

EMMAUS CHRISTIAN COLLEGE OUT OF SCHOOL HOURS CARE R-6

A place where children discover that there is a God in Heaven who loves them and people on Earth who believe in them

Emmaus Christian College Out of School Hours Care is an excellent program offered by the Emmaus Christian College Governing Council, which provides care for primary aged children each day after school.

Our service provides children with a safe and stimulating environment which follows the National Quality "My Time Our Place" framework with a primary focus on having fun together as children of God. We acknowledge that God made each of us differently but loves us all equally. Therefore, we foster an inclusive philosophy, embracing families from all denominations, backgrounds and cultures. In partnership with the College, we actively and openly serve our Lord Jesus Christ and request that all families support our ethos. Our relaxed atmosphere allows children to explore, create, experiment and to be themselves.

Our range of activities include; cooking, painting, pasting, drawing, colouring, box construction, creative making, games, group activities, sports activities, free play, television, DVD, Playstation 2, quiet reading corner and homework time - just to name a few. These activities are compiled by staff observation, child suggestion and parental input and are displayed each afternoon.

Our facilities include a homework area, quiet reading corner, indoor play area, gymnasium, outdoor play equipment/asphalt and oval play areas all supervised by staff who are dedicated, enthusiastic, encouraging and caring Christians who's primary focus is to assist each child reach their full potential in God.

(Updated September 2013)

FAMILY ENROLMENT PACKAGE

Emmaus Christian College OSHC

(for students Rec to Year 6)



We take quality childcare seriously. Staff and Management continually endeavour to identify strengths and weaknesses, explore options, implement new plans and ideas, and evaluate and develop strategies for further improvement. Policies and procedures are available at the service for parents to peruse at any time.

The Federal program of 'Quality Assurance in OSHC' is currently being undertaken by all Childcare Benefit supported services throughout Australia. Childcare Benefit (CCB) is available to all families who apply to Centrelink/Family Assistance Office by quoting the following information:

Our Operator Code: **407 208 899H**

Our Registration Name: **Emmaus Christian College OSHC**

To help us to make OSHC work for you, please take careful note of the following information concerning the equitable and effective running of the program.

1. Hours of Operation

Monday to Friday 3.00pm – 6.00pm on school days. With regard to planned early dismissal days, late start days, school closure days, etc the Centre hours may be extended and fees calculated according to need. The Centre does NOT open on Public Holidays or during school holidays.

2. Attendance/Non Attendance

Regular attendees are those booked Monday to Friday or for specific days of the week on a regular basis. Their place is held and children will always be expected on the days stated.

Casual attendees are those who attend by booking on the day required.

24 hours' notice of Non-attendance notification by parents is essential for all booking types.

3. Afternoon Tea

Healthy and nutritional food is valued and served in balanced proportions with treats.

Afternoon Tea will be provided each day at 3.15pm and is designed to be a snack, if your child requires more than we provide, please feel free to pack extra food. Please notify the director of any food allergies or special diets to be considered.

4. Program

The service will provide a program which is developmentally appropriate to the leisure needs of the children attending the service in a safe, secure and fun environment. It will provide for the development of each child's social, physical, emotional and intellectual potential, including language skills and creativity, without substituting for the care they receive from their parents. Children and parents will be actively involved in program planning, implementation and evaluation processes and we welcome the active involvement of all families. It is a requirement of OSHC Quality Assurance that photographs will be taken of children and staff participating in daily activities. If this is a cause for concern please bring this to the attention of the Centre Director.

5. Arrival and Departure of Children

Children will only be allowed to leave the centre with persons specified on the Enrolment Form. Unless otherwise negotiated, as children are on the school premises they will be encouraged to find their way after school to the Wet Area/OSHC Area. When collecting your child please advise the staff and sign the "Sign In/Out" book. Parents/Guardians will need to escort their children from the Centre via the western corridor entrance as this is a safer option for the children to use.

6. Late Departure at After School Care

Where children are not collected by 6.00pm the Management Committee will charge a **Late Collection Fee of \$1.00 per minute per family**. Please be considerate of OSHC staff. While we understand your day has ended and we encourage interaction between families, OSHC staff vacate and secure the building at 6.00pm.

