

Churchill North Primary School

Before & After School Care



Information Handbook

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Welcome

Thank you for enrolling your child in Churchill North Primary School - Before and After School Care program. The service provides programs that cater to children from Foundation to Grade 6. We aim to provide high quality care for children attending the program; our qualified staff strive to provide a stimulating environment for children. The environment is a nurturing and supportive one where learning, active play and creative pursuits are encouraged. Our staff look forward to caring for your children and forming a meaningful and lasting relationship with you and your family.

The service was established in 2009 to provide education and care for the children of local families outside of school hours.

Before and After School Care is an Australian Government approved child care service, parents and carers are eligible for Child Care Subsidy (CCS) through Department of Human Services.

We operate and are assessed in line with the national Quality Standard for early childhood education and care.

How to contact us

Churchill North Primary School
Before and After School Care Program
Phone: 03 51221976 or mobile: 0407 721976
Coolabah Drive, Churchill VIC 3842
P.O. Box 112

OPERATING HOURS	
Before School Care	The Before School Care program operates from 7.00am to 8.30am each week day during school terms throughout the school year. Before School Care provides a program of play based and recreational experiences for children. Included is a healthy breakfast that is provided by the schools Breakfast Club program.
After School Care	The After School Care program operates from 3.15pm to 6.00pm each week day during school terms throughout the school year. After School Care provides an extensive program of play-based and recreational experiences for the children. Children are encouraged to bring a healthy snack to eat during snack time.
Public Holidays	The Before and After School Care Program is CLOSED on all Victorian Public holidays, and over the Christmas period.
School Holidays	The Before and After School Care Program is CLOSED over all Victorian School Term holidays.

Philosophy

Churchill North Primary – Before and After School Care Program aims to provide a caring and safe environment where children are able to participate in planned and spontaneous activities whilst developing socially, emotionally and intellectually.

We believe in a whole community approach to the wellbeing of children. We promote open communication and collaborative partnerships between children, parents, staff and the wider community. Our staff members demonstrate strong, responsive relationships and model teamwork to set and achieve common goals.

As educators we value the importance of learning through play. Our program provides an environment that is rich in creative opportunities such as self-expression and exploration as well as spontaneous experiences. We believe that focusing on the process of these experiences cultivates enthusiasm, creativity & imagination and contributes to children's positive self-identity.

We provide a safe, caring and nurturing environment for children to enjoy while encouraging play as an essential part of every child's life, we believe that children benefit from being connected to their environment and nature and encourage natural play and children's curiosity. Staff work with children to promote sustainable practices at the centre and encourages families to promote sustainable living practices at home.

Our Before & After School Care Program encourages children to demonstrate respect for each other's diversity and encourages inclusion of all children regardless of their differences. It is our intention to build ongoing relationships with children that evoke resilience and awaken a stronger sense of self. Staff encourage the development of autonomy and increasing responsibility, which allows children to progressively exercise their rights as they evolve with confidence and independence.

Our Aims

At Churchill North Primary School's - Before & After School Care we aim to:

For Children:

- Value the rights, needs and interests of all children. Every child is special, every child is welcome.
- Embody a sense of belonging, operating as an 'OSHC family' – providing ownership, safety, warmth, shelter, friendship, respect and fun.
- Promote health and wellbeing, encourage the development of positive self-identity and self-esteem, taking responsibility for one's own actions and guiding skill development with interpersonal relationships with others.
- Understand the importance of middle childhood and value the benefits of meaningful play and leisure, and provide collaborative, flexible child-centred programs where children have choice and become active participants in open-ended activities and experiences within a warm and welcoming atmosphere.
- Encourage respect for each other and the importance of developing equitable and respectful relationships, promoting inclusion and diversity within a non-biased and culturally competent environment. We promote the cultural safety of Aboriginal children and of children from culturally and/or linguistically diverse backgrounds. We promote the safety of children with a disability.
- Support all children in becoming successful, competent and capable learners and we encourage children to have a voice.
- We have a commitment to child safety and the best interests of the child.

For parents, guardians and families:

- Collaboration is our guiding principle. We welcome, value and respect the opinions and wishes of all our parents, guardians and families. We encourage open communication and participation from all families.
- We aim to provide affordable and accessible quality care for all children and their parents, guardians and families in accordance with the Australian Government legislation and Regulations and the National Quality Standards for Outside School Hours Care.
- We respect the right to confidentiality and privacy.
- We keep families informed of industry changes and all relevant and up-to-date issues and practices through regular communication channels, such as one-on-one conversations (in person and on the telephone), email, the school newsletter and our website.

