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 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 & cultures. In partnership with the College, we actively & openly serve our Lord Jesus Christ & request that all families support our ethos. Our relaxed atmosphere allows children to explore, create, experiment & 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 & 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 & caring Christians who’s primary focus is to assist each child reach their full potential in God.

~2011~

FAMILY ENROLMENT PACKAGE
We Take quality childcare seriously. Staff & Management continually endeavor to identify strengths & weaknesses, explore options, implement new plans & ideas, & evaluate & develop strategies for further improvement. Policies & procedures are available at the service for parents to peruse at anytime.

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 is **407 208 899H**
    Our Registration Name is **Emmaus Christian College OSHC**

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

1. **Hours of Operation**

   The Centre will be open Monday to Friday during each school term, between 3.00pm to 6.00pm. In the case of 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 will NOT open on Public Holidays or during school holidays.

2. **Attendance/Non Attendance**

   **Regular** attendees are those who are booked in Monday to Friday or for specific days of the week on a regular basis. Their places are held and they 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 4:15pm 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 & parents will be actively involved in program planning, implementation and evaluation processes & 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. When collecting your child(ren) please advise the staff and sign the "Sign In/Out" book. Parents/Guardians will need to escort their children from the Centre. As children are on the school premises, unless otherwise negotiated, they will be encouraged to find their way from their classroom to the Wet Area/OSHC Area. Parents, please use 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 need to 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 form 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**

Charges are set at **$14 per child per afternoon.**

A **DISCOUNT fee** applies if your child is booked in on permanent days (weekly/fortnightly) the set fee will be **$13 per child per afternoon.**

A **cancellation fee** will incur in the case of:

- less than 24 hours notice given for cancellation
- no notice given for cancellation
- 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 the parent to inform the front office that the child(ren) will not be attending OSHC in the afternoon otherwise a fee will be charged.)

- fees charged will be the full fee (in accordance to individual family CCB%) NB. 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 are to be paid on a weekly basis (unless otherwise negotiated with the Director or School Business Manager).**

As a non-profit service we cannot accommodate for accumulated credit. Therefore, any account 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 need 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, but because the fees are a significant part of the program, the budget has to remain extremely tight. These conditions apply until reviewed by the OSHC Management Committee.

10. **Weather Protection**

Children will be provided with special OSHC hats for the days which have a High UV rating. Children will need warm clothing – jumper/scarf/jacket during Terms 2&3. Without these items, children will NOT be permitted to play outside.

11. **Feedback**

As 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, we welcome any ideas, suggestions or feedback you have. As the primary caregiver for your child we understand that you know your child and their interests best! Please feel free to call us up, chat to us or give us written feedback. We have a ‘Suggestion Box’ for any suggestions, ideas or grievances. All feedback will remain confidential.

I have read, understood & agree to the above
12. Policies and Procedures
Our policies and procedures are available for your perusal at the centre

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 & the car park area
   * Not leaving the OSHC hall without asking for permission

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

I have read, understood & agree to the above

Parent Signature ___________________________ Date ___________
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 (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.

Staff
All staff have obtained a National Police Certificate and have a combination of first aid &or Mandated Notification.

Staff Ratios are 1:15