

Moonta Area School

OSHC



Family Handbook 2024

Care Sessions

Before School Care Monday – Friday: 6.30am – 8.30am (Kindy drop off at 8.30am)

After School Care Monday – Friday: 3.05pm -6.00pm (Kindy Pickup at 3.00pm)

Vacation Care Monday – Friday: 6.30am -6.00pm

Pupil Free Day: 6.30am – 6.00pm

2.00pm Early Closure: 2.00pm – 6.00pm

CLOSED Public Holidays

For Bookings or Enquiries

Phone: Joanne Watkinson on 0439 817 475

E-mail: dl.1488.OSHC@schools.sa.edu.au

Welcome

Welcome to Moonta Area School Outside School Hours Care. Our service provides Before School Care, After School Care and a Vacation Care program. We are also open for Pupil Free Days and Early Closures. We are located in the Language Centre and share our space with Japanese and Aboriginal Education.

Our OSHC program is regulated by the National Quality Framework. The Acts which apply to this service include:

- Education & Care Services National Regulations (December 2011 SI 653)
- Education & Care Services National Law Act (2010)
- Framework for School Aged Care in Australia (My Time, Our Place)
- Early Years Learning Framework (Belonging, Being and Becoming)
- Children & Young People (Safety) Act 2017
- Code of Ethics

Our service currently holds a 'Meeting' the quality standards rating.

The framework acknowledges that children need a place to engage in a range of play and leisure experiences that allow them to feel happy, safe and relaxed. The framework also views children as active participants of their learning and encourages their input in decision making. It recognises that children need time to interact with friends, practice social skills, problem solve and explore new activities. At Moonta Area School OSHC Educators have discussions with families and children and observe children at play to understand their interests, strengths and needs. The information gathered guides our program to ensure children are immersed in meaningful learning.

Statement of Philosophy

The Moonta Area School Outside School Hours Care is a valuable and integral part of the school community. As a service we recognise and value the importance of providing a service which meets the growing needs of our community. Our philosophy is therefore guided by our children, their families/carers and our educators' ideas and belief systems. We prioritise developing a learning environment which is responsive to the cultural beliefs, values, needs and abilities of each child enabling an equitable, inclusive environment for all children. Our philosophy fosters children's wellbeing, development and learning through recreational experiences and exploration of learning opportunities. As a service, our ability to provide purposeful learning opportunities for children preschool-13 years is derived from the Early Years Learning Framework and the My Time, Our Place Framework for school age children who attend our service.

We believe children;

- Are competent and capable learners who initiate their own learning and development.
- Have the ability to develop a sense of belonging when caring, supportive, respectful and culturally responsive relationships are developed and maintained.
- Learn best when meaningful and relevant learning experiences are intended to extend and challenge children's learning and development.

- Need opportunities to develop creativity, imagination, a sense of wonder, decision-making skills, self-confidence, awareness of and consideration for others, play skills, friendships and independence in a safe, secure and nurturing learning environment.

In relation to these beliefs we recognise we must;

- Provide a safe, nurturing and respectful learning environment which offers a range of learning experiences that promote opportunities for play, experimentation and the ability to be creative, thus supporting children’s social, emotional, cognitive and physical wellbeing.
- Provide nutritional foods which enable the development of strong and healthy individuals.
- Build secure, trusting, caring and enjoyable environments for children and their families by consulting with them, encouraging their involvement and by modelling fairness and respect for one another and their environment.
- Understand that each family and individual in our community is unique with their own individual interests, beliefs, customs and cultures,
- Encourage children to be involved in community groups by our support of, and genuine interest in the community.
- Show support through our centre and our management body (school office and governing council) to children and their families by providing information, guidance, training, centre guidelines and procedures and open communication systems.
- Promote through our program the importance of play where children:
 - Learn at their own pace.
 - Are given opportunities to create, explore, experiment and be active.
 - Practice and develop skills
 - Interact with others for the purpose of learning and development and the ability to develop respectful friendships.

Our service prides itself on providing a welcoming, stimulating, safe environment that is sensitive to cultural diversity and inclusive of all families.