For Educators:

- Our educators work collaboratively together as a diverse multi-skilled team, with relevant qualifications and experience, and guided by professional standards in practice, interactions and relationships with each other, children, families and the community.
- Our educators develop and maintain warm, responsive, equitable and respectful relationships with the children. Educators are sensitive to the individual needs and rights of all the children and their parents, guardians and families.
- Our educators aim to provide and maintain a safe, secure and protective environment at all times.
- Our educators value and maintain an interactive approach with children and their parents, guardians and families.
- Our educators are guided by the frameworks, in particular *My Time, Our Place: Framework for School Age Care*, in developing our unique pedagogy, to provide challenging activities and experiences for all children to promote their intellectual, social, emotional and cognitive development.
- Our educators are committed to critical reflective practice and continuous improvement.
- Our educators are committed to ongoing professional development as best practice and to enhance skills and knowledge.

Legal Framework

National Quality Standards (NQS)

The National Quality Standards set an Australian benchmark for the quality of Education and Care Services. This enables families to make informed decisions about the services providing education and care to their children. The National Quality Standard is a key aspect of the National Quality Framework.

The National Quality Standard was informed by research about best practice and the way in which high quality education and care contributes to positive outcomes for children. It comprises quality areas, standards and elements. The seven quality areas in the National Quality Standard are:

- Educational program and practice
- Staffing arrangements
- Physical environment

- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

Churchill North Primary School – Before & After School Care Program has been assessed across the National Quality Standard consisting of seven quality areas, and has been rated overall as “Working Towards” National Quality Standards.

Governance and Management

Churchill North Primary School Council

School Council is the approved provider of Before & After School Care Program. School council ensure that the day-to-day management of the service meets with the requirements and legislation set by State and Commonwealth Governments under the direction of a sub-committee made up of school and staff representation.

Policies and Procedures

Churchill North Primary School Before and After School Care Program has an extensive policy and procedure manual, which reflects the philosophy and aims of our service. This manual is a large document and is available for you to read. For easy reference, a copy is kept with the Coordinator.

In this handbook, a snapshot of the policies which affect your children have been outlined. Details are correct at the time of printing, although policies and procedures are subject to change.

Enrolments - Before and After School Care

Parents are required to fill out an enrolment form before their child can attend the service. Please let us know what will help make your child's time with us enjoyable, particularly in the initial few weeks. Each newly enrolled family will receive this handbook. You will be shown the Before and After School Care Program area and be given a rundown on how our service works, including staffing and programming.

Arrivals and Departures

Before School Care

Children must be signed in by an authorised person each day they attend Before School Care; Staff members will sign the children out of the program when they leave Breakfast Club at 8.30am.

After School Care

All children are signed in to After School Care when they arrive, children from outside schools are signed in by a designated adult that is nominated by parents. Children must be signed out each day they attend Churchill North Primary School – After School Care Program. It is the responsibility of the parent/guardian to ensure that the child knows they will be attending the program as well as the school. Churchill North Primary School – After School Care Program accepts no responsibility for children until they have been presented for signing in after 3.15pm.

Prior arrangements must be made with Churchill North primary School – After School Care Program for any person other than those on the enrolment form to collect the child. Please advise persons collecting children that they may be required to provide proof of identity.

Please note, persons under 18 years of age will only be allowed to collect siblings when written permission from parents is provided. In emergencies, a phone call to the office and a follow up letter or email of authorisation can be sent to Churchill North Primary School – Before and After School Care Program.

Late collection

We ask for your cooperation by collecting your child by 6pm. Late pickups are upsetting for children and stressful for staff. If you are unable to collect your child by 6pm, please contact the centre. A late fee of \$1.00 per minute will be charged to your account. If contact cannot be made with you, a staff member will phone your emergency contact.

Bookings, Absences and Cancellations

Permanent bookings

Are ongoing bookings made for the same days every week. This is a secure position for a child at all times on those days. If a child does not attend the program on their permanent days, without phone contact to cancel the booking then a fee will be charged at the full rate for the session. Families will be charged fees weekly in arrears with an invoice issued and to be paid by the following week.

- To make a permanent booking, contact the Service Coordinator who will advise you of a confirmation, subject to availability.

Casual Bookings

A casual booking is made when a day or days are required adhoc, on a non-permanent basis. These bookings can be made at any time, but are subject to the availability of positions. Casual bookings are still charged for once the booking has been made. If a child does not attend the program on their casual day, a fee will still be charged.

- If a casual booking has been made for the Before and After School Care Program and you find you no longer need the booking, the program must be notified by 12 noon on the day of the booking. Families can leave a text message on the Before and After School Care mobile phone or contact the office by email or phone.

Cancellations and Alterations

Families wishing to cancel or alter a permanent booking must contact the coordinator or school office on or before 12 noon on the day of the booking. Cancellations can also be made by informing staff at Churchill North Primary School Office.

Absences from Before and After School Care Program

Families must inform the Before and After School Care Program if their child will not be attending the program prior to 12 noon on the day of the booking. Families can inform the service of an absence by email, text or ringing the Office. If the service has not been notified of a cancellation or absence for a child, the service will implement its Missing Child Policy.

Children leaving without permission

If a child leaves the Before and After School Care program in any circumstances and for any reason without permission, the staff will assess the situation immediately and will call the police and a parent/guardian as quickly as reasonably possible.

