



*St Munchin's Catholic Primary School*

# *Outside School Hours Care*

**Parent/Guardian Handbook  
2016**



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## Welcome to the St Munchin's Catholic School OSHC

Welcome to our Centre. We wish to acknowledge the Traditional Owners of the land on which our Centre stands and to pay our respects to Elders past and present.

Please read this information carefully to assist you in settling your child into the Centre and to answer any questions you may have. If you require more detailed information please do not hesitate to consult with the Nominated Supervisor, Rebecca Curtis or a staff member. The Centre's Policy File is available for you to view at any time.

Our Centre is working towards assessment under the National Quality Framework for Early Childhood Education and Care, which the Australian Children's Education and Care Quality Authority administer. Therefore, the service is given the rating of 'Provisional'. The Centre was previously accredited under the National Childcare Accreditation Council.

Please feel free to consult with the Nominated Supervisor or a staff member if you would like more information about the assessment and rating process, or visit <http://acecqa.gov.au>.

Mr Robert Romeo  
Principal

# St Munchin's Catholic School OSHC

## Statement of Philosophy

At St Munchin's Catholic School OSHC we acknowledge learning as a lifelong process and recognise families as children's first and most influential educators. We celebrate the dignity, values, knowledge, skills, cultural experiences and God given gifts of each child, their family and their community.

### **Nurturing the development of your child**

We respect each child as a sacred gift from God and support all children to develop a sense of love and respect for themselves and others based on Gospel values. We strive to provide learning experiences which will assist each child to develop to their full potential.

### **Building relationships**

Meaningful and trustworthy relationships form the foundation of the service at St Munchin's. We encourage secure, safe and supported relationships between children, parents, families and educators, where diversity is respected and everyone is treated as equal.

We believe that our service should reflect the culture of the local community and commit to ensuring that all educators have a sound knowledge of each child's background.

### **Programs and the Learning Environments**

Programs are developmentally appropriate and each individual child's learning is planned for, documented and evaluated in response to their unique capabilities, strengths, interests and cultural experiences.

Our welcoming, open and inclusive learning environments encourage children to participate in experiences enlightening them to the joy and wonder of the natural world that God created, allowing them to develop to their full potential intellectually, physically, emotionally and socially.

This holistic approach to planning includes play based and intentional learning opportunities, both child and adult initiated, which nurture the following outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing

- Children are confident and involved learners
- Children are effective communicators

### **Professionalism**

Our programs are delivered by professional and ethical educators who are committed to working within the National Quality Framework to provide a quality program and high outcomes for the children.

Our on-going commitment to reflective practice allows us to improve areas of need, including teaching, learning and the community. We encourage participation in and discussion of feedback regarding all aspects of the service and hope to make our families, staff and children feel they belong and are welcome.

## **Management of the Centres**

The Centres are operated by the **St Munchin's School Board** under the license held by the Catholic Education Commission of Western Australia Trustees (Inc) who are the Approved Provider.

**The Centre is managed by a Management Committee comprising the School Principal, the School Assistant Principal, the Nominated Supervisor, a member of the School Board and the Administration Officer.**

Parental involvement is very important to ensure the service is meeting family needs. All families are eligible to be nominated for the **Parent Representative Group** and are welcome to provide input, through this Group, into the operations of the services at any time.

The Parent Representative Group is responsible for raising issues on behalf of the families who use the services.

Parents are also welcome to become involved in the Centre's Assessment and Ratings process through discussions with the Nominated Supervisor and staff members, and by completing surveys designed to ensure that the service is meeting a high standard of care for all children in the Centres.

**Lines of Accountability**

**AUSTRALIAN CHILDREN'S EDUCATION AND CARE QUALITY  
AUTHORITY**  
<http://acecqa.gov.au>

**EDUCATION AND CARE REGULATORY UNIT**  
[www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

**THE CATHOLIC EDUCATION COMMISSION OF WESTERN  
AUSTRALIA TRUSTEES ASSOCIATION (INC)**  
**APPROVED PROVIDER NUMBER PR-00007613**

**St Munchin's Catholic School OSHC**  
**SERVICE APPROVAL: SE-00013125**

**NOMINATED  
SUPERVISOR/  
Or Certified Supervisor  
In Charge**

**ST MUNCHIN'S  
CATHOLIC  
SCHOOL**

**Educators**

**Parent  
Representative  
Group**

**Support Staff  
Students and  
Volunteers**

## Family Participation

Families are our biggest support. Their encouragement and assistance, in whatever way, such as coming to a family event, collecting bits and pieces, help with fund raising and at busy bees, is of invaluable assistance.

