

DIGGERS REST PRIMARY SCHOOL O.S.H.C.

PARENT INFORMATION SHEET



INTRODUCTION:

Our aim is to provide the highest quality care at an economical price for families attending our school. Our Programs are designed with the requirements and needs of working families taken into consideration, ensuring that they can continue in their current lifestyle without being concerned about the safety and welfare of their children.

Our goal is to provide a comfortable, affordable and relaxed program in a home like atmosphere, focusing on the individual requirements of our children and families.

This program is guided by the Frameworks set out in the My Time, Our Place, and Frameworks for School Age Care in Australia publications by the Department of Education, Employment and Workplace Relations and the Australian Children's Education & Care Quality Authority.

The Framework aims to extend and enrich children's wellbeing and development in school age care settings. It acknowledges that children need a place to engage in a range of play and leisure experiences that allows them to feel happy, safe and relaxed. It also recognises that children need time to interact with friends, practice social skills, solve problems, try new activities and learn new life skills.

Our Program operates from the school library with access from the door located in the courtyard.

CONTACT DETAILS:

OHSC Phone (Tanya Balfour)	0419 859 682
Phone (Office)	9740 1391
Administration	Claudia Quigley
Coordinator	Rachelle Hedger

OPERATING TIMES.

Before School Care	7:00am – 8.45am*
After School Care	3.15pm – 6.00pm*

* Please note that times will be reviewed over the year according to demand.

LATE PICK-UPS:

The After School Care Program closes at 6.00pm. Any child being signed out after these times will incur a \$1.00 per minute per child late fee.

This procedure will be strictly adhered to.

CONSTANT FAILURE TO COLLECT YOUR CHILD ON TIME WILL RESULT IN EXCLUSION FROM THIS PROGRAM.

ENROLMENT PROCEDURES:

Any child attending our school is entitled to enrol in any of our programs. Enrolments can be obtained from the school office. A new enrolment form must be completed each year. The completion of an enrolment form does not mean a place in the program has been secured. Places will be confirmed with a confirmation receipt.

BOOKINGS:

Permanent Bookings: A permanent booking is one that will be ongoing until otherwise notified by a parent or guardian; families are charged for these bookings unless program staff have been advised of any changes before 10.00am on the day of the booking for after care or by 4:30pm the day prior to before care. **Two weeks notice must be given in writing before ceasing a permanent booking or payment may be charged.**

Casual Bookings: Many families choose to book on a casual basis. A casual booking will incur a surcharge of \$2.00 for after care if made after 10.00am on the day of attendance and \$2.00 for before care if made after 4:30pm the day prior to attendance. **Casual bookings must be made via the school office on 9740-1391.**

FEES:

Please note – prices will be reviewed regularly by school council and are subject to change.

Before School Care –Permanent booking	\$15.00 per child less Centrelink entitlements
Casual booking made day prior before 4.30pm <i>(after 4.30pm will incur a \$2.00 surcharge)</i>	\$17.00 per child less Centrelink entitlements
After School Care – Permanent booking	\$17.00 per child less Centrelink entitlements
Casual booking made before 10.00am on day <i>(after 10.00am will incur a \$2.00 surcharge)</i>	\$19.00 per child less Centrelink entitlements

CENTRELINK ENTITLEMENTS:

To be eligible for CCB (Childcare Benefit), you must supply us with the correct date of birth and CRN (Customer Reference Number) of all children that are to receive entitlements and the claiming parent's CRN and date of birth. Failure to do so will result in the family not receiving their correct entitlements. All CRN's are unique.

If you have not used Childcare in the past, you will need to contact Centrelink on 13 61 50 and register with them to receive your entitlements.

Parents have the option of having their CCR (Childcare Rebate) paid directly to the program. This option can only be activated by contacting Centrelink directly. If parents wish to claim their CCR in this manner, they must notify the program to enable us to estimate it on their statements.

If you have other children attending another Program and wish to claim the higher entitlements, you must advise us so we can enter this information on our software program. It does not automatically occur.

PAYMENT PROCEDURE:

- Accounts are issued weekly by email or hard copy.
- Payments may be made at any time during program hours.
- Permanent bookings placements can be paid in advance.
- Fees may be paid by bank deposit (preferred), cash, or cheque (made out to Diggers Rest Primary School).

If paying by cash place fees in an envelope with your name and amount clearly marked and hand to a staff member. We do not carry change; any overpayment will be credited against your next account.

Receipts are available upon request.

All fees must be paid in full before the end of each term or future sessions may be suspended.

