

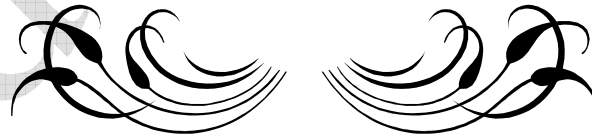
**Leanyer School Council
OSHC
and Vacation Care
Program
Parent's information**



Contact
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**The centre's rules & guidelines are displayed in both areas of the Centre.
Parents are requested to please look and comment on these.**

HISTORY & INTRODUCTION

The Outside School Hours Care Service at Leanyer Primary School was established in 1984, initially catering for 22 children.

Today we are a 75 place centre, providing Quality OSHC Service for Leanyer Primary School in child friendly environment.

The OSHC and Vacation care program is sponsored by Leanyer School Council and run by a parent's management committee whose input is essential to the development of the program.

We encourage parents to become involved in our Parents Management Committee, which meets once a month during the Term for approximately one hour.

Leanyer School Council OSHC is a National Childcare Accreditation Council (NCAC) fully accredited Service.

The NCAC describes quality OSHC service as those that foster the development of positive relationships between carers and children and their families while providing experiences that expand children's thinking and language, helping them to learn and develop.

The Council has identified the following eight Quality areas:

- Respect for children
- Staff interaction and relationships with children
- Partnerships with families and community links
- Programming and evaluation
- Play and development
- Health, nutrition and wellbeing
- Protective care and safety
- Managing to support quality

PHILOSOPHY

The centre believes that all people have a right to develop fully as individuals and be treated on the basis of equality.

We aim to incorporate experiences that recognise each of us as unique and special by helping our children appreciate and welcome our differences and similarities.

(Anti discrimination NT 2002) Dawn Lawrie

AIMS

The aims of **Leanyer Outside School Hours Care** Program are to support the School Community and parents who use the service:

- To provide **quality care** in a safe and secure child friendly environment for those children who require care while their parents are at work.
- To support Leanyer Primary School Community and the local community.
- To help children to develop **social skills** through interaction with their peers from a range of backgrounds.
- To respect and foster the individuality and the interdependence of the children, recognising the various cultures within the service.
- To provide **varied, interesting and challenging activities** for all children, using a variety of materials and resources to help each child reach their full potential.
- To cater for **individual needs** of children from different cultural backgrounds.
- To provide children with a **set of limits** and to help them to understand their responsibilities for themselves and others.
- To ensure that a **healthy and co-operative relationship** exists between all participants in the program; staff, children and their families.
- To respect every family and child's right to privacy.
- Not to divulge any information of a confidential nature we may obtain to any other person.

HOURS OF OPERATION

During the School Term

- 2.30pm to 5.30pm Monday to Friday.

During School Vacations and on pupil-free days

- 7.30am to 5.30pm Monday to Friday

ENROLMENT

Parents must complete an enrolment form prior to their child/ren commencing care.

The Director must be notified of changes to parents' contact details or different persons permitted to collect children.

Parents are required to pay two weeks fees in advance prior to commencement of care.

Parents are requested to sign a form agreeing to pay the cost of debt recovery if they should default on their payment of fees to the centre.

Parents are required to sign a permission form to give Panadol to their child/ren and to check their child/ren for head lice.

SIGN OUT

Parents are required to sign their child/ren out each day. If any other person is to pick up their child/ren they will also have to sign for the release of the children. They should also contact the Director or Second-In-Charge prior to leaving the centre with the children.

Collection of children from the centre

The Director or staff in charge must ensure the person collecting the child/ren is authorised by the parent or legal guardian.

In the case of parent/guardian with parental responsibility for the child arriving at the service to collect their child in a visibly intoxicated or unfit state to drive the parent/guardian will be encouraged to contact an alternative adult to drive them and their child home or the Service will offer to call a taxi. If the parent/guardian insists on taking their child, the police will be informed. This is a directive from the Commonwealth Department of Families, Community Service and Indigenous Affairs re our duty of care.

Emergency pick ups

In event of a change in a pick up person for a particular day, parents are asked to notify the Director or Second-In-Charge by telephone on 89455321 prior to collection time with the name of the person picking up their child.

Procedure for authorised parents or guardians

- Sign your child/ren out (time of departure and initial).
- Check medication has been administered.
- Check that any messages to staff in the message folder have been noted.
- Check incident/ accident book for any messages regarding your child.
- Inform staff that you and your child are leaving the centre.

FEES

A two weeks fees per child is required prior to the commencement of care.

- Parents will receive an invoice on the Monday of each week attached to their child/rens sign out sheet.
- Parents who are late paying fees will be given a reminder account and seven days to settle the account.
- Parents experiencing difficulties are asked to contact the Director to discuss alternative arrangements.
- It is our policy to refuse care or suspend care if fees remain unpaid.
- If accounts are not settled within the period time for the account for outstanding fees will be passed on to 'Prushka Fast Debt Recovery' for collection.