You are encouraged to become involved with the program of the Centre and your ideas and suggestions will be greatly appreciated. We are always happy to have people come into our Centres with interesting things to show, sing, teach and make with the children, especially activities of a multicultural nature. You are also welcome to come in and visit at any time.

You can be involved by explaining your child's temperament, stages of development and likes and dislikes to the educators. Even though a parent's life is very busy, we would appreciate a few minutes to talk about how your child is progressing. Tell the staff the little things they need to know e.g. any development you observe, the cold your child appears to be contracting or how an activity was enjoyed.

To give the children the best opportunity for development, child care educators and parents work hand-in-hand. We want children to gain the best that is possible from our Centre, so please do keep in touch and discuss your joy, problems, concerns and feelings with the staff.

## Confidentiality and Records

St Munchin's Catholic School OSHC protects the privacy, dignity and confidentiality of individuals by ensuring that all records and information about individual children, families, educators and management is treated with discretion and kept in a secure place and only accessed by or disclosed to authorised people who need the information to fulfil their responsibilities at the service or have a legal right to know.

The service has a duty to keep adequate records about staff, parents and children in order to operate responsibly and legally. The Centre will protect the interests of the children and their parents and educators including appropriate privacy and the service will also protect the integrity of business records by keeping appropriate and accurate records for the required time periods set down by law. All records kept at the service will be protected from unauthorised access in accordance with service Confidentiality and Storage of Records policy. Prescribed information will be displayed in accordance with the Education and Care Services National Law Act. Archived records will be stored in a safe and secure manner.

## Some details about the Centres that you need to know

The following information will help you to understand the administrative requirements of enrolling your child and the operational policies that you need to know.

### Hours of Operation

The Centre is open throughout the year but is closed for public holidays, including the Christmas and New Year period.

#### Before School Care

The centre is open from 6-45am to 9.00am with Kindergarten children being walked to their classrooms by a staff member.

#### After School Care

The centre is open from 2.45pm to 6.00pm with Kindergarten children being collected from their classroom by a staff member.

#### Vacation Care and Pupil Free Days

The centre is open from 6-45am to 6-00pm.

### Enrolment

Should you wish to enrol your child you will need to know the following enrolment procedures (note: it is not sufficient to have provided information to St Munchin's Primary School. All important information must be provided to the OSHC Service).

- Submit a completed enrolment form.
- Provide any necessary documentation, e.g. child's birth certificate, custodial papers, court orders, medical conditions, etc.
- Provide information regarding your child's health
- Name all persons who may deliver or collect your child from the Centre. These persons must be over 18 years of age (16 years of age for OSHC). It is your responsibility to ensure your nominated people are responsible and available when required.
- Provide an opportunity for parents/guardians, child/ren and staff to get to know each other and undergo the orientation process.

The details required on the enrolment form are needed by our staff to help them take the best possible care of your child. It is also a licensing requirement. All information is strictly confidential. If any of the details on the enrolment form change you are asked to advise the Nominated Supervisor immediately.

## **Priority of Access**

The Australian Government has set specific priorities of access to childcare service.

The Australian Government requires the Centre to provide access to the service according to the following priority of access. This means that when the Centre is full, those families who are third priority may be asked to alter their care arrangements to allow a family with higher priority to access the service.

Priority 1 —	a child at risk of serious abuse or neglect
Priority 2—	a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the <i>A New Tax System (Family Assistance) Act 1999</i>
Priority 3—	any other child.

Within these main categories, priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who or whose partner are on income support
- children in families with a non-English speaking background
- children in socially isolated families
- children of single parents.

When filling vacancies, the OSHC service must give school children priority over children who have not yet started school.

## **Children with Special Needs**

Our Centre caters for children with special needs.

Children with special needs that cannot be catered for within the usual Centre routine will be integrated into the whole group with additional support from an Inclusion Support Facilitator. Referral to the Inclusion Support Facilitator or other professionals is made either directly by the parent, or by the Nominated Supervisor after permission is given by the parent. Where possible, support will be obtained prior to the commencement of care. This will ensure transition into care is successful to all concerned.

## Non Attendance Guidelines

We encourage families to advise the Centre if their child will not be attending their session wherever possible. All messages of non-attendance of children can be left on the answering machine on 9234 7511. Please do not phone the school office.

