

# McAuley OSHC Family Handbook



## Welcome

The McAuley OSHC Service is committed to providing a safe space where every child is welcome. Children are encouraged to play, investigate, find adventure and challenge themselves.

The integrity of our service allows them to explore the world around them, their relationships with others, develop skills and build their self-esteem through play.

Endorsed by the McAuley Community School Board, our 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.

This Parent Handbook explains imperative information you will need whilst your child attends our service.

## Philosophy

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:

- Respect
- Compassion
- Gratitude
- Courage
- Creativity

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

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

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

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

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

## Service Times

<b>Before School Care</b>	<b>7am – 8:30am</b>
<b>After School Care</b>	<b>3:05pm – 6pm</b>
<b>Vacation Care</b>	<b>7am – 6pm</b>
<b>Pupil Free Day</b>	<b>7am – 6pm</b>

These hours are non-negotiable and they are to be adhered to as a compliance matter.

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

## Key Contacts

<b>Phone:</b>	<b>0408 298 869</b>
<b>Email:</b>	<a href="mailto:oshc@mcs.catholic.edu.au"><u>oshc@mcs.catholic.edu.au</u></a>
<b>Approved Provider:</b>	<b>McAuley Community School</b>

<b>Acting OSHC Director:</b>	Jess Riggs - <a href="mailto:jessica.riggs@mcs.catholic.edu.au"><u>jessica.riggs@mcs.catholic.edu.au</u></a>
<b>OSHC Assistant Director:</b>	Chloe Sierat-Minchin - <a href="mailto:chloe.sierat-minchin@mcs.catholic.edu.au"><u>chloe.sierat-minchin@mcs.catholic.edu.au</u></a>
<b>McAuley Community School Principal:</b>	Sean Hill - <a href="mailto:sean.hill@mcs.catholic.edu.au"><u>sean.hill@mcs.catholic.edu.au</u></a>

## Enrolment information

Before starting at our service, you must 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://www.fullybookedccms.com.au)

## Who can attend McAuley OSHC?

At McAuley OSHC, we extend a warm welcome to all, ensuring that they can join our program as long as their FullyBooked enrolment is complete.

We offer Vacation Care to children in the holidays prior to their Term 1 Reception commencement. Also, to children in the holidays prior to the Mid-Year Reception intake. This is a wonderful opportunity to make some friends before starting school.

## Arrival and Departure

**For safety and security reasons, each child 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.

## Before School Care Fees

### Permanent bookings

\$16 per visit with breakfast included

\$10 per half session from 8am

### Casual bookings

\$17 per visit with breakfast included

\$11 per half Session from 8am

## After School Care Fees

### Permanent bookings

\$22 per session with afternoon tea included

### Casual bookings

\$25 per session with afternoon tea included

## Vacation Care Fees

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.

A family's CCS is automatically applied to the 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 your maximum entitlement.

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 Centrelink account.

## Permanent vs Casual

For a booking to be considered Permanent, it must reoccur 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 to **48** hours before the session. Casual Bookings may be cancelled up to **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 for In-House Days must be made by the end of week 8 of the term preceding the start of the Vacation Care program. However, if you choose to cancel an Incursion or Excursion Day due to the additional cost or if you feel the activity is not appropriate for your child, you can cancel during week 9 by reaching out to one of our OSHC Educators.

## 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 for 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 family's 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.

## Service Policies and Procedures

McAuley Community Schools OSHC policies and procedures are available on request. 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.

## Our Team

**Acting Director:** Jess Riggs  
**Assistant Director:** Chloe Sierat-Minchin  
**Educational Director:** Alice Wyness

Bethany Castle  
Ben Currie  
Charlotte Bruhn  
Chloe Weckert  
Corban Hays  
Eliza Hunter  
Ella Winstanley  
Fin Bennett  
Haylee Studham  
Hayley Stibilj  
Isabella Reynolds  
Ivy Caputo  
Jed Farrer  
Kate Daly  
Reuben Grandoni  
Tom McDermott

## **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.

## **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 emphasizes 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, hypothesizing, 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

## **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 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 - 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 are also needed 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 children 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 Child who has become sick whilst in our care.

If a child becomes ill whilst at the Service, the child's parents or person responsible for the child will be contacted to organise the collection of the child. If the child is unable to be collected, staff 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 recognized 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 Immunization 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 OSHC 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 or Anaphylaxis sufferers should always have current medication at school.

Nebulizer pumps will not be used by the school. Spacers and inhalers will be used by the service.

## **Unauthorized 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 though instead must alert a member of 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 a child is involved in a serious accident at the Service. As a matter of extreme importance, parents must ensure that the Service has current 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.

