

Outside of School Hours Care

Parent Handbook



Buninyong Primary School

Outside of School Hours Care (OSHC Program)



202 Simpson Street

Buninyong 3357

Office Phone: 5341 3560

Base mobile: 0447 827 427

Email: oshc@buninyongps.vic.edu.au

Welcome to Base 1270. Please take the time to read this handbook as it provides you with important information about our Program.

We aim to nurture and care for children in a safe and supportive environment while recognising and respecting that parents are primarily responsible for the upbringing, protection and development of their children. We welcome and encourage open, honest discussion between staff and parents.

We hope this information assists in providing a positive experience for your family.

Please feel free to contact the Coordinator if you have any questions.

BASE 1270 PHILOSOPHY

Introduction

Base 1270 is an integral part of Buninyong Primary School and the local community. The service aims to provide high level quality care for all children, allowing them to learn, develop friendships and have fun. We are guided by the Framework for School Aged Care (My Time, Our Place) and the National Quality Standards Framework in the development of a programs that meets the needs of children in our care.

Each Child as an Individual

We welcome all children and families to the service and recognise each child as an individual with important skills and abilities. We aim to implement well balanced and meaningful programs that develop all aspects of the child (physical, social, emotional, cognitive and creative) and reflect the interests of our children. We look to give our children opportunities to exercise choice and build confidence and independence. We recognise the importance of learning through play, as this provides children with opportunities to discover, create, improvise and imagine. Children will be encouraged and supported to develop respectful relationships. Program planning will accommodate the need for students to rest and relax.

The Environment

Our aim is to provide a safe, nurturing and stimulating environment, where all children feel a strong sense of belonging. We are committed to being consistent and fair in our expectations of children's behaviour and to guiding children in a positive way. We are also committed to keeping children safe from harm.

Partnership with Families

Base 1270 seeks to support families and caregivers in their role as primary care givers. We aim to work collaboratively with families and believe that children benefit when there are strong links between home and the service. We will foster a strong partnership with families through mutual trust, open communication and collaboration, which will result in continuous improvement of the service. We are committed to our families having easy access to Based 1270 staff and opportunities for open discussions relevant to the service.

Our Staff

Our aim is to employ staff who will:

- Engage with the children whilst supporting and encouraging them through a range of experiences.
- Relate easily to the children and families, being sensitive to their needs.
- Model positive behaviours at all times.

We are committed to ensuring our staff are given opportunities for professional development and are