Allowable Absences - each family is entitled to 42 days of absence per year while claiming child care benefit. An absence may be defined as: a sick day, holiday or occasional absence. Once the 42 day allowable absence have been taken, full fees will apply for subsequent absences, as Child Care Benefit cannot be claimed for these additional days. ***Parents need to ensure that absences are signed for on the attendance record next time they visit the Centre to remain eligible for C.C.B.*** When all allowable absences have been used CCB entitlements are payable on all approved absences. These must be recorded with the adequate documentation eg. medical certificate.

## Child Care Benefit, Jobs Education and Training Child Care fee assistance, Special Child Care Benefit and the Grandparent Child Care Benefit

Your child's enrolment is classed as "informal" until the Customer Reference Numbers and Date of Birth of your child and the claiming parent are provided. Once these details have been provided, the enrolment is formalised and the Child Care Benefit and the Child Care Rebate can be claimed.

Our service will then be able to provide an online weekly Attendance Record Report to the Department of Education which is used to calculate your fee reduction or lump sum payment.

To be eligible for Child Care Benefit (CCB) for CCB approved child care the claimant (for example, parent, relationship parent or guardian) **must**:

- meet (or their partner meets) Australian residency requirements **and**
- have a Family Tax Benefit (FTB) child (including a relationship child) or regular care child (or a child deemed to be a regular care child) attending an Australian Government CCB approved child care service **and**
- be liable (or their partner must be liable) to pay for this child care **and**
- have the child care provided in Australia **and**
- ensure the child complies with immunisation requirements.

From 1 July 2009, the Department of Human Service recognises all couples, opposite-sex and same-sex.

Foster families who meet the eligibility criteria are also able to claim CCB.

**Child Care Rebate**

To be eligible for the Child Care Rebate (CCR) families must:

- have used CCB approved care and
  - have been eligible for CCB (entitled at the zero rate or more) and
  - have met the work, training, study test—for the purposes of the CCR
- Foster, shared care, kinship and grandparent families who meet the eligibility criteria are also able to receive CCR.

Families have the option to receive their CCR payments fortnightly either directly to their bank account, or through their child care service provider as a fee reduction. Families still have the option to receive their CCR quarterly or annually as a lump sum directly to their bank account.

Families needing information about their eligibility and assessment of CCB, the Child Care Rebate (CCR), the Jobs, Education and Training Child Care fee assistance (JETCCFA) and the Grandparent Child Care Benefit (GCCB) the Department of Human Services can be contacted between 8 am and 8 pm nationally Monday to Friday:

Phone:13 61 50  
 TTY: 1800 810 586  
 W: [humanservice.gov.au/childcare](http://humanservice.gov.au/childcare)  
 Multilingual Telephone Service - Phone: 13 12 02

**Current Fees**  
 (Reviewed on an annual basis at the end of the financial year)

BEFORE SCHOOL CARE 6.45 am-9.00 am	AFTER SCHOOL CARE 2.45 pm-6.00 pm	VACATION CARE And PUPIL FREE DAYS 6.45 am-9.00 pm
\$15.00 permanent \$17.60 casual	\$24.00 permanent \$27.00 casual	\$65.00 per day Additional \$15 Excursions/incursion fee

## **Fee Structure**

The principal will determine the required fee level in consultation with the nominated supervisor taking into consideration income required to provide a quality service to children.

Fee amendments will usually occur at the commencement of the new financial year in line with the introduction of CPI increases and CCB annual increments. At least two weeks' notice will be given to families of any intended fee increase.

## **Bookings**

It is the family's responsibility to apply for Child Care Benefit (CCB). Families will be charged full fees upon enrolment if they are not currently registered for CCB.

Families eligible for CCB and who have paid full fees prior to notification will receive a credit through the Childcare Management System (CCMS) once CCB notification has been received. Full fees will also be charged if Child Care Benefit is suspended for any reason.

Child Care Benefit eligibility applies only if attendance records are accurately completed and signed by the responsible person and all other eligibility requirements are met.

Families pay for a place and may elect to book a permanent or casual place. Permanent bookings will be given preference and casual bookings will be subject to availability.

Two (2) weeks' notice is required for all cancellations including holidays and cessation of care. Families will be charged for non-attendance on pre booked days which do not comply with this timeline.

**Once a place has been booked payment is required whether a child attends or not. This also applies to casual booking.** Full fees are required to be paid on absent days and holidays if a child is enrolled for care on the day they occur.

**Cessation of Care: Fees will be charged for the final two weeks of care, regardless of attendance.** CCB can only be applied up until the last attendance so full fees will apply after this day.