SIGNING IN/OUT:

It is a condition of enrolment at this Program and part of our Policy and Procedure Document that all children be signed in or out of each session. Children are not permitted to enter or leave our program unescorted at any time.

Children will not be permitted to leave the program with anyone other than those listed on their enrolment.

CHARGING FOR ABSENCES:

Afternoon cancellations will only be accepted prior to 10.00am on the day of the non-attendance. After 10.00am the session will be marked as absent; cancellations of morning sessions will only be accepted if made before 4.30pm the previous day.

MEDICATION:

Parents will be required to fill in a *Medication Authority form* upon arrival if requesting medication to be administered. If the medication is required to be taken over to the General Office to be dispensed throughout the day, an additional *Medication Authority form* will need to be completed. All medication must be in its original packaging and be clearly marked with the name

of the medication, dosage and the person receiving the medication. **No exceptions will be made.** Non-prescription medication will only be administered for a 48 hour period.

MEDICAL ALERTS/ANAPHYLAXIS:

Program staff have been trained to recognise the symptoms of an allergic or anaphylaxis reaction and have up to date training in the use of auto injection devices eg. EpiPen, Anapen.

Children diagnosed with an Allergic or Anaphylaxis reaction must supply the Program with an up to date Medical Management plan.

Any major food allergies must be noted on the enrolment form. Medication supplied to the school, will be collected from the office each afternoon and returned the following morning.

BEHAVIOUR MANAGEMENT:

The staff at the program work in conjunction with Senior School Staff to create a calm and controlled atmosphere. It is expected that all children participating in our program will conduct themselves according to our Behaviour Management Policy, which is in keeping with the School's Code of Conduct.

A copy of our Behaviour Management Policy and Procedure is readily available on request.

Inappropriate behaviour while in our care will not be tolerated; offending children will be sent home.

PERSONAL BELONGINGS:

Parents are advised via the enrolment form that we will not take responsibility for special or personal items brought in from home. We strongly suggest that these items are left at home; doing so will reduce stress on staff and children if a special item goes missing or is broken.

All items of clothing should be clearly marked otherwise we will not know who they belong to if left behind at the end of the day.

Staff are not responsible for finding lost clothing; we will try to return named articles, but otherwise, parents and children are free to look in the lost property box located in the foyer at any time.

CHANGE OF CLOTHES:

We suggest that parents of Prep Children keep a change of clothes in their children's bags in case of an accident. We do not have access to emergency spare clothing; supplying a set will avoid being called to bring in a change of clothes or collecting your child.

FOOD HANDLING AND NUTRITION:

A summary of afternoon snacks is as follows:

- Fruit and biscuit platters

Breakfast is offered every morning until 8.00am and consists of:

- Toast with spreads
- Breakfast Cereals

Students in before school care will be taken to Breakfast Club on Wednesday mornings.

If your child is on a special diet please advise the program staff and we will do our best to accommodate their needs, otherwise food can be brought in from home and stored here. Any food and drinks brought into the program from home should be healthy and nutritious.

Children are expected and encouraged to wash their hands before each meal offered at the Program.

PROGRAM PLANNING:

Staff members meet regularly with school leadership to plan wide ranges of indoor and outdoor activities and experiences for the children. These activities and experiences are planned in conjunction with the newly introduced Frameworks; the areas of the new Frameworks encourage children to:

- Develop relationships with others
- Express their personality and uniqueness
- Develop curiosity, creativity and problem-solving skills
- Make connections between prior experiences and life-long learning
- Develop a sense of wellbeing

We strongly support child initiated play at our program and encourage children to try new experiences whenever possible.

Our program recognises that physical activity is important to children's health and development and as such we will make every effort to play outdoors each day. If the weather does not allow us to go outdoors, we will organise physical group games indoors. We also appreciate that some children need to be able to relax and unwind after school. We will have areas available for children to withdraw to when needed. The Outside of School Hours Program at Diggers Rest Primary School is operated by the School Council. As such, programming is overseen by the relevant sub committee.

SUN PROTECTION/CLOTHING.

Our program follows the same sun-smart guidelines as the school. Children are required to wear appropriate sun-smart hats at all times when outdoors or they will be required to stay undercover in sheltered areas during terms one and four, or as directed by the School Principal.

CONFIDENTIALITY.

All records and conversations with staff will be treated in accordance with the programs Confidentiality Policy. Family's personal information is kept secure and will not be passed onto any unauthorised person.

If you have any questions or concerns, please feel free to contact the school office.

A MORE INDEPTH PARENT HANDBOOK AND POLICY DOCUMENT ARE AVAILABLE FROM THE PROGRAM AT ANY TIME FOR YOUR PERUSAL.