



McAuley  
Community  
School

OSHC

# Family Handbook



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## Welcome

The McAuley OSHC Service is committed to providing a safe space where every child is welcome, respected and happy. McAuley OSHC learners are encouraged to play, investigate, find adventure and challenge themselves. At McAuley OSHC we strive to provide a variety of stimulating and fun activities which take into account each learner's individual needs, interests, abilities, age and diverse background.

Our service allows learners to explore the world around them, their relationships with others, develop skills and build their self-esteem through play. The McAuley OSHC staff aim to empower our learners with skills for life such as negotiation, communication, independence, resilience and decision making. Our service strives to meet the ever-changing needs of our world and all families who require outside school hours care in a safe, nurturing, caring and supportive community.

Our OSHC service is endorsed by the McAuley Community School Board and the values, beliefs and policies complement the school's own. Open communication with families is actively encouraged, as is the participation of families in the planning and decision making of our service. McAuley OSHC is managed by a Director, Assistant Director and an OSHC committee who meet approximately once a term. The McAuley OSHC Committee has been designed to allow for continuous reflection and evaluation on all aspects of the service. All families are welcome to join the McAuley OSHC committee.

Our parent handbook explains imperative information that you will need whilst your child is in attendance at our service. We strongly recommend you read the information provided and feel free to ask any questions.

At McAuley OSHC, we have an open door policy. You and your family are welcome to visit our service at any time.

## Philosophy

At McAuley Community School we live, learn and lead in service of each other and our community. We are passionate about social justice and the future sustainability of our natural world. We believe in a holistic approach to developing young hearts and minds.

Our OSHC program aims to provide a service where children feel nurtured and cared for. We believe children learn best through play and should be given autonomy in their environment. Our service embraces the idea that children learn by doing and that all learning is experiential. Our OSHC service will offer children the opportunity to flourish within a creative and stimulating environment in which they can interact with each other and hands on resources.

We are a place of belonging built on the Mercy tradition and the of:

- Respect
- Compassion
- Gratitude
- Courage
- Creativity

### **We believe positive and compassionate relationships are fundamental to the development and wellbeing of each child**

*Positive relationships are essential in building a comfortable environment where children can develop socially, emotionally and cognitively.*

We will endeavour to:

- Promote a happy and engaging environment
- Interact with children and families in a friendly and approachable manner
- Be consistent and fair in our expectations of children's behaviour and guide children to make positive choices
- Provide a physical environment that is safe and encourages children's learning
- Provide a predictable routine displayed on the pin board
- Continue to improve our own professional development to ensure we are delivering the best service to your family

## **We believe children should have a life-long love of learning**

*We believe that children learn best through play and all learning should be experiential. Our service will provide a hands-on approach to learning that will aim to create a stimulating and creative environment.*

We will endeavour to:

- Deliver an outstanding program based on the My Time, Our Place Framework.
- Encourage children to pursue strengths and interests within their learning.
- Offer a range of experimental learning opportunities, both child and adult initiated.
- Integrate 21<sup>st</sup> Century learning based on our school Mercy Keys – Respect, Compassion, Gratitude, Courage and Creativity

## **We believe children learn best when there is a positive and supportive relationship between staff and parents**

*Building positive relationships with families and the wider community is in the best interest of all children and is an essential part of a quality curriculum. A sense of belonging is a basic human right and connecting with others and our environment gives meaning and importance to our lives. Encouraging children to build these connections is vital.*

We will endeavour to:

- Recognise and respect the prior knowledge and experiences the children bring from home to the OSHC environment
- Seek opportunities to engage with the wider community through learning and service
- Provide regular communication between staff and parents
- Display information accessible to parents, children and staff
- Connect to the outdoors through play and investigation
- Express responsibility and respect for the environment

## **We believe all children are unique and should feel empowered in their learning**

*We believe children are made in the image of God and learn best when empowered through decision making, ownership and responsibility. Children should be free to wonder, explore, create, question and make mistakes from which they can learn.*

We will endeavour to:

Encourage children to take leadership within our centre

- Promote a self-directed learning approach
- Develop each child's sense of identity
- Encourage a risk taking approach to learning
- Actively listen to children
- Be flexible to meet the needs of children
- Encourage children to make their own decisions based on their opinions and interests
- Celebrate children's achievements and passions

## **We actively follow the school's faith based ethos and Catholic values in the Mercy Tradition**

We believe that our children should be given the opportunity to put their best foot forward, to the best they can. We are committed to delivering a service in an innovative learning environment defined by our Catholic faith.