7. Sickness and Accident

Children with infectious diseases must not attend the Centre and parents may be contacted in the event of a child becoming ill whilst at the Centre.

If staff suspect that children have head lice, parents will be contacted and expected to have their children collected immediately.

Medication can only be administered in original form and with written instruction from the doctor.

If an accident occurs action will be taken, parents will be notified and an ambulance called if necessary.

8. Discipline

All children are expected to follow the rules of the program as detailed in the Behaviour Management Policy.

9. Fees

Fee: \$18 per child per afternoon on a casual basis.

A discount applies if your child is booked in on permanent days (weekly/fortnightly).

Permanent Booking Discount Fee: \$17 per child per afternoon.

CANCELLATION FEE applies when:

- a) less than 24 hours' notice given for cancellation
- b) no notice given for cancellation
- c) absence from school where no notice is provided to the service

If your child is going to be absent from school or is collected early due to accident/illness, it is the responsibility of parent/guardian to inform the front office that your child will not be attending OSHC otherwise a fee will be charged.

Fees charged will be the full fee (in accordance to individual family CCB%).

Childcare Benefit (CCB) is available to those who apply. While the Director can liaise with you in regard to your percentage, it is the family's responsibility to contact Centrelink in case of queries or changes to your family details.

Fees must be paid on a weekly basis unless otherwise negotiated with Director or College Business Manager.

As a non-profit service we are unable to accommodate for accumulated credit. Accounts 4 weeks or more in arrears will attract a 10% loading to offset extra accounting costs involved in covering the amount. **ALL ACCOUNTS MUST BE FINALISED BY THE END OF EVERY TERM. FAILURE TO PAY ACCOUNTS BY THE LAST DAY OF TERM WILL RESULT IN THE 10% LATE PAYMENT FEE.** All cheque payments are to be made out to "Emmaus Christian College". The Management Committee reserves the right to terminate enrolment should fees not be paid within a negotiated time. Individual circumstances may be considered by the Management Committee however because the fees are a significant part of the program, the budget is extremely tight. These conditions apply until reviewed by the OSHC Management Committee.

10. Weather Protection

Children need to wear their school hats for the days which have a High UV rating.

Children will need warm clothing – jumper/scarf/ jacket during Terms 2 & 3.

Children will NOT be permitted to play outside without the above items as applicable.

11. Feedback

Our goal is to create a service which will provide children with a safe, stimulating and fun environment in order for them to explore, create, experiment and express themselves as they choose in their leisure time and we welcome any ideas, suggestions or feedback. As your child's primary caregiver we understand that you best know your child and their interests!

Please feel free to call us, chat to us or give us written feedback. We have a 'Suggestion Box' for any suggestions, ideas or grievances. All feedback remains confidential.

12. Policies and Procedures

Our policies and procedures are available at the centre for your perusal.

13. Behaviour Management Policy

The Management of Children's behaviour is essential to the provision of a "safe, interesting, relaxed environment." The purposes of behaviour management are:

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

In Out of School Hours Care we strive to:

- *Reinforce positive behaviour
- *Be consistent
- *Have clearly established expectations
- *For the rules and consequences to be clearly known and understood by children, parents and staff through ongoing discussion and review.
- *Have parent support for our strategies

At OSHC we will:

1. Show respect to others by:

- *Accepting that God made each of us differently but equally and we are to treat each other in the same way we would like to be treated
- *Not touching each other
- *Not touching each other's belongings
- *Talking positively to each other
- *Playing fairly and safely
- *Listening to each other
- *Listening to reasonable requests made by adults

2. Show respect to OSHC by:

- *Looking after our equipment
- *Doing our dishes
- *Packing up our own mess

3. Show respect to boundaries by:

- *Making sure that adults know where I am at all times
- *Staying away from the road and the car park area
- *Not leaving the OSHC area without asking for permission

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

Step 1: Caution and identify rule broken

Counselling

Step 2: Counselling

Thinking time of 5 minutes time out, negotiated space

Step 3: Counselling

Time out of 10 minutes in a Time Out space away from others. Reiterate counselling. A white slip will be issued to parent, Head of Primary and placed into child's file.

