Out of School Hours Care
Information Booklet 2014
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CONTACT INFORMATION

Phone: 9313 9337
Email: oshc@allsaints.wa.edu.au
Address: Early Childhood Centre, All Saints’ College, Ewing Avenue,
          BULL CREEK WA 6149
          PO BOX 165, WILLETTON 6955

Vacation Care 8.00am - 6.00pm

Vacation Care is held in the second week of the College school holidays in Terms 1, 2 and 3. Christmas Vacation Care is offered for the first two weeks of the All Saints’ College Christmas holidays and Summer Vacation Care is offered for the two weeks prior to the start of the new College school year.

Vacation Care Dates for 2014

Term 1: Tuesday, 22 April - Thursday, 24 April 2014 (Pupil Free Day - Friday, 23 May 2014)
Term 3: Monday, 6 October - Friday, 10 October 2014
Term 4: Thursday, 4 December - Friday, 19 December 2014

Before School Care 7.00am - 8.45am

Before School Care is offered every school day of the College term.

After School Care 3.00pm - 6.00pm

After School Care is offered every school day of the College term. The Centre is also open on 8.00am - 6.00pm on Pupil Free Days.

STUDENT DETAILS

To register or change your details i.e. address or phone number, or advise us of current medical information, please go to https://allsaintsoshc.hubworks.com.au/
Dear Parents and Guardians

All Saints’ College provides high quality support for working families through our Out of School Hours Care program. We are hopeful that our service allows parents to relax and feel confident knowing that their children are cared for in a safe environment, by well qualified staff who are passionate about working with children.

Before School Care enables children to begin school feeling relaxed and well prepared for the day. A light nutritious breakfast enables them to start the day feeling alert and energized.

After School Care enables our students to engage in recreational activities in a safe and enjoyable atmosphere. The children are able to choose what they do thus creating a home like atmosphere encouraging independence and confidence.

Vacation Care enables students to participate in a vibrant and energetic recreational program that is stimulating and enjoyable. The children feel comfortable and secure and most importantly have fun as they participate in an engaging program that fosters creativity, curiosity and wellbeing.

We have been fortunate to select quality staff who are well qualified and passionate about working with children and being part of the Out of School Hours Care team.

We believe All Saints’ College Out of School Hours Care provides an outstanding service however we know that to provide the best service possible we must always listen to our families and therefore we value your feedback by email oshc@allsaints.wa.edu.au at any time.

Yours sincerely

Ms Penelope Crane
Dean of Junior School
**All Saints’ College Out of School Hours Care Philosophy**

OSHC aims to provide a safe and engaging environment where children feel welcome and valued. We endeavour to offer a dynamic and stimulating program that fosters positive relationships and student wellbeing. We encourage children to make their own choices and decisions by providing a range of play based activities and areas for quiet and creative activities. At OSHC we are dedicated to providing active care and building strong effective relationships with children, parents and the community.

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**STAFF**

The fully qualified OSHC Coordinator and Program Leaders all have Working with Children clearances. At all times there is at least one staff member with a Senior First Aid Certificate, Anaphylaxis Training, Emergency Asthma Management and Basic Emergency Life Support.

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**LOCATION**

The All Saints’ College Out of School Hours Care Centre is located in the All Saints’ College Early Childhood Centre adjoining the Year 2 classrooms. Parents can access the Centre from Gate 1. OSHC has use of many of the College facilities including the playgrounds and oval.
FEES

Before School Care
- Casual Flat Rate - $22 (applied for bookings made after 1.00pm the day before care)
- Permanent Flat Rate - $17 (applied for bookings made before 1.00pm the day before care)
- Late Cancellation - $20 (cancellations after 1.00pm the day before care)

After School Care
- Casual Flat Rate $26 (applied for bookings made after 1.00pm the day of care)
- Permanent Flat Rate - $22 (applied for bookings made before 1.00pm the day of care)
- Late Cancellation - $20 (cancellations after 1.00pm the day of care)
- Late Pickup - $10 (per 5 minutes, up to 30 minutes)

Vacation Care
- Half Day - $35
- Full Day - $60
- Late Booking Fee - $15 (applied for bookings made after 1.00pm the day before care)
- Late Cancellation - $35 (cancellations after 4.00pm the day before care)
- Late Pickup - $10 (per 5 minutes, up to 30 minutes)

Morning, afternoon tea and lunch are provided.