We will endeavour to:

- Encourage a place to discover the world we live in and how we can make it better
- Experience the Mercy core values of Respect, Compassion, Gratitude, Courage and Creativity
- Promote an environment where learners can connect with their faith and grow with our community
- Experience a sense of belonging within a caring Catholic community



## **This means**

Our service philosophy underpins the decisions, policies and daily practices of McAuley OSHC and staff members and assists in planning, implementing, and evaluating quality experiences for our learners. It reflects a shared understanding of the service with children, families and the McAuley Community School.

In our service, learners will be given agency wherever possible and encouraged to pursue their interests and passions. Children have the right to equitable access and participation in the service delivery and we work to ensure that the individual and cultural identity of all learners is recognised, respected and celebrated. We work in collaborative partnership with families supporting them as the first educators. Management ensures parents receive regular communication regarding their children's learning and have access to all information relating to the service including all policies and procedures at.

All of the educators in our service are committed to providing a safe, secure, friendly and engaging environment. It is our aim as a team to build a strong relationship with the whole school community and the wider local community. At McAuley, we strive to create an OSHC service that exceeds family and student expectations and the national quality standards.

## **Service Times**

Before School Care :	7:00am – 8:30am
After School Care :	3:05pm – 6:00pm
Vacation Care :	7:00am – 6:00pm
Pupil Free Day :	7:00am – 6:00pm

These hours are nonnegotiable, they are to be adhered to as a compliance matter.

There is no minimum number of learners required for OSHC to run. OSHC is located in the McAuley Gym.

## **Key Contacts**

Service Phone : 0408 298 869

Service Email : [oshc@mcs.catholic.edu.au](mailto:oshc@mcs.catholic.edu.au)

Approved Provider : McAuley Community School

**OSHC Director** : Ellen Gurr

[ellen.gurr@mcs.catholic.edu.au](mailto:ellen.gurr@mcs.catholic.edu.au)

**OSHC Assistant Director** : Kaitlyn Tomlinson

[kaitlyn.tomlinson@mcs.catholic.edu.au](mailto:kaitlyn.tomlinson@mcs.catholic.edu.au)

**Principal** : Lisa McCormick (Acting)

[Lisa.mccormick@mcs.catholic.edu.au](mailto:Lisa.mccormick@mcs.catholic.edu.au)

**Deputy Principal**: Nicole Tropeano (Acting)

[Nicole.tropeano@mcs.catholic.edu.au](mailto:Nicole.tropeano@mcs.catholic.edu.au)

## **Enrolment information**

Prior to commencing at our service, you are required to complete all enrolment documentation. Without a completed enrolment form, children cannot attend the service. If information on the enrolment form is missing, it may affect your OSHC fees.

To create an enrolment, please follow the following link  
[McAuley Community School OSHC - Registration \(fullybookedccms.com.au\)](https://fullybookedccms.com.au)

If you require any assistance with this, please feel free to contact OSHC at any time.

## Who can attend McAuley OSHC?

At McAuley OSHC, we extend a warm welcome to all learners, ensuring that they can join our program as long as their FullyBooked enrolment is complete. We offer Vacation Care to learners who are beginning reception in term 1 and term 3 in the school holidays immediately preceding their commencement at school. For example, term one receptions can attend the Vacation care program in January and term 3 receptions can attend the July vacation care program.

