Director Ms Karyn Falting. If this proves to be unsatisfactory or you feel you can't speak to the Director, then contact can be made with Caroline Clarke (Executive Director Early Years Learning) on 84004222.

## Privacy Statement

Christian Brothers College OSHC Service protects the privacy and confidentiality of all individuals by ensuring that all records and information about individual children and families are kept in a secure place and are accessed by or disclosed only to those people who need the information to fulfil their responsibilities at the service or have a legal right to know. If you have any concerns about how we handle your personal information or require further information please contact us or see the Christian Brothers College Out of School Hours Care – POLICY AND PROCEDURES HANDBOOK, which is located in the family corner for your convenience.

If you require any assistance, please call the Director on 8400 4265 to make a time to discuss any issues or concerns you may have.

***We look forward to your family joining ours.***

**Review Date: May 2016**

**To be reviewed: November 2017**

## OSHC Parent/Carer Agreement

(Please tick boxes)

- I have read and accept the conditions of the handbook.
- I have read and understood the fee policy.
- I am aware of contacting relevant parties if fee arrangements need to be made.
- I am aware of the consequences for the non-payment of fees as agreed herein
- I am aware of the late fee and non-cancellation fee and will pay the requested fee if this agreement is broken.
- I am aware I am unable to cancel vacation care bookings once they have been made
- I agree to notify the service of any contact detail changes.

I agree to notify the service if my child will be absent from care.

Name: .....

Signature: .....

Date: .....

Director: .....

Please return this signed form to your OSHC service.

Thank You