PAYMENTS

Payment is due by the 15th day of the following month after your child has used the service.
Payment options are cash, cheque, credit card or EFT to the College Account:
BSB 036013 A/C 113471
- For all payments include your name and state that it is a payment for OSHC
- Statements are issued by the College at the end of every month.

CHILD CARE REBATE

As All Saints’ College Out of School Hours Care (OSHC) is an approved OSHC provider, parents are able to apply for Child Care Benefit (CCB) and Child Care Rebate (CCR). The College Opening Ceremony was conducted on Sunday, 8 February 1981 and over 1000 guests were present, including the 126 foundation students and their parents. We find that most of our families are eligible for the rebate by applying for both the CCB and CCR.

For further information visit https://www.mychild.gov.au/ or contact Department of Human Services Families Line 136 150 and quote the following approval ID:

Before School Care: 3-4DDNF3
After School Care: 1-VSKAFB
Vacation Care: 1-VSKAHU

Parents need to provide a CRN# and date of birth of their child to receive their government payment.
ENROLMENT

To enrol your child log on to https://allsaintsoshc.hubworks.com.au/ and click on “Register”. This places your child on the register for the service. You will be sent a confirmation email containing your personal log in and password once the enrolment has been accepted.

For an immediate new enrolment for the current day, email OSHC on oshc@allsaints.wa.edu.au or call OSHC on 9313 9337 for this to be arranged manually.

HUBWORKS

Upon logging into our management website: https://allsaintsoshc.hubworks.com.au/ parents will be able to view the following for their child:

- Registration form
- Schedule (this is where you can view your child’s scheduled days of attendance, if amendments need to be made please inform the Centre via email or phone)
- Past attendances
- Statements, invoices and payments
- You can also send information to the OSHC staff to let them know of anything they should be aware of e.g. child has a swimming lesson or specialist class

“Early Days” - Term 1 Staggered Intake for Pre-Kindergarten

Pre-Kindergarten children are offered OSHC (for the flat daily rate of $24) for the first weeks of the school year whilst the children attend for half days. When the children finish class at 12.45pm they are collected by an OSHC Program Leader and brought back to the Centre for lunch followed by a rest and quiet play until 3.05pm when the After School Care program commences.
**SWIMMING**

If your child has swimming lessons at the All Saints’ Aquatic Centre during After School Care or Vacation Care, OSHC Staff will escort them to and from the Aquatic Centre. Please inform the Centre staff the day and time of the lessons.

**COMMUNICATION**

**Parent - Staff**

The Centre welcomes the involvement of parents on any matter related to the wellbeing of their child. Parents are welcome to speak to the Centre staff at any time about their child’s participation at OSHC. Parents have the opportunity to do so informally when they collect their child or may make an appointment to meet more formally. Staff will endeavour to speak to each parent regularly to provide feedback on their child’s participation at OSHC. This regular communication is an important link to build trust and understanding for all those involved. The staff will ensure that parents are informed of all matters of concern.

**Newsletter**

The weekly program of activities, school term dates, any incursions or special materials required for use by the children, reminders etc. will be displayed on the shelves at the Centre and on the Junior School Notices on the Portal, as well as sent out by email from Hubworks. It is the parents’ responsibility to read the notices. A newsletter is published each term sharing events and activities that have happened over the previous term’s Before School Care, After School Care and recent Vacation Care.