We ensure children connect with community through the centre’s involvement in excursions, incursions, school events and annual/biannual community celebrations.



Values

Learning, Caring Sharing
'The future is in our hands'

Our guiding principles

- Teamwork
- Learning
- Community
- Respect, Communication and Empathy
- Wellbeing

Vision

Moonta Area School will deliver flexible learning to reflect all children's individual needs in a changing world. Therefore at Moonta Area School OSHC you will observe the following:

- A focus on lifelong learning
- Teams of committed professional adults
- Well-resourced and environmentally responsible learning areas
- Individual needs being met through flexible learning
- Curriculum that is responsive to a changing world
- Physical, social and emotional wellbeing is actively fostered
- Positive school and partnerships in place
- Acknowledgment of our heritage

Mission

At Moonta Area School OSHC we work together and guide all children to develop skills encouraging them to become successful and valued members of their community.

Our Staff

Our qualified staff hold Diploma's in Early Childhood Education and Care or the equivalent and are Provide First Aid and Asthma & Anaphylaxis trained. We are supported by Certificate III Educators and all educators have training in Responding to Abuse and Neglect, and are cleared by DCSI screening.

Our team are trained professionals and are committed to planning and implementing programs that support children's well-being, development and learning.

National Quality Frame Work

Australian Children's Education & Quality Authority (www.acecqa.gov.au)

The Education and Care Services National Regulations

National Quality Standards (NQS) The National Quality Standard is a schedule to the National Regulations. The NQS have set a national bench mark for quality of education and care services in the Child Care Industry. The NQS brings together seven key quality areas that are important to outcomes for children.

7 Quality Areas - The National Quality Standard comprises of seven quality areas which comprise 15 Standards and 40 elements. M.A.S OSHC is dedicated to achieving these standards.

The Seven Quality areas are:

1. Educational Program and Practice



2. Children's Health & Safety
3. Physical Environment
4. Staff Arrangements
5. Relationships with Children
6. Collaborative Partnerships with Families and Communities
7. Governance and Leadership

Outcomes for Children

- For children to develop a strong sense of identity
- For children to make connections with their world
- For children to develop a strong sense of well being
- For children to grow in confidence and be involved in their learning
- For children to develop effective communication skills
- Children can relax and socialise in an environment which enables them to build positive friendships
- Children can identify and accept each other's differences
- We encourage children to help each other when in need (develop compassion)
- Children to accept responsibility for their actions and work out ways to solve any problems in a constructive manner
- An awareness of the rights of others through routine and program

Outcomes for Families and Staff

- Ensure all families who attend our centre know that their beliefs and cultural background are respected through continuous communication, invitations to committee meetings and school/OSHC events
- Management endeavour to support staff at every opportunity with training and education in the child care industry to maintain and increase up to date practices
- We welcome families' input which helps the centre grow and improve
- To work collaboratively with the community to support families/parents and guardians with their children
- Develop strong connections for improved outcomes for children's learning and development

Enrolments

Each Family must complete an enrolment form prior to commencing Moonta Area School OSHC. These can be collected from the OSHC room during operational hours or the front office and are also available from the Moonta Area School web site by clicking on the link to Moonta Area School OSHC webpage.

Families are asked to provide a copy of their children's Immunisation History Statement. Staff can support this process.

All information is mandatory and assists our staff to provide the best possible care for your child/children. Any form that does not have this information completed will be returned to the applicant for completion. Please include all additional documentations as applicable, especially medical plans. Please make sure that you and/or your partner have completed all the sections and you have signed and dated where required. Enrolment forms must be completed in pen.

Enrolment forms must be updated, during the school year, whenever there is a change to your personal details. It is crucial that we have correct information, particularly contact information, in case of an emergency involving your child/children.

Please record on the enrolment form and discuss with the Director any special requirements your child may have, for example: allergies, medical conditions, and social/emotional needs, parenting orders, extra-curricular activities and cultural requirements. If you have included medical conditions you must provide the service with a completed medication action plan signed by your doctor or specialist paediatrician. Before your child can attend the Director will support you to complete a 'risk minimisation communication plan' and other required paperwork. Medication must be brought to the service in its original container labelled with child's name and dose as well as the expiry date.