No refund applies for missed bookings, including children away due to illness. Families are asked to notify the Nominated Supervisor if their child is going to be away from the service.

### **Payment of fees**

A dated receipt, in accordance with Commonwealth guidelines, will be provided for each payment and a regular statement of usage provided as per government requirements.

Fees are to be paid no later than the Friday following invoicing, unless other arrangements are made with the school or nominated supervisor.

**It is a requirement that accounts are paid in full at the end of each school term and vacation period in order to confirm bookings for the following term and vacation periods.**

### **Late pick up fee**

There may be occasions when a parent / guardian may arrive late to collect a child. Whenever possible the parent/guardian should ring the service to advise they will be late to collect the child.

A late collection fee will be charged for each child not collected from the centre by closing time. Special circumstances such as an accident or vehicle break down, will be given consideration in relation to the administration of late collection fees.

Due to staff considerations, when a parent / guardian is late to collect their child more than once, they will be required to meet with the nominated supervisor to discuss the matter. If the situation continues alternative care arrangements will need to be sought for the child.

**Anyone experiencing difficulties in meeting their fees can speak to the Nominated Supervisor, administration or the School Principal to make mutually agreeable arrangements. Failure to do so may result in the cancellation of your child's place.**

## **Arrival and Collection of Children**

Our primary concern is the welfare and safety of your child. We therefore request that you comply with the following requirements.

### **Signing In and Out**

Signing children in and out of the Centre is a daily requirement. It is also legal requirement of the Education and Care Regulatory Unit and the Department of

Human Services. If you do not complete these records you may not be eligible to claim Child Care Benefit.

The following policy applies to all families.

Only parents or person nominated on the enrolment form may pick up/drop off the child. No child will be allowed to go with an adult unless they have been nominated or the Centre notified in writing. If an unauthorised person arrives to collect your child, the child will not be released until your authorisation (preferably in writing) has been obtained.

Children under sixteen may be authorised to collect children from OSHC if they are included on the Enrolment Form.

### **Late Collections**

If you are unavoidably detained and unable to collect your child at the agreed time you must telephone the Centre and advise of your expected time of arrival. If you need to arrange for another person to collect your child you must provide full details about this person to the Centre. If you have not contacted the Centre and your child has not been collected by the agreed collection time, the Centre will attempt to telephone you, or if this is not successful, the emergency contact people listed on your child's enrolment form, to arrange for his/her immediate collection.

The Centre has a policy of charging a fee to parents who are late to collect their children from the Centre. This fee is to cover the costs of staff overtime hours. The Centre's policy requires that Crisis Care and the Department of Local Government and Communities are contacted to advise them of the situation if a parent is more than 30 minutes late without explanation and no-one else can be contacted.

### **Family Access**

We will work in partnership with families at all times and welcome your input and access to the service according to the following guidelines:

### **Communication with Parents/Guardians**

Educators at the Centre are supportive of children and their parents. Both parents of the child will be treated equally. Without legal documentation staff cannot act as though one parent is more fit than another to the legal rights of their child. Parents may visit the Centre at any reasonable time whilst their child is in care. Any concerns you have may be discussed with your child's educator or the Nominated Supervisor at any reasonable time. All information about your child will always be treated with the utmost confidentiality.

Where a child attending the Centre is not living with both parents/guardians, or where disputes arise in relation to responsibility of the child the following will apply:

- Parental responsibility remains with both parents/guardians jointly and individually except where it is altered by an order of the Family Court of Australia. In the absence of such an order the child will be released to either parent/guardian who is an authorised person to collect the child on the enrolment form.
- Where a non-enrolling parent cites an Order of the Family Court giving him/herself lawful access to the child, the Nominated Supervisor will contact the enrolling parent to confirm the existence of the order and seek their direction on how to respond to the non-enrolling parent. Staff will not try to interpret or act on any court order without the approval of the enrolling parent.
- The child will only be released into the care of the enrolling parent/guardian, or other person specifically authorised by the enrolling parent/guardian, except when Department of Local Government and Communities or Police specifically direct otherwise under the provisions of the Education and Care Services National Law WA Act 2012.