**HEALTH AND SAFETY**

**Emergency - Accidents and First Aid**

A staff member who holds a current Senior First Aid Certificate is on duty at all times. All injuries will be reported to the child’s parent or guardian. An ambulance will be called should one be required. Parents will be notified immediately in these circumstances.

**Emergency - Evacuations**

Regular evacuation and lock down procedures are carried out to ensure children and staff are familiar with the routines.

**Medicines**

The Centre Coordinator and program leaders will not administer any medicine without parental consent.
If a child is undergoing treatment and requires medication during Centre hours, parents are required to arrange and attend an interview with the Centre Coordinator regarding the treatment. Written details need to be provided by a doctor, together with the medicine in its original packaging.

Nutrition
Healthy and nutritious snacks are provided during the course of the program each day. A nut policy is maintained in the Centre.

NUT POLICY
A number of children in the Junior School have severe, life threatening allergies to nuts, which may cause anaphylactic shock by eating and/or touching these foods. Shared cooking utensils, skin to skin contact and in some instances, even the breath of another person having eaten nuts, can lead to a fatality.

As a consequence of this situation, we ask you to refrain from sending food products containing nuts or peanuts (e.g. peanut butter, Nutella or muesli bars containing nuts) to school.

We consult with the Canteen to ensure that items containing nuts or peanuts are not provided to Junior School children.

In order to assist all parents, when selecting items to place in a lunch box, we have outlined below some suggestions for safe inclusions. Naturally, this list is intended as a guide only:

- All fruits, vegetables, salads, breads, cold meats, cheese.
- Jam, vegemite, honey, tomato sauce.
- Plain meats, milk, fruit juices.
- Rice Crackers.
- Yoghurt.
SICK CHILDREN

Children who are unwell should not attend the Centre. The Centre is not able to care for children with contagious diseases such as chicken pox, head lice and impetigo.

If a child (is/or) becomes unwell/injured at the Centre, the parents will be informed and the child kept comfortable until a parent is able to collect them.

DAILY REGISTRATION

Student Arrivals

- All children are signed in with their arrival time each day. Unexpected absences will be followed up immediately.

- Children not attending when booked in: The OSHC Staff will take all reasonable steps to locate a child who has not arrived within 15 minutes of the expected time:
  - The Coordinator will contact the Junior School Office for a possible explanation. Steps will be taken to locate child within the premises and follow up parent contact to establish arrangements.
  - If the child is not located within 15 minutes, the parents, Dean of Junior School and police will be notified.

Attendance and Non-Attendance

Arrival and departure times are recorded daily for each student enrolled in the program. The parent or authorised person is required to sign the student out when departing the Centre. Student siblings are not permitted to sign the student out of the Centre. This is a legal document that must be completed accurately with full name and signature. This information is also used to calculate fees.

If your child leaves school early, is absent from school, or does not require After School Care, parents must notify OSHC by 2.00pm. For Vacation Care cancellations or late enrolments, notification must be received by 2.00pm the day before. Failure to do so causes unnecessary worry for staff, parents and emergency contacts, and will incur a cancellation fee.
Leaving the Centre

- **Who will collect your child?** A child will only be released to persons authorised by the child’s parents. Parents **must** specify on the child’s enrolment form the name/s of any persons authorised to collect the child on a regular basis or in the case of an emergency. If the authorised people change, the Centre needs to be advised in writing.
- In the event that an unauthorised person seeks to collect a child, the parent will be contacted immediately and proof of identification sought. All children must be signed ‘out’ by the collecting person, giving their full name and departure time.