Accounts, Statements and Fee Payment

Program statements are issued weekly for all families who have bookings (whether full-time or casual bookings). A dated receipt, in accordance with Australian Government Guidelines are available on request.

Statements are issued weekly. However, if you wish to pay in advance, you may do so. Part payments can be made weekly or fortnightly.

Statements are emailed or mailed to families.

If the amount owing on the statement is not paid within 7 days of receipt, the service may cancel further bookings until accounts are paid in full.

Inclusion and Diversity

Our service provides an inclusive and open program where all children are considered unique individuals and diversity is valued. We aspire to:

- cater for children from all cultural backgrounds who may have special dietary and/or communication requirements
- provide a variety of activities that encourages the participation of all children
- encourage interaction between gender and age groups in a positive way with organised activities and games
- encourage children to cooperate and to help each other with activities and routines
- provide a wide variety of materials (appropriate to developmental stage) in sufficient amounts to ensure any child is not waiting for long periods of time for their turn
- cater, where possible, for children with special and/or additional needs, including staffing changes and special requirements associated with their care

Churchill North Primary School – Before and After School Care Program is committed to nurturing and extending each child’s social, physical, emotional, intellectual and cognitive development in a child- friendly, inclusive, supportive and fun environment. The educational program is underpinned by the Australian Government’s framework for school age care in Australia, *My Time, Our Place*.

Illness, Medication and Infectious Diseases

Infectious Disease and Illness

The service acts diligently to control the spread of infectious diseases. All attempts are made to meet the health requirements of all in the service.

Whilst the Service endeavours to ensure the health and wellbeing of all children in its care, cooperation from parents is essential. Up to date information on children's health is part of the enrolment process. Should any changes occur after the child has been enrolled, parents are required to provide this new information.

Children who arrive at the service or who develop symptoms of an infectious illness or condition while at the service, are removed from contact with other children (if possible) as soon as the symptoms are detected and the parent will be contacted for immediate collection. **Infectious Diseases requiring exclusion for Churchill North Primary School Council – Before and After School Care**

Please refer to Public Health and Wellbeing Regulations 2009 included at the back of this handbook.

Medication

Whenever possible medication should be administered by parents or guardians at home.

Service staff will assist with the children's medication **only** when:

- A medication Authority is provided by the doctor with written instructions.
- It is prescribed by a doctor (including medication that can be bought over the counter) and has the original label detailing the child's name, required dosage and storage requirements.
- It comes with **Health Support Plan** and written instruction.
- The parent has completed and signed the services Request to Administer Prescribed Medication form.

All medication must be handed by an adult directly to the Before and After School Care staff member in charge.

Families can supply thermal carry packs to maintain safe temperature storage and for ease of transport during excursions.

First Aid and Sun Protection

First Aid

First aid equipment is available for educators to use for first aid treatment of all persons at the service in the event of an illness or incident. The first aid kit is kept in a place that is clearly signed and out of reach of children but easily accessible to the service staff.

At least one educator qualified in first aid, CPR, asthma management and anaphylaxis is on duty at all times while children are in attendance.

In the event of illness or injury to a child, first aid is administered to the child by an educator qualified in first aid.

If medical assistance is required, parents are contacted immediately. In the event that a medical emergency occurs which requires transportation of a child to a medical facility every effort is made accompany the child where possible and appropriate, however there will be no action taken in this regard if the service is at risk of breaching the staff/child ratio requirement.

If a child receives a minor injury during the operation of the Service, educators will complete a first aid form as soon as practical to send home with the child. Should the child require medical attention an injury/incident notification form will be completed as soon as practical.

Sun Protection

The service requires educators and children to be sun safe and as such we have in place certain measures to ensure the children are protected from over exposure to the sun.

The service require children to wear hats that protect their face, neck and ears whenever they are outside, i.e. legionnaire or broad brimmed hats. To do this the children will need to carry a hat in their school bag at all times. This hat should have their name clearly printed on it so that it can be returned to them if they lose it. Children who do not have an appropriate hat with them will be required to play in an area that is protected from the sun.

Feedback and Complaints

Churchill North Primary School – Before and After School Care program takes children's and families concerns very seriously.

- If a family member or child has a concern or complaint about a member of staff, we encourage families to discuss their concerns with the staff member concerned.

- If required, further assistance can be obtained by discussing with Debbie Edwards (Principal) on 03 51221976.
- Contact details for the Regulatory Authority are: Department of Education & Early Childhood Development (DEECD) – Quality Assessment & Regulation Team. Corner Kirk & Haigh Street Moe 3825, phone 03 51 270400.

Emergency Procedures

Emergency management procedures are practised on a termly basis, with staff and children undertaking Emergency Lockdown or Emergency Evacuation procedures to ensure the safety of children and staff at the centre in the event of an emergency.

All staff take turns to practise Emergency and Lockdown procedures to ensure that our skills are kept up-to-date and relevant