Parents are requested to sign a form agreeing to pay the cost of debt recovery if they should default on their payment of fees to the centre.

Fees are charged at booked hours not attended hours. Holding fees of half of the normal weekly fees of the child will be charged if the **child is** absent from the centre for a period of one week or more during the School term and the Centre is notified in one in advance, otherwise full fees will still apply.

Terminating Care:

Please inform the Director one week in advance, if care for your child/ren is no longer required. Otherwise one week's fees will be charged at the normal rate.

Priority of access will be given to children under FACSIA's guidelines. In the event of this occurring families that are inconvenienced will be given two weeks notice.

Payments

To make payment of fees easier for parents we accept visa-card, MasterCard, bankcard cheque, cash or electronic transfer.

Outside School Hours Care: Provider No: - 555-009-890k

Full Time (5 days a week) :	\$85.00 weekly per child
Permanent Casual(3 Days per week):	\$68.00 per 3 days

Note: - Late Fees will be charged if children are collected after 5.30pm @ **\$1.00** per minute for the first 5 minutes and **\$2.00** per minute there after.

Vacation care: Provider No: - 555 009 904H

- \$190.00 Weekly per child paid weekly
- \$50.00 Daily per child part-time
- \$60.00 Daily on excursion day

Note: - Late Fees will be charged if children are collected after 5.30pm @ **\$1.00** per minute for the first 5 minutes and **\$2.00** per minute there after.

Vacation Care requires that a non refundable deposit of \$40.00 per child per week of booked care is required to hold a place in the Vacation Care Service for the period nominated by the parent. We regret that we cannot guarantee access to casual care places as priority is given to permanent placements.

Full fees are charged for **public holidays** when they fall within the Vacation care or OSHC.

Pupil Free Day/s:

- **\$50.00** per day.

ACTIVITIES

The OSHC and Vacation care programs provide a range of interesting activities such as:-

Dance	Ceramic	Sports	Abseiling
Cooking	Computer	Nintendo	Rock Climbing
Sand Pit	Skipping	Water Play	Board games
Skating	Cinema	Indoor Cricket	Swimming

Excursions to places of interest.

OSHC Program of activities is displayed on the Centre notice board. We try to encourage all children to participate in all activities provided by the Service.

Vacation Care: - A program of activities is provided to parents for each week of Vacation Care. Parents are to pick up the program one week prior to care. They need to make sure they sign their child's **excursion forms** prior to commencement of care.

HOMEWORK

To help parents, the **OSHC** program runs homework sessions on Monday from 3.30pm to until 4.30pm. This is supervised by a staff member from the OSHC. It is not

compulsory for children attending our Service unless authorisation is given by parents for their child/ren stating that they wish their child to do it at the centre.

STAFFING

OSHC:- Paragraph 3.1.1 of the National Standards for OSHC specifies that there is to be a child staff ratio of not less than 15 children to 1 staff member. The service will endeavour to provide a child staff ratio of 12 children to 1 staff member.

Vacation Care:- Child staff ratios are 10 children to 1 staff member.

For activities that include swimming, the Service pays for two life guards as extra staff for that excursion.

All permanent staff are required to hold a current Senior First Aid Certificate.

FOOD & DIET

OSHC:- Afternoon tea is provided for the children when they arrive at the centre after School.

Menu changes every week and are displayed on the notice board in the kitchen.

Vacation Care:- Morning & afternoon tea are provided during vacation care. Children will need to bring their lunch every day during the school holidays unless otherwise stated in the program.

Nutrition:

- Children will be offered a varied and healthy morning (vacation care) and afternoon tea at (OSHC) from the five main food groups.
- An assortment of fruit, raw vegetables, juice, sandwiches / toasted sandwiches, hot dogs, fish fingers etc will be provided.
- Parents have a responsibility to inform the Outside School Hours service staff of special dietary needs their child/ren may have.
- Staff will at all times accommodate the special dietary requirements of the children in our care.

SUN POLICY

- Children and staff are required to wear a hat and apply sunscreen at all times when outdoors.
- The service has a selection of spare hats for the use of the child/ren who fail to bring a hat with them.
- The spare hats are washed by the service every time the children use them.
- T Shirt or solar suit bathers are required to be worn whilst swimming.
- Children's skin is very sensitive to sunburn. The parents are responsible for ensuring their child has a T shirt for outdoor activities.
- The service will have spare T shirts the children can borrow.
- Excursions to swimming pools and the beach will take place between the hours of 10.00 and 12.00 noon to minimise the risk of sunburn.
- The service will program for indoor activities during hours 12.30pm to 2.30pm.

DRUGS AND ALCOHOL POLICY

- Staff shall not consume any alcohol or drugs prior to or during the hours children are in care.
- The Centre has a zero tolerance to alcohol and drugs. Any staff suspected of being under the influence of drugs or alcohol will not be allowed to commence or remain on duty that day.
- The OSHC Centre is a smoke free zone. Smoking is allowed only in the school staff area.
- Swearing will not be tolerated by any staff member in front of children and the director will determine in consultation with the committee what is considered inappropriate language.