## Learner's Arrival and Departure at the Service

For safety and security reasons, **ALL** learners must be signed in on arrival and signed out on departure by an approved adult that is accompanying them. As the attendance record is a legal document, the actual times of signing in and out must be recorded and the person signing the child in and out is required to sign in the space provided.

No child will be allowed to leave the service with a person who is not nominated on their family's FullyBooked account, unless prior arrangements are made with the Director. Written authorisation is required for short-notice changes.

## Fees

Our full fee for **Before School** Care is:

### Permanent bookings:

\$16 per session *with breakfast included*

Half session: \$10 (from 8:00am)

### Casual bookings:

\$17 per session *Casual with breakfast included*

Half Session \$11 (from 8:00am)

Our full fee for **After School** Care is:

### Permanent bookings:

\$22 per session *with afternoon tea included*

### Casual bookings:

\$25 per session *with afternoon tea included*

Our full fees for **Vacation Care** is as follows:

In House Day: \$55

Pupil Free Day: \$55

Incursion: \$65

Excursion: \$75

*Fruit and afternoon tea are included each day*

Fees quoted are before the Child Care Subsidy (CCS) has been applied. Families CCS is automatically applied to their bill. On enrolment, we require Centrelink CRNs for yourself and your child so we can register the enrolment and attendances, and ensure that you receive maximum entitlements.

Assistance with the cost of fees is available from The Australian Government, Department of Human Services through MyGOV. Forms and information are available from the website of The Australian Government, Department of Human Services. It is your responsibility as the parent/guardian of your child to manage your Centerlink account.

## Permanent vs Casual

For a booking to be considered Permanent, it must re occur for a year. Permanent bookings can still be cancelled as necessary through the FullyBooked parent portal. For example, a family may choose to book their child into Wednesday afternoons for the year but if their circumstances change for term 4, they may cancel their permanent booking. Casual bookings can be made at any time.

## **Cancellations**

Permanent Bookings may be cancelled up until **48** hours before the session. Casual Bookings may be cancelled up until **2** hours before the session. Late notice will incur full session fees. This can only be done via the Fully Booked portal.

To receive a full refund for Vacation Care bookings, cancellations must be made by the end of week 8 of the term preceding the start of the Vacation Care program. Any cancellations after this deadline will result in full session fees being charged.

## **Allowable Absences**

The Child Care Subsidy will be paid for any absence from approved care your child attends for up to 42 days per child, per financial year. Additional absences beyond 42 days for certain reasons may be approved, however evidence may be required to Centrelink.

You can access your child's absence record on your online statement by selecting "View Child Care Details and Payments" on your Centrelink Online Account or through MyGov.

## **Service Closing Time and Late Fees**

Our Service opens at 7:00am and Closes at 6:00pm. In accordance with national regulations and licensing, we are not permitted to have children in the service after 6.00pm.

The late fee is \$15 per child for every 15 minutes or part thereof and will be added to your next Account. The late fee is strictly adhered to, as 2 staff members must remain with your child/ren until collection.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within an hour of the Service closing, we will contact Department of Communities and Social Inclusion and the Police who may take responsibility of your child.

## **Fee Policy and Payment**

OSHC account statements are sent out via email fortnightly on a Monday and are automatically charged via EziDebit on the Friday. If a families payment declines or is overdue there will be a **\$14.95** fee added on top of your OSHC account. If fees are overdue and no contact has been made to advise when payment will be received, your OSHC account will be suspended.

## **Regulatory Authorities**

Our Service complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework, My Time Our Place Framework and the National Regulations (Education and Care Services National Regulations).

Our Service is regulated by the national body for early education and care – The Australian Children's Education and Care Quality Authority (ACECQA) as well as Catholic Education South Australia. To contact our Regulatory Authority, please refer to the contact details below.

### Education Standards Board:

Phone: 8226 0077 Email: [eeecsb.nationalqualityframework@sa.gov.au](mailto:eeecsb.nationalqualityframework@sa.gov.au)

Website: [www.esb.sa.gov.au](http://www.esb.sa.gov.au)

Catholic Education South Australia

Phone: 8301 6600 Email: [director@cesa.catholic.edu.au](mailto:director@cesa.catholic.edu.au)

Website: [www.cesa.catholic.edu.au](http://www.cesa.catholic.edu.au)

## **Confidentiality**

We are committed to protecting your privacy. We support and are bound by privacy laws and strict confidentiality is maintained at all times.