### **Children's Safety on the Roads**

In the case of a parent or guardian arriving at the Centre to collect their child in a visibly intoxicated or unfit state to drive, they will be encouraged to contact an alternative adult to drive them and the child home, or the Centre will offer to call a taxi at the expense of the parent/guardian

- **Where human life is at risk, any part of the above may not be able to be complied with and in such circumstances the police will be immediately informed. In such circumstances the Centre staff will follow the Centre's Critical Incident Plan.**

### **Termination of Care**

In extreme circumstances it may be necessary to terminate a child's care. Exclusion of children from the service will only occur after all other avenues of communication and support have been exhausted and when:

- Professional advice confirms a child is in psychological danger as a result of an unusually prolonged inability to settle into care away from the parent.
- A child puts the majority of children at risk through inappropriate behaviour.
- The parent continually fails to observe Centre hours of operation and/or fails to pay the required fee.

## **Complaint Procedures**

Please let us know if you are unhappy with any aspect of the service we provide for you and your child.

We welcome all parent feedback, including your grievances and complaints, as these will help us to improve the services we provide. All concerns or complaints will be dealt with in a prompt, positive and sympathetic manner.

### **Parent Complaint Procedures**

**Please refer to the *Dealing with Complaints Policy* located in the policy file**

If a parent has a complaint or question about any aspect of the service or decision of the approved provider, they may discuss their problem with the relevant staff member or with the Nominated Supervisor. If the parent feels the problem is not resolved they may take the matter to the Approved Provider (Catholic Education Office) for resolution, either through the Nominated Supervisor or by writing directly to the School Principal.

Parents are also entitled to direct their complaints to the Education and Care Regulatory Unit

Level 1, 111 Wellington Street

EAST PERTH WA 6004

Telephone: (08) 6551 8333

Fax: (08) 6552 1555

Country Freecall: 1800 199 383

Email: [ecru@dlgc.wa.gov.au](mailto:ecru@dlgc.wa.gov.au)

Web: [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

## **Health & Safety Issues**

### **Hygiene**

In group care situations one of the most troublesome problems is controlling the spread of infections among the children and staff.

The application of universal hygiene procedures will be followed at the Centre at all times to control the spread of infection. Staff model a high level of personal hygiene at all times and place emphasis on the children learning and understanding why hygiene is important. Hand washing is central to this system and children will be

introduced to washing their hands before all clean tasks (i.e. meals) and after all dirty tasks (i.e. after using the toilet) as soon as they are developmentally ready.

### **Immunisation**

Immunisation of children who attend the Centre will help to limit the spread of infection.

We encourage parents to immunise their children against all diseases appropriate to the child's age. A record of your child's current immunisation status will be kept at the Centre. Children who are not immunised will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health & Medical Research Council exclusion guidelines (on display in the Centre), even if the child is well. This is to limit the spread of infection and protect unimmunised children.

### **Exclusion**

As a protection for all children and staff the following exclusion policy applies to all children enrolled in the Centre.

Children with infectious diseases will be excluded from the Centre in accordance with the National Health & Medical Research Council exclusion guidelines (on display in the reception area). A clearance certificate from your child's doctor is required to pronounce the child fit for child care, before your child can return to the Centre.

If your child is unwell at home please do not bring him/her to the Centre. Children who have more than a slight cold (eg green nasal discharge) should not be brought to the Centre and may not be accepted at the Director's discretion. Fevers, vomiting, diarrhoea or unexplained rashes are some of the indications that a child should not be brought to the Centre.

### **Unwell Children at the Centre**

The Centre is not able to care for children who are ill. The following policy has been developed to protect your child and the other children attending the Centre.

It is important that the Nominated Supervisor or the child's educator be notified if your child has been unwell or received an injury since last attending the Centre.

In the event your child becomes ill whilst at the Centre, you will be contacted and asked to collect your child. Where the Director has asked you to seek medical advice regarding your child's health, you will be given details about your child's symptoms and information of any illnesses that have recently affected children and/or staff at the centre to relay to the doctor. The doctor will need to provide a Clearance Certificate that pronounces your child fit for care before they can return to the centre. On your child's enrolment form you have given approval for an ambulance or doctor to be called if urgent medical attention is required. Every effort will be made to contact you or your nominated emergency contact people as soon as possible. All medical and ambulance costs are the parent's responsibility. In the event of an outbreak of a communicable disease at the Centre, families and the Health Department will be notified.

### **Anaphylaxis and Asthma and Special Health Needs**

Where medication is needed for long term treatment (eg. Asthma, epilepsy, ADD), or your child has severe allergies (anaphylaxis) the Centre will need you and your child's doctor to complete a 'Special Health Needs Support and Action Plan', a 'Communication Plan' and an 'Emergency Action Plan'. **It is extremely important that this information is provided to the Centre even if you have already given it the school.**

### **Medication**

The giving of medication to children will be strictly monitored to ensure the child's safety and welfare.

