

ROXBURGH HOMESTEAD PRIMARY SCHOOL
OUT OF SCHOOL HOURS CARE
2017 INFORMATION SHEET

INTRODUCTION.

Our three Services, the before, after and vacation care programs are operated solely by the Roxburgh Homestead Primary School and are overseen by the School Council.

Our aim is to provide a reasonably priced, high quality service for families attending our school. Our Programs are designed with the requirements and needs of families taken into consideration, ensuring that they can continue their current lifestyle choices 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.

As of January 2012, our program has been guided by the Frameworks set out in the publications My Time, Our Place and Frameworks for School Aged Care in Australia supplied to us by the Department of Education, Employment and Workplace Relations (DEEWR) and the Australian Children's Education & Care Quality Authority (ACECQA). These frameworks aim to extend and enrich children's wellbeing and development in school aged care settings; they acknowledge that children need a place to engage in a range of play and leisure experiences that allows them to feel happy, safe and relaxed. They also recognise that children need time to interact with friends, practice social skills, solve problems, try new activities and learn new life skills.

Our Program was assessed in January 2016 and has been rated as Meeting National Quality Standards.

CONTACT DETAILS

Phone 0417594511
Email after@roxhomesteadps.vic.edu.au
Co-ordinator Margaret English
Ass. Co-ordinator Danielle Newman
Vac. Care Co-ordinator Danielle Newman

OPERATING TIMES.

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| Before School Care | 6.30am – 8.45am |
| After School Care | 3.15pm – 6.15pm |
| Vacation Care | 7.00am – 6.00pm |
| Curriculum Day | 6.30am – 6.15pm |

LATE COLLECTION OF CHILDREN.

A fee of \$1.00 per child per minute is charged for children who are not collected on time; this fee is non-negotiable and is strictly adhered to. Constant failure to collect your children on time will result in exclusion from this program.

VACATION CARE PROGRAM.

The Vacation Care Program operates for seven weeks throughout the year; two week periods between each term break and a skeleton program for one week at the end of the January holiday period.

ENROLMENT PROCEDURES.

Any child attending our school is entitled to enrol. Enrolments can be obtained from our program in the multi-purpose room or from the General Office. A new enrolment form must be completed each year.

BOOKINGS.

Permanent Bookings are ones that will be ongoing until the end of the current year or we have been notified by a parent or guardian that the booking is no longer required.

Casual Bookings are ones that families choose to book only when required. A casual booking fee is added to sessions that we are informed of after 9.00am on the day of attendance; \$1.00 for morning care and \$2.00 for afternoon care. Vacation Care charges \$5.00 per child per day for bookings received after the closing date.

CANCELLING BOOKINGS.

This can be done as long as we have received notification prior to 9.00am on the day of the cancellation; any notification received after this will be marked as absent.

FEES AS OF JULY 1ST 2016.

Please note – prices are reviewed at the end of the financial year and will be assessed accordingly.

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| Before School Care - | \$14.50 less Centrelink entitlements, plus extra \$1.00 for casual booking |
| After School Care - | \$18.50 less Centrelink entitlements, plus extra \$2.00 for casual booking |
| Vacation Care - | \$50.00 less Centrelink entitlements, plus extra \$5.00 for casual booking |
| Curriculum Day - | \$50.00 less Centrelink entitlements, plus extra \$5.00 for casual booking |

CENTRELINK ENTITLEMENTS.

For us to be able to pass on your correct Centrelink entitlements you must be registered to receive them. Please contact Centrelink on 136150 to enquire about your entitlements before you enrol at our Program. You must provide us with the claiming parents date of birth and Customer Reference Number and also the CRN's of all children using the program. We are unable to make any changes or link up your Centrelink; this is entirely the parent's responsibility.

PAYMENT PROCEDURE – DIRECT DEBIT.

School Council has agreed that Direct Debit is the only means of payment when using our program. Please fill in the direct debit form when enrolling and ensure that sufficient funds are available when payments are due. A dishonour fee of \$11.90 is payable to your banking institution for each payment that is dishonoured.

SIGNING IN/OUT.

It is a condition of enrolment, policy and procedure and departmental practice for each child to be signed in and out of each session. If children under the age of 16 are required to sign a sibling in or out, a cover letter giving permission from parents must be supplied to the service to be filed accordingly.

ABSENCES.

It is not the responsibility of the classroom teacher or the office staff to inform us of your child's absence from the program; it is extremely important that parents notify the program of any session that they will not be attending; failure to notify us results in staff being taken away from the other children attending the program to locate your child.

MEDICATION.

Parents are required to fill in the Medication Book upon arrival if requesting medication to be administered. If the medication is to be taken over to the General Office to be dispensed throughout the day, a 'Permission to Medicate; for must be filled out. 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. Non-prescription medication will only be administered for a 48 hour period.

MEDICAL ALERTS/ANAPHYLAXIS.

Program staff are trained to recognise the symptoms of an allergic reaction or anaphylaxis and have up to date training in the use of auto injection devices. Children diagnosed with an allergic reaction or anaphylaxis must provide 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.

Program staff 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.

Inappropriate behaviour by any person entering the premises will not be tolerated; offenders will be asked to leave immediately.

PERSONAL BELONGINGS.

The program is not responsible for any special or personal items brought in from home. We strongly suggest that these items are left at home; doing so will reduce stress on parents and children if a special item goes missing or is broken.

All items of clothing should be clearly marked to enable them to be returned to their rightful owners if left behind at the end of the day.

The staff at the program are not responsible for locating 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 the parents of Prep Children keep a change of clothes in their children's bags in case of an unfortunate accident. We do not keep articles of spare clothing; having a spare set in their bag will avoid being phoned while at work to collect your child or bring a change of clothes for the child to change into.

FOOD HANDLING AND NUTRITION.

Food prepared at the program is done under the supervision of the program's Food Safety Supervisor and follows guidelines from the City of Hume, Eat Smart-Play Smart and Get up and Grow. These publications are available for parents to read at any time. The nutritional value of cereals supplied at the program are displayed on the noticeboard.

- Breakfast is provided from 6.30am – 8.00am; this consists of cereal and toast and low fat milk.
- Fruit platters are offered each afternoon at snack time along with the planned afternoon snack.
- A small late afternoon snack, usually fruit is offered after 5.30pm.

If your child cannot or will not eat what is offered, we suggest that they bring something in from home; any food and drinks brought into the program from home must be healthy and nutritious.

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

PROGRAM PLANNING.

Program staff meet regularly to plan a wide range of indoor and outdoor activities and experiences for the children. These are planned in conjunction with the guidelines set out in the My Time-Our Place Frameworks publication.

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

SUN PROTECTION/CLOTHING.

We follow the same sun-smart policies as the school; during terms one and four, 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 Vacation Care children must wear appropriate clothing and footwear or they will be sent home to change. Thongs are not permitted at any time.

CONFIDENTIALITY.

All records and conversations with staff will be treated in accordance with the program's Confidentiality Policy. Families' 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 us on 0417594511 during program hours or speak directly to any staff member.

A MORE INDEPTH PARENT HANDBOOK AND POLICY DOCUMENT ARE AVAILABLE FROM THE PROGRAM.