## **Service Policies and Procedures**

McAuley Community schools OSHC policies and procedures are kept in the OSHC office and are available to be viewed at any time. We expect our staff and families to adhere to our policies and procedures to ensure we maintain compliance, and abide by the National Law and Regulations.

We are constantly reviewing our policies and procedures and ask for staff and families' participation to ensure our policies and procedures meet families' needs and adhere to regulations. Your involvement helps us to improve our service and may lead us to change our policies and procedures. If you would like to join our OSHC Committee, please advise the front office.

#### **Our Team of Educators:**

Director: Ellen Gurr

Assistant Director : Kaitlyn Tomlinson

Educators:

Jesse Minagall

Tom McDermott

Ben Currie

Annemarie Dahdah

Katelyn Sayers

Jessica Riggs

Heidi Brewster

Millie Brewster

Ivy Caputo

Jessica Riggs

Kristal Tak

Lara Ward

Eliza Hunter



### **Educational Program**

The My Time Our Place Framework underpins our programming policy. The aim of this document is to extend and enrich children's learning and development.

Our OSHC service is committed to providing an engaging educational and leisure based program which caters to each child's individual needs, abilities and interests. Our program will continue to develop as we use the relationships children have with their families and communities, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs.

### **My Time Our Place – Framework for School Age care in Australia**

The framework is set out under the following headings:

- Belonging
- Being
- Becoming

#### Belonging

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

#### Being

Childhood is a time to be, to seek and make meaning of the world. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging in life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.

#### Becoming

Children's identities, knowledge, understandings, capacities, skills and relationships change during



childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

Outcome 1: Children have a strong sense of identity

- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

Outcome 2: Children are connected with and contribute to their world

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

Outcome 3: children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

Outcome 4: Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work

## **Parent Participation**

Our Service has an Open Door Policy and actively seeks and encourages families to be involved in the Service. This can range from evaluating and adding input to your child's experience orally, volunteering within the Service and sharing skills and experiences that the children and the program will benefit from.

We respect that time is limited for most families and we ask that you inform us as to your preferred way of communication. We offer email, Newsletters, and pride ourselves on strong verbal communication on a daily basis. We seek input and feedback from families on all aspects of the Service.

If you have any suggestions for our service, please put them in our suggestion box next to the sign in station suggestions can be emailed to [OSHC@mcs.catholic.edu.au](mailto:OSHC@mcs.catholic.edu.au).

## **Seesaw Application**

Our service uses the Seesaw Application. Seesaw gives families an immediate and personalized window into their child's school/OSHC day and makes communication with between educators and families seamless.

You will need to download the seesaw app onto your device and then the educators will add your child/children to the OSHC class.

## **Vacation Care – What to bring to the Service**

- Backpack-Please ensure your child's backpack is large enough to hold all their belongings and is clearly labelled.

- Fruit, Recess and Lunch-Families are responsible for providing recess and lunches for children during Vacation Care, unless otherwise stated. We will provide a nutritious snack for students in the afternoons.
- Clothing-It is helpful to your child if they dress in non-restrictive, serviceable, and easy to wash clothes so that they feel free to join in all the activities. We require all t-shirts to have sleeves, no midriff or strappy tops and hats that are broad-rimmed (legionnaires, bucket hats) are essential for effective sun safety.
- Shoes also need to allow children freedom to participate safely in physical activities. Thongs are unsuitable and we prefer that these are NOT worn to the Service. Lace up joggers or sandals are appropriate.

## **Behaviour Guidelines**

Educators follow McAuley Community School Behaviour Education Policy that provides consistency in the expectation of our learner's behaviour. The policy allows children to develop self-discipline, respect for others, for property and respect for self, whilst learning to regulate their behaviour. If students make the environment unsafe for themselves and/or others, or if they fail to follow the school and service expectations they may be precluded from future sessions. Parents will be notified in this instance.