PRIORITY OF ACCESS

Access must be granted to families in this order:

- Priority 1** Children 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 Family Assistance Act
- Priority 3** Any other child

Within these main categories priority should be given to the following Children:

- Children in Aboriginal and Torres Strait Islander families; Children in families which include person with disability; Children in families with lower incomes; Children in families with a non – English speaking background; Children in socially isolated families; Children of single parents

Signing Your Child In and Out

- Each child must be signed in by the Parent/Caregiver on arrival for BSC and by educators on arrival to ASC on the SPIKE Attendance app.
- Ensure educators are aware of your child's arrival before leaving them at the centre.
- Ensure educators are aware that your child is leaving with you.
- Each child must be signed out by educators when children leave BSC and by parent/care giver on collection from ASC,

Please ensure you never forget to sign your child in/out. Accurate children's attendance records are vital in the event of an emergency evacuation procedure and a regulatory requirement.

Transport

ALL CHILDREN ATTENDING OTHER LOCAL SCHOOLS – Parents will be required to complete and sign an 'Authorisation to Transport' form

ALL PRE-SCHOOL AGE CHILDREN ATTENDING OUR SERVICE - Parents will be required to complete and sign an 'Authorisation to Transport' form

Before School Care (6.30am – 8.30am)

We offer a relaxing morning with quiet activities and homework catch up area. We endeavour to build a trusting and supportive relationship with your child in a secure environment. We are able to provide your child with a healthy breakfast. Breakfast will run from 7.15am till 8.15am to allow eating and clean up time. All Kindy and JP children will be walked to their classroom by staff. Older children (year 3 and up) will walk over independently to their classroom at the first bell at 8.30am. ***Children from other local schools will be walked to their school bus collection point at arranged time for pick up.**



After School Care (3.05pm – 6.00pm)

The After School Program offers a choice of experiences. Children can build friendships and form positive relationships. Structured activities for the children are provided and children have the choice to participate if they wish. Children and educators work in collaboration to produce new and wonderful ideas to help build their environment to meet all children's needs. Activities include art/craft, cooking, music, dance, sports & games.

We welcome feedback and exchange of ideas between parents, children and educators to provide an environment reflective of your family's needs and the children's interests. We encourage children to complete homework providing quiet stations and support for your child.

A healthy afternoon snack is provided by the service. A weekly menu will be displayed in the kitchen.

***Children from other local schools will be dropped off at designated bus stop (Blanche Tce/Verran Tce) where they will be met by an educator and walked to the OSHC room. Educators meet children on arrival and sign them in.**

Vacation Care (6.30am – 6.00pm)

Our holiday program provides a fun stimulating program for your child to enjoy. Please understand vacation care is non-refundable and bookings are permanent. A reminder is sent to parents to amend bookings if required early in week 9. Bookings cancelled after the Friday of week 9 of each term will incur full charges, unless a medical certificate is provided.

What to bring

- A sunsafe hat. Moonta OSHC follows sunsmart recommendations, hats and sunscreen are to be worn when the UV index for our area is 3 or above.
- In winter children must have shoes, socks and jumpers to play outside.
- Morning tea and lunch, unless provided by Moonta OSHC (see vacation care program). Moonta OSHC like to promote healthy eating therefore would encourage a healthy lunch and fruit, foods with a high sugar or salt content such as lollies or crisps are discouraged.
- Water bottle
- Change of clothes and bathers/towel during summer. On warmer days we often provide activities involving water play at the Service.

REFER TO PROGRAM FOR REQUIRED CLOTHING FOR THAT SPECIFIC DAY

Our Vacation Care program is designed in collaboration with children, educators and families to ensure a balanced selection of activities suited to all age groups attending. We include on site experiences and excursions to recreational services such as Splash Town, playgrounds, mini golf, parks and other local OSHC services. Moonta OSHC values the importance of social skills and positive interactions.