Step 4:

- a) Three minor misbehaviours/one serious - inappropriate behaviour/repeated behaviour over consecutive visits to OSHC
- b) At end of time out, Director/child to agree to appropriate actions and positive consequences if agreement upheld
- c) Head of Primary informed. An interview may be requested between Head of Primary/ Parent/Director

Step 5: If behaviour continues (agreement broken)

Head of Primary and OSHC Management Committee informed. An interview by Head of Primary will be arranged.

Step 6: Exclusion from and re-entry to OSHC to be negotiated and reviewed by the Director, Parents and Head of Primary.

Step 7: If Behaviour continues permanent exclusion may result.

14. Staff

All staff have obtained a National Police Certificate and have a combination of First Aid and/or Mandatory Notification.

Staff Ratios are 1:15

I have read, understood and agree to the above (4 pages):

<u>Parent/Guardian Name</u>	<u>Parent/Guardian Signed</u>	<u>Date</u>
<u>Name of Child to be Registered</u>	<u>Teacher</u>	<u>Year Level</u>
1.		
2.		
3.		

OSHC PERMANENT BOOKING SHEET



Term Year

Child's Name

Year Level

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					

Please Note:

- Fees are charged by the session
- Enrolment Form must be completed and returned signed
- Medical and Health Information Form must be completed and returned signed
- Casual bookings incur a \$1 surcharge per session
- Casual users must be registered with OSHC

Please refer to the OSHC Handbook for full details of policies and procedures

MEDICAL AND HEALTH INFORMATION



NAME OF STUDENT _____ YEAR LEVEL _____ DATE _____

The safety, well-being and health of your child is vitally important to us. We aim to assist the students and parents/guardians in all matters, but can only do so with your full co-operation. Please read all the information and complete the form below.

Students needing FIRST AID at school:

Minor injuries are treated by the First Aid Staff. First Aid staff will contact you if your child is sick and feel it is necessary for them to go home, so please ensure that a current contact number is left with the College Office. First Aid is provided at school for children who are injured or become sick at school. From then on, any needed care, replacement bandages, dressing changes etc are the responsibility of the child's parents/guardians, as the First Aid given at school is for First Aid only, not as an ongoing treatment.

First Aid Staff administer medication, puffers etc which are needed during school hours. These can legally only be administered where a parent has provided written permission and instruction from their Doctor. This includes *Paracetamol*, *hay-fever* and *allergy* medication and other over the counter preparations and alternative medicines (vitamins and nutritional supplements). Please collect a *Medication Plan* or *Asthma Record* card from the First Aid Office for the Doctor to complete. Staff CANNOT administer ANY medication to students without a signed Doctors authority. All medications must have a pharmacy label on the containers. Self Medication is acceptable for Senior School students however school policy requires a Medication Plan, completed by a Doctor to be provided and only the daily requirement of medication should be brought to school.

If your child is sick in the morning we would urge you to keep them home until they have recovered, as viruses etc. can spread easily in an environment such as a school. Please call the absentee line 8292 3838 (24/7) to record your child's absence.

Students seriously injured at school:

Please note that when a student is injured at school and needs medical attention, we will advise you or your emergency contact as listed on school records. This is so that you can assume responsibility for the medical assistance needed and collect your child and take him/her to the doctor of your choice. If you are unable to collect your child, we will call an ambulance and have him or her taken to the Flinders Medical Centre. (The cost of the ambulance is covered by the school's ambulance membership). The Education Department regulations prohibit school staff (including school assistants) from transporting sick or injured children.

Medical Conditions or Medical Emergencies

Does this student have any medical condition, possible medical emergency or health problem that might affect him/her?

For example: vision or hearing problems, epilepsy, asthma, medications required, diabetes, allergic reactions/anaphylaxis, incontinence etc.

In the classroom	Yes or No	
During physical education and sport	Yes or No	
During camps, aquatics, & other activities	Yes or No	
Does this student need to use any special aids at school (eg glasses, hearing aid etc)	Yes or No	

Please complete the following information for a medical condition or emergency.

What is the nature of the condition?
How could it affect the student?
If able to be prevented, what precautions should be taken?
What treatment is required at school? (eg Does this student require medication at school?)
If the student is in Senior School (Yrs 10-12) will the student be self medicating?
Is there any other information we should know (eg in case of an emergency)

PARENT/GUARDIAN SIGNATURE: _____