## **Sun Safety**

Learners and Educators will wear hats and appropriate clothing when outside. Staff will encourage learners, including by way of modelling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 30+) which is reapplied according to the manufacturers' recommendations. We ask that our learners come to the service with sunscreen already applied so they are able to participate in outdoor play immediately and not have to wait the 20 minutes after application. Hats are required to be worn during Terms 1, 3 and 4 or as otherwise directed. Learners are required to bring their own hats to the service. Legionnaires, broad-rimmed and bucket hats are acceptable. Caps and visors are not acceptable. If learners do not bring a hat with them they will be required to play in shaded areas only when outdoors.

## **When should I not send my child to the Service?**

We are not equipped to care for sick children; however, we will do everything we can to comfort a Learner who has become sick whilst in our care.

If a learner becomes ill whilst at the Service, the learner's parents or person responsible for the child will be contacted to organise collection of the learner. If the child is unable to be collected, educators will contact the child's emergency contact for collection.

## **Immunisation**

From 1 January 2016, only parents of children (less than 20 years of age) who are fully immunised or are on a recognised catch-up schedule can receive the Child Care Benefit, the Child Care Rebate and the Family Tax Benefit Part A end of year supplement.

The relevant vaccinations are those under the National Immunisation Program (NIP), which cover the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).

## **Medication**

Students who are unwell should not attend OSHC.

The Director and Senior First Aid Officer will administer all medication unless it is required outside of his/her hours. Only medication prescribed by a medical practitioner will be administered. All parent requests for the administering of prescribed medications to their child must be in writing on the medication request form (available from the front office or from OSHC) and must be supported by specific written instruction from the medical practitioner or pharmacist, including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).

For security and safety reasons all medication is stored in a locked cupboard in the OSHC area or refrigerator, whichever is most appropriate. Medication must not be stored in school bags, desks or classrooms etc. Non-prescribed medications (eg analgesia) will not be administered by OSHC staff.

Requests for prescribed medications to be administered by OHSC staff "as needed" will cause the Director to seek further written clarification from parents.

### **Asthma and Anaphylaxis Medication**

Parents must provide an Asthma and or Anaphylaxis plan prepared by their doctor, for their child and present it to the OSHC service. Plans need to be updated **annually**.

Asthma and or Anaphylaxis sufferers should have current medication kept at school at all times. Nebuliser pumps will not be used by the school. Spacers and inhalers will be used by the service.

### **Unauthorised Drug Use**

When under our OSHC service's jurisdiction, students, volunteers or staff are not permitted to use any drug or to be under the influence of a drug substance.

McAuley Community OSHC service is a smoke free environment. Students are not permitted to possess or use tobacco products.

Alcohol – students, volunteers or staff are not permitted to possess or consume alcohol.

Inhalants – students, volunteers or staff are not permitted to inhale or ingest a solvent or other chemical.

Safety Procedures Must Be Used When Dealing With The Following:

Needles – if used syringes are found within the grounds of the school, students must not touch but must alert a member or staff who will deal with it in the appropriate manner.

Blood/body fluid – students should alert a staff member when a student is bleeding so that the student can be assisted safely. Gloves must be worn and Infection Control procedures followed.

### **Accidents**

The responsible person will contact parents immediately if child is involved in a serious accident at the Service. As a matter of extreme importance, parents must ensure that the Service has up to-date emergency contact numbers.

An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the accident/injury/illness, any first aid that was administered, and be signed by an Educator, the responsible person and by the parent.

Parents will be notified if any medical attention is given to their child.

### **Emergency Drills**

The Service has devised an emergency management plan and evacuation and lock-in drills will occur on a regular basis. Emergency evacuation plans are displayed in all areas of our school. Workplace Health and Safety

We welcome all feedback regarding the safety of our Service. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general work health and safety, please contact the Director immediately.