Please refrain from bringing to the centre any electrical devices. Moonta OSHC Educators take no responsibility for any device brought to the centre if it is lost or damaged.

Excursions

During Vacation Care we organise excursions to a variety of interesting locations and attractions.

Written permission is always sought from parents prior to any excursion, which includes details such as place of excursion, time of departure and time of return. Your signature or authorised persons signature is required on the day of excursion when leaving your child at the centre; this is your authorisation to your child participating in the days planned activities and for your child to be transported by educators.

- All PG films require permission; parents will be informed about the films the children will be seeing.

- Activities are met with strong safety guidelines.
- Water activities are assessed using a risk assessment form.
- Booking into Vacation Care on a day when there is a planned excursion requires that your child participates.
- The centre does not provide alternative care if your child does not wish to participate in the excursion.
- On planned excursion days children must be at the centre half an hour before departure, if your child/children are not at the centre at this time we are unable to wait for their arrival.

Booking Procedure and Payment of Accounts (Fees as of 16/10/2023)

Account holder's individual childcare subsidy entitlement will be deducted from these fees after processing of accounts weekly. For bookings, please contact our OSHC team on 0439 817 475 or email dl.1488.oshc@schools.sa.edu.au

Session Type	Permanent Bookings	Casual Bookings	Out-of-Pocket example for families receiving 50% Subsidy*	Out-of-Pocket example for families receiving 75% Subsidy*	Out-of-Pocket example for families receiving 85% Subsidy*
Before School Care (preschool)	\$17	\$19	\$8.50 out of pocket	\$4.25 out of pocket	\$2.55 out of pocket
After School Care (5years +)	\$34	\$36	\$17.00 out of pocket	\$8.50 out of pocket	\$5.10 out of pocket
After Kindy Care (or After School Care for not yet 5year olds)	\$39	\$41	\$19.50 out of pocket	\$9.75 out of pocket	\$5.85 out of pocket
Vacation Care/Pupil Free Days for school-aged children	\$90	ALL BOOKINGS PERMANENT	\$45.00 out of pocket	\$22.50 out of pocket	\$13.50 out of pocket
Vacation Care/Pupil Free Days for children under 5 years	\$115	ALL BOOKINGS PERMANENT	\$57.50 out of pocket	\$28.75 out of pocket	\$17.25 out of pocket
2pm Early Closure (5years +)	\$44	ALL BOOKINGS PERMANENT	\$22.00 out of pocket	\$11.00 out of pocket	\$6.60 out of pocket
2pm Early Closure (under 5years)	\$47	ALL BOOKINGS PERMANENT	\$23.50 out of pocket	\$11.75 out of pocket	\$7.05 out of pocket
Sports Day	\$52	ALL BOOKINGS PERMANENT	\$26.00 out of pocket	\$13.00 out of pocket	\$7.80 out of pocket

Example only. Does not take in to account the 5% withholding from Centrelink in case income estimates are incorrect.

WHERE **ALL BOOKINGS PERMANENT**, A CHARGE WILL APPLY TO COVER STAFFING, CATERING & EXCURSION COSTS even if booked and children **do not** attend unless a medical certificate is provided.



Payments of Fees

Accounts are issued weekly. Accounts are to be paid by direct deposit.

Account Name: MAS OSHC

BSB: 105 013

Account Number: 034954340

Reference : Family Name

Please contact our OSHC Director on 0439 817 475 if you require an alternative payment plan.

Session Cancellation

It is expected that parents/caregivers will notify OSHC of cancellation as soon as possible. As staffing and catering relies directly upon the number of children, it is essential we have prior knowledge of children attending to ensure adequate care. Our fees policy requests that the service is notified 48 hours prior to session bookings or an absent charge will be recorded. Families are entitled to 42 absent days per year.

Overdue Fees

Payments of accounts need to be paid one week after care is provided. After two weeks overdue a polite text message reminder will be forwarded to the account holder. After three weeks overdue a letter will be forwarded to the account holder advising that their child/children's care may be cancelled if the account becomes four weeks overdue. The letter will include a reminder that parents are encouraged to discuss payment difficulties due to financial hardship and should arrange suitable payment plans with the Director. As per our fees policy, bookings may be denied if the account is more than 35 days overdue.