STANDARDS OF BEHAVIOUR

For the safety of all children who use our Centre, the staff expect that all children will be well behaved and act in a safe manner. Whilst participating in the Centre activities and excursions, our aim is to provide a relaxed and safe environment for the children and their families and prohibit any behaviour that is offensive to the children and staff. It is essential that the children attending the Centre do not cause the supervision of other children to be compromised by the constant bad behaviour of any one child.

Behaviour that is unacceptable

1. Offensive or aggressive behaviour to staff or other children.
2. Abusive language.
3. Misuse of Leanyer OSHC facilities or equipment.

Behaviour Management:

1. Leanyer OSHC expects a high standard of behaviour from its students. Rules are based on common sense and respect for the rights of others. A strong emphasis is placed on self-control and accepting responsibility for one's own behaviour. Discipline is based on the rights and responsibilities of everyone concerned.
2. The emphasis is on safe behaviour whilst participating in the centre's activities and excursions. Our aim is to provide a relaxed and safe environment for the families and children and staff in our Centre.
3. When inappropriate behaviour occurs, firstly, we refer to the rules and remind the child of the appropriate behaviour. The child is then given a warning. If the child continues to act in an inappropriate manner, the child will be taken to the office for time out.
4. If the child's inappropriate behaviour continues then the parents and staff will need to identify, if possible, the cause of the inappropriate behaviour and to plan strategies for improving it
5. If inappropriate behaviour continues, the parents will be requested to remove the child from the Service until the child is prepared to make a commitment to follow the centre's rules.

MEDICATION

Written permission is required from a Parent for Outside School Hours Care Senior staff to administer medication to their Child.

If a child requires medication while at the Centre, parents are asked to make sure the medication is in the original bottle with the dosage and the time the medication is to be administered clearly written on the bottle. This will be recorded in the illness & medication register. Staff will sign once medication has been administered parents are required to sign the illness & **medication book** when they pick up their child.

On enrolment at the centre the parents are required to sign a **permission** to give Panadol.

If a child requires Panadol while at the centre eg: child with very high temperature, senior staff will administer the Panadol to their child. This information will be recorded in

the medication book, along with the dosage given and time Panadol was administered to the Child.

ACCIDENT AND ILLNESS

- In the case of a child with a serious illness or accident requiring medical attention the Director will contact parents ASAP.
- If a parent is not available to be contacted the child will be accompanied by the Director to the Royal Darwin Hospital in a St Johns Ambulance.
- The 2IC will inform the parents to meet the Director at the hospital.
- All accidents must be recorded in the accident register and signed and dated by the staff member who witnessed the accidents or treated the child or staff member.

Minor Accident

- The Director / 2IC will inform parents on their arrival at the service to pick up their child and the incident will be documented in the communication book.
- Parents will need to initial this prior to leaving the service.

LEANYER SCHOOL 2010

OSHC
Office
8945 5321

MODULE 5

MODULE 3



Gotham St
Car Park

OSHC

MODULE 4

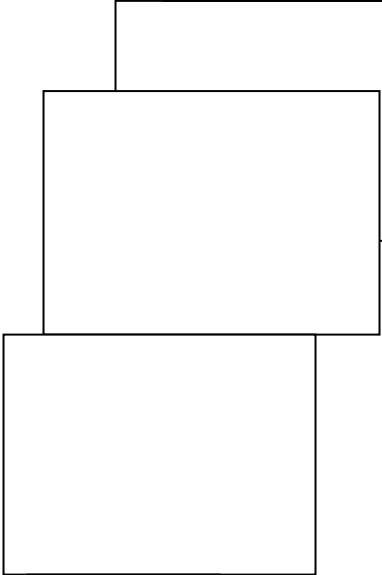
DM1

DM2

DM3

DM4

Stage



IT/ Library
Office

ESL

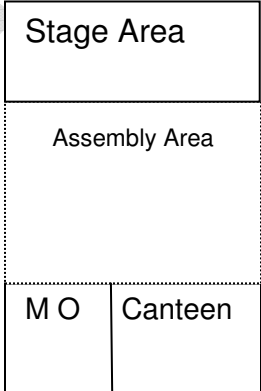
ITAS

PE

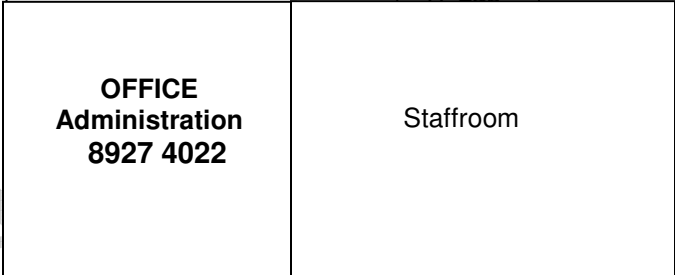
Art
Room

LIBRARY

IT Lab



Pre-School
Pre-School
8927 2894



Main School
Car Park