Late Collection

*The Centre closes promptly at 6.00pm. If parents are going to arrive after this time, the Centre must be notified and an approximate pick up time given. Please contact the Coordinator on 9313 9337.*

Should no advice be received, the following procedures will be implemented:
1. An OSHC staff member will contact the parent at 6.00pm, followed by the emergency contacts.
2. A Centre staff member will continue to contact a parent or the emergency numbers until 6.30pm.
3. At 6.30pm a note will be left on the Centre door as to the student’s whereabouts. The Dean of Junior School and the Principal will be contacted and the student will be taken to Murdoch Police Station, 120 Murdoch Drive, Murdoch - telephone 9313 9000, in a College authorised vehicle. Permission to do this can only be granted from the College Principal.
4. Parents will be responsible for paying any extra costs incurred due to late collection of their child.
5. Late fees will be incurred in five-minute intervals from 6.00pm. (See Fees for charges.)

Children Who Leave OSHC Without Permission

OSHC staff are committed to providing an appropriate level of supervision and high quality duty of care. In the unlikely circumstance of a child leaving OSHC without permission, the Centre staff will make every reasonable effort to locate them, the procedure below would then be followed.
- The Coordinator will look for the missing child.
- When the Coordinator finds the child they will identify the reason for leaving, and return the child to the Centre.
- Early Childhood Coordinator and Dean of Junior School will be contacted to determine the course of action including contact with parents.
- In the event that the child cannot be located, parents will be contacted and police involvement will commence. The OSHC Coordinator will be required to provide a description of the child, personal details and the circumstance of their disappearance.
STUDENT BEHAVIOUR MANAGEMENT

OSHC’s management of student behaviour is in accordance with that of All Saints’ College. The policy is designed to ensure the wellbeing of children and to assist in the smooth running of the Centre and adhere to College policy with extreme behavioural incidents referred to the Early Childhood Coordinator or Assistant Dean of the Junior School. At the commencement of the school year, expectations are discussed and clearly identified with students. These are on display at all times and appear below so that both regular and casual attendees are aware of the rules.

- We respect ourselves, others, property and the environment.
- We play safely.
- We play together; no exclusions.
- We play within the boundaries.
- No-hat-no-play.

Whilst these rules are fairly general, they encompass a multitude of actions making it easy for children to question and modify their behaviour as required. Children are treated with respect and are guided to make positive behaviour choices.

Equipment

The OSHC program has much of its own equipment, but wider College facilities and equipment are available for use as deemed appropriate by staff. Staff and children are responsible for the equipment and facilities in their use and are encouraged to care for and report damage or breakage in accordance with College policy.

If damage or breakage is deemed wilful, parents will be informed and may be asked to replace or pay for damage caused.

*Children are discouraged from bringing their own toys and games to the Centre as per the College policy, unless requested for specific activities. The Centre will not accept responsibility for loss, damage or theft of personal items.*
BELONGINGS AND CLOTHING

Correct School Uniform

For After School Care, students are required to wear school uniform to the Centre. When special arrangements have been made through the school, the children may wear free dress.

Correct school uniform must be worn when leaving the Centre.

On Pupil Free Days and Vacation Care programs, children may wear free dress.

Kindergarten to Year 2 students are supported by the staff to remember to bring their hat, clothing, water bottle and journal to the Centre.

Students in Year 2 upwards are expected to be responsible to bring their own belongings to the Centre.

Art Shirts

The Centre has art shirts and will endeavour to ensure children wear them during art/craft activities.

Extra clothing

It is advisable that children, especially those in Pre-Kindergarten to Year 1, bring a second set of clothing.

If children have a toileting accident, staff will endeavour to find clothing to fit your child, which may be borrowed, and returned laundered.

Hats

All Saints’ College has a ‘no-hat-no-play’ policy. Parents will need to provide a hat for their children to wear during outside play time. Hats need to comply with the College Sun Safe Policy.

All hats must be labelled clearly with your child’s name.

Lost Property

When children take off an item of clothing (e.g. shoes, jumper) it is their responsibility to put it into their bag immediately. If your child has lost an item whilst attending the Centre, the staff will make every effort to return it to the child. If it is unlabelled, it will be placed in lost property at the Health Centre.