Late Fee

A late collection fee will be imposed when parents/caregivers arrive later than 6.00pm. This will be invoiced as a miscellaneous fine to weekly accounts that is not claimable as Childcare subsidy.

6.01 pm – 6.15 pm: \$20.00

6.16 pm -6.30 pm: \$25.00

6.31 pm onwards: \$30.00

Child Care Subsidy

To be eligible for Child Care Subsidy you need to provide your CRN on the enrolment form. For clarification on claiming child care subsidy please call Centrelink on 132468. There are a number of government initiatives to support parents/care givers who are studying/transitioning to work. This is your responsibility to investigate and apply for through Centrelink also.

It is the parent's responsibility to contact Centrelink regarding any problems with payments.

If you have any concerns regarding your fees please contact Joanne on 0439 817 475.

Alternatively you can visit: <http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>

Behaviour

Please see service policy, copy available please see the director.

Grievance

Please see service policy, copy available please see the director.

Confidentiality

Confidentiality will be exercised as a standard when implementing any adopted policies or procedures.

Details of a personal nature will be treated as strictly confidential. Written information concerning the child or the child's family will be kept separately and should be accessible only to the parent or staff members to whom the records relate, nominated officers of the Management Committee and where necessary, the appropriate office of the Department of Communities and relevant government departments.

Verbal information in relation to all stakeholders will be discreetly handled and all records thoroughly destroyed after elapse of the mandatory period of retention.

Medical Conditions

It is expected that parents/caregivers of children with medical conditions and dietary needs complete a 'Risk Minimisation and Communication Plan' upon enrolment. Children with Asthma/Anaphylaxis and Allergy will also require a Medical Care Plan signed by their GP/Specialist. Photos of children will be displayed within the service as part of our process for identifying individual children's needs.

Illness & Administration of Medications

The centre has adhered to the Department of Health's recommendations regarding exclusions of children from the centre due to illness, as outlined in the Health Department "Staying Healthy in Child Care." Children with an infectious disease are not accepted at the centre.

Please make other arrangements for his/her care until the exclusion period is completed.

Children with head lice - a phone call will be made to parent/ guardian to inform them and the treatment options available.

If a child is of ill health and is unable to participate in the normal procedures of the day, the child's parent will be called and the child is to be collected as soon as possible.

Every effort will be made to contact the Parent/Guardian or emergency contact person. If we are unable to contact any of these people, the Director or person in charge will seek medical attention (ambulance if required) on behalf of the child.

Medication will not be administered to a child at our service without prior written authority of a nominated authorised person, UNLESS

- In the event of an emergency, we are able to accept verbal consent from a parent/ guardian or from a registered medical practitioner or emergency service, if the parent cannot be contacted
- In case of Anaphylaxis or Asthma emergency, medication will be administered to a child without authorisation, with the parent/ guardian being contacted as soon as possible.

Administration of medication only when

- It is in its original container, and within the expiry date
- Prescribed medication from the container with the original label with the child's name of whom its prescribed by
- All details of the administration of the medication will be recorded on the medication recorded
- Only a qualified educator can administer medication

IF YOUR CHILD REQUIRES ANAPHYLACTIC MEDICATION IT IS YOUR RESPONSIBILITY TO PROVIDE THE CENTRE WITH AN EPIPEN/ ANAPEN THAT IS IN DATE and a CURRENT MEDICAL PLAN signed by a medical practitioner.

QUALIFIED STAFF HAVE COMPLETED ANAPHYLACTIC TRAINING

PLEASE DO NOT LEAVE MEDICATION IN YOUR CHILDS' BAG.

A medication form must be completed and signed by a guardian to enable the administering of medicines, tablets, sprays, cream, drops etc.

MEDICATION MUST ALWAYS BE KEPT IN ITS ORIGINAL CONTAINER.

MEDICATION NOT IN ITS ORIGINAL CONTAINER WILL NOT BE GIVEN.