Wherever possible, medication should be administered by parents/guardians at home. However, we are aware that this is not always feasible. Therefore, to ensure children's safety and welfare, the giving of medication at the Centre will be strictly monitored. Parents/guardians should consider whether the child who requires medication is well enough to be at the Centre and to keep the child home if they are unwell.

Medication will only be administered by Centre staff if:

1. It is prescribed by a doctor and has the original pharmaceutical label detailing the child's name, the name of the medication, the required dosage, the date of dispensing and the expiry date; OR
2. It is still in the original pharmaceutical packaging (ie. Non-prescription medication), indicating the name of the medication, the dosage, age appropriateness and the expiry date; AND
3. The parent has completed and signed an authority to give medication form on the day that it is to be administered.

**Note: You must never leave medication in your child's bag. You must inform the Nominated Supervisor and complete an Authority to give Medication Form. At the end of the day you must collect the medication from the Nominated Supervisor.**

The Centre will provide you with a list of ointments, creams and applications used at the Centre, such as sunscreen, insect repellent, antiseptic cream, nappy rash cream, teething gel, band aids etc. You will be required to sign your consent that these applications can be applied to your child, or provide an alternative brand for your child's use. Any other creams or applications will require completion of an Authority to give Medication Form in line with the Medications and Medical Conditions policy.

If a child is receiving medication at home but not at the Centre, the Centre should still be notified of the purpose of the medication, its nature and the possible side effects it may have on the child while they are in care.

### **Occupational Safety and Health**

Our Centre is concerned with protecting the health and safety of children and staff at the Centre.

In the interest of Occupational Safety and Health and the well-being of the children, the Centre is a smoke-free zone. This includes all indoor and outdoor play areas and anywhere within the school grounds. We request that parents adhere to this. Staff are vigilant to identify and remove any hazards that may create a risk to children or themselves. All equipment, toys and play areas are checked regularly to ensure they are clean and safe for children's use.

### **Sun Protection**

To ensure all children attending the Centre are protected from skin damage caused by harmful ultra-violet rays of the sun the following applies:

Children will be required to wear a hat which protects the face, neck and ears whenever outside i.e. legionnaire style or broad brimmed hats (no caps) and will be encouraged to use available areas of shade during outdoor activities. SPF 30+ broad spectrum water resistant sunscreen will be provided for children and applied 20 minutes before going outside. Outdoor play will not occur in extreme heat or at the hottest time of the day. Staff will act as role models, by wearing hats, applying sunscreen and seeking the shade wherever possible.

It is recommended that children and staff wear loose fitting clothing that protects as much of the skin as possible for outdoor activities. Shirts that cover the shoulders and have collars and sleeves in addition to longer style skirts, shorts and trousers are most suitable.

Children wearing tank tops, singlets or dresses with strappy shoulders will be required to play in an area protected from the sun.

For further information please read the Sun Protection Policy available in the Centre.

### **Safety Drills**

Safety drills will be practiced to ensure that children and staff are familiar with the procedures should an emergency occur. Safety drills involving educators and children will be regularly practiced randomly without warning and at different times of the day. Evacuation procedures are displayed on exits and in the reception area. Parents are asked to familiarise themselves with these procedures.

### **Accidents**

Despite every precaution, accidents will occur at the Centre from time to time. The following policy will be implemented to protect your child and keep you informed should an accident occur.

You are required to provide written authority (included in the enrolment form) for staff of the Centre to seek medical attention for your child if required. In the case of a minor accident, staff who are qualified in First Aid will attend to the injured child and apply First Aid. Depending on the injury, you will be contacted at the time of the accident or informed about the incident when you arrive to collect your child. If a serious accident occurs which requires more than simple first aid treatment you will be contacted immediately or, if you cannot be contacted, your emergency contact person will be phoned. Your child's injuries will be assessed and either an ambulance will be called or your child will be taken to a local clinic or medical

practitioner for medical treatment. A staff member will accompany your child until you are able to be there. You will be asked to sign an accident report completed by the person in charge at the Centre at the time of the accident and be provided with a copy of this report.

### **First Aid Qualifications**

It is a requirement that at least one staff member with a current First Aid and CPR qualification, Allergy and Anaphylaxis Management Training and an approved Emergency Asthma Management qualification is on duty at the Centre at all times children are on the premises.

First Aid will only be administered by qualified First Aiders in the event of minor accidents or to stabilise the patient until expert assistance arrives.

A fully equipped First Aid Kit is maintained at the Centre.

### **Supervision**

The Centre will maintain high levels of supervision of children at all times.

St Munchin's Catholic School OSHC Centre will ensure staff supervision of children is appropriate to the activities children are engaged in; the characteristics and developmental level of the children; the setting in which the activities are taking place; the potential risks to children's safety; and the experience, knowledge and skill level of staff.

**The educator:child ratios contained within the Education and Care Services National Regulations will be strictly adhered to at St Munchin's Primary Child Care and OSHC Centres. These ratios are:**

Before School	1:13 (1:10 if Kindergarten child in attendance)
After School	1:13 (1:10 if Kindergarten child in attendance)
Vacation Care	1:10

Educators will position themselves where they can see all the children under their supervision, listen carefully to what is happening and know the children individually so they can anticipate their needs.

**The Centre plan which clearly defines the boundaries and areas where children may safely play is displayed on the door as you enter.**

## Excursions

### OSHC

Children will be taken on excursions outside of the Centre as part of the planned activities of the Vacation Care Program only.

Excursions are considered to be an integral part of the children's Vacation Care Program and will therefore be arranged from time to time, to provide a broad range of learning experiences for children. Permission for walks to the local park is granted or denied on the enrolment form. For all other excursions written permission will be sought from parents and details of the outing provided in writing. All excursions will comply with the National Standards of Operation Guidelines for Out of School Services.

You are requested not to send your child on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.

### Swimming Excursions

No swimming excursions will be conducted at all.

## CENTRE ROUTINES

Our educators are supportive and encouraging, and communicate with the children in a friendly, positive and courteous manner to establish a warm and caring relationship with each child in their care. Educators are happy to discuss your child's participation in the program with you, and we encourage you to stay for a chat prior to taking your child home at the end of the day.

### Centre Routines

The activities that happen at the Centre are built around the daily routines. Routines are built around the regular events of the day i.e. arrival, taking the attendance record, snacks/drinks, hand washing, lunch break when on Vacation Care, and departure, and take into account the developmental needs of individual children, children's attendance patterns, climate and physical environment, the numbers and ages of children within a given group, children with special needs, new children entering the group and parents expectations.

### Equipment

The Centre has a wide range of equipment that is suitable for children of all ages. The equipment is regularly maintained and updated.

Every year this equipment is expanded or new equipment is bought as required.

When it is clear that a child has wilfully caused the destruction or loss of equipment the centre will request the child's parent replace the item.

### Educational Program

Children who attend our Centre may participate in a range of activities that have been planned to reflect the children's interests and meet their developmental needs.

The educators are responsible for creating an atmosphere and environment which is responsive to the needs of each individual child and to the group as a whole and reflects the philosophy of the service. The program will be balanced and include indoor and outdoor learning experiences, quiet and active times, individual, small group and large group times, time for individual educators/child interaction, individual and group interests, children's special interests, and be flexible enough to allow for spontaneity and the unexpected.

Children will be encouraged to have input into program planning. The program will be child centered and will allow children to experience a variety of materials and pursue their own interests. There will always be alternative choices when a child does not want to participate in a particular activity.

## **Breakfast/Afternoon Tea/Lunch**

Snacks form a significant part of the Centre routine.

Please make sure that any food allergies, strong dislikes and special dietary requirements your child might have are recorded on the Special Diet Form and discussed with the Nominated Supervisor who will ensure that documentation is completed.

Breakfast is provided for children who arrive before 8.00 am for Before School Care and Vacation Care. The Centre provides afternoon tea for After School and Vacation Care. Parents/Guardians are required to provide a packed lunch and morning tea for their child in Vacation Care.

The snack menu is varied, balanced, nutritious, multicultural based as well as being cost effective.

Children occasionally make their own sandwiches with a variety of toppings as part of the planned activity program. Children are taught how to store, prepare and serve food hygienically. The weekly afternoon menu is displayed on the notice board. Snack times are treated as social occasions. Educators sit with the children during snack times to interact with them, provide help where needed and set a good role model for the children.

## **Birthdays**

Children's birthdays are a special day that children like us to celebrate.

If parents wish the Centre to celebrate their child's birthday they may provide a cake (only) for afternoon tea. Educators will encourage the children to sing "Happy Birthday".

## **Personal Toys**

The Centre provides a wide variety of sports equipment, games and toys for all children to play with, during the school term.

If your child brings personal toys into the Centre, the Nominated Supervisor will place them in a safe place for collection by parents at the end of the day.

## **Mobile Phones**

Children are not permitted to bring mobile phones into the Centre. Mobile phones must remain in the child's bag.

### **Appropriate Clothing**

During the Vacation Care day your child will participate in many different activities and it is important that they are dressed in appropriate clothing. Remember, children are hard at "work" while they are with us and often the most beneficial learning experiences come from messy play. We encourage children to wear aprons when painting or participating in other messy activities.

Children are encouraged to wear sensible footwear and comfortable casual clothes, which are suitable for climbing, running or painting. Overalls and braces are not recommended as children find them difficult to handle and will not be able to get in and out of them easily when they need to go to the toilet.

Children need to be aware of sun protection and favour shirts with sleeves over strappy or singlet tops.

### **Interactions with Children and Addressing Bullying**

Learning appropriate behaviour is part of your child's social development. Our Educators aim to help children to be responsible for their own behaviour and to develop an understanding of what is appropriate in different situations.

You are encouraged to discuss your child's behaviour with Centre staff to ensure consistent behaviour expectations between home and the Centre. Limits to children's behaviour will always be clearly expressed in positive terms and reinforced consistently in a developmentally appropriate way. Children will be encouraged to settle their differences in a peaceful manner. Educators will focus on positive behaviour, providing praise and encouragement where appropriate.

**Inappropriate behaviour includes-** teasing, name calling, bullying, swearing, bad language, pinching, biting, punching, hair pulling, failing to comply with instructions of the Nominated Supervisor or other educators, disrespectful behaviour/language towards educators and anything that compromises the health and safety of the other children in the Centre.

Educators will discuss the issue of bullying with the children and make it clear that this kind of behaviour is not acceptable at the Centre. Children will be encouraged to speak to educators if they see, or are subjected to bullying behaviour, and to refuse to be in any bullying situation.

## Limits

We find the following limits/rules necessary to protect the safety and well being of every child and ask parents to reinforce these with their child:

- Respect for other people and their property.
- Noisy play can be conducted outside.
- Please stay within the boundaries.
- Take care of the equipment.

Developing a supportive relationship with the children encourages them to learn skills in self discipline. Punishing a child stops the negative behaviour for a while but does not teach the child self restraint. When "Time Out" is used as a consequence of negative behaviour the reasons will be discussed with the child and "Time Out" will be no longer than 10 minutes. A "cooling off" period may be needed so the child can calm down before discussing what happened and sharing their feelings with the play leader, who will in turn talk about their own feelings and responsibilities with the child. Play leaders will always talk to the child quietly and as an equal. No further punishment will be given and the child will be reminded in positive terms of the expected behaviour.

**At no time will a child receive any form of corporal punishment e.g. smacked, or be placed in a room alone, made immobile, frightened or humiliated in any way, verbally or emotionally punished, nor will food or drink be withheld as a form of punishment.**

The Nominated Supervisor will keep parents informed of any difficulty in managing a child's behaviour which results in disrupting the program or putting other children at risk.

If a child misbehaves the following system will be used;

- First warning-verbal reminder about behaviour.
- Second warning verbal reminder about behaviour,
- When child reaches 3<sup>rd</sup> reminder they have 5-10 minutes away from children to think about what they have done.
- If a child reaches the 4<sup>th</sup> reminder the Nominated Supervisor will notify parents.

The Nominated Supervisor and educators are always available to discuss and assist with any concern a parent may have in respect to a child's behaviour or participation in the program, and will work with parents to address any persistent behaviour problems.





**Thank you for taking the time to read our Family Handbook.  
Please speak with your Nominated Supervisor if you require any  
further clarification.**

OSHC Staff for 2016: Rebecca Curtis - Nominated Supervisor. Diploma of  
Early Childhood and Care CHC50113  
Rob Romeo - Educational Leader  
Sathyashri Krishnamurthi -Diploma Qualified Child Care Educator  
Ratneev Kaur  
Maria Wates  
Gloria Wates

*Suitably qualified St Munchin's School staff may assist on a relief basis as required in the  
OSHC Centre*

**Further Information**

Phone: (08) 9234 7511

OSHC: [oshc@stmunchins.wa.edu.au](mailto:oshc@stmunchins.wa.edu.au)

Email: [Curtis.RebeccaFrance@cathednet.wa.edu.au](mailto:Curtis.RebeccaFrance@cathednet.wa.edu.au)

Website: <http://web.stmunchins.wa.edu.au>