Health and Safety

Medication
Please ensure all details are kept up to date and that all allergies and medical details are listed. Medication can only be administered to children by educators once the medication form has been completed and signed by a parent.

Sun Smart
We are a sun smart school. All children must bring their own wide brimmed hat to wear in terms 1 and 4. If the children do not have a hat they will be asked to play indoors or stay in a shaded area. Children must also wear sunscreen. The program does supply sunscreen.

Dropping Off / Collecting Children
Children can only be dropped off and collected by parents, guardians and emergency contacts. Requests for alternative arrangements MUST be made prior to the day in writing. In emergency situations, verbal permission will be granted. The authorised person dropping off or picking up the child/children must consult with a staff member and have a form of identification with them.

Children must always be signed into Before School Care and out of After School Care by a guardian, parent or authorised person. The time the child is dropped off and/or picked up must be recorded.

In the case of custody orders, parents must provide a copy to the program. The custody order will be kept in the child/children’s personal file to inform staff members.

National Quality Framework
The Out of School Hours Care is regulated by the National Quality Framework (January 1, 2012), that includes:

- Education & Care Services National Regulations (December 2011)
- Education and Care Services National Law Act (No. 69, 2010)
- Early Years Learning Framework
- Framework for School Aged Care in Australia (My Time, Our Place)

Our Philosophy
Christian Brothers College OSHC Philosophy is guided by the Christian Brothers College values; children’s families; and 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 utilizing 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.
- Provide nutritional food and drinks as part of our program to foster the children’s sense of health and wellbeing.
- Build a secure, trusting 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 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 opportunities for children to create, explore, experiment, practice skills and be active.

“Play is the highest form of research.”
Albert Einstein
**Bookings, Cancellations and Non-attendance**

Families wishing to use the OSHC service MUST register their child/children prior to attendance.

Families are required to notify the service of any changes to booking arrangements, 24 hours notice (48 hours notice for Vacation Care services) prior to booking or cancellation of care to avoid session charges.

If care must be changed for a period of time, longer than a week, a Change of Care form must be filled out. These are available from the service.

In the event that a child does not attend a booked After School Care session, the following procedures apply:

- A call will be made to the school office calling the child to the program.
- If the child is still unaccounted for a thorough search of the school grounds will be conducted.
- The school principal will be notified and all efforts will be made until the child is located.

**Invoices and Late Fees**

Invoices are distributed via email or post.

Fees must be paid by the due date printed on the account and can be paid to an educator during program hours (in a clearly marked envelope).

Direct Deposit facilities are also available. Change will not be given so the correct amount is recommended.

**Banking Details:**

BSB 085 005 Account No 7912 81223

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**Hours of Operation and Costs**

**Before School Care**

- 7:15am – 8:15am, Monday - Friday: $11.00
- 7:45am – 8:15am, Monday - Friday: $5.00

**After School Care**

- 2:35pm – 6:00pm, Monday: $15.00
- 3:30pm – 6:00pm, Tuesday – Friday: $15.00

**Pupil Free Day & Vacation Care**

- 8:00am – 6:00pm: $50.00
- 7:30am – 6:00pm: $55.00

**Childcare Reference Number**

- 406 981 4075 (After School Care)
- 407 156 515H (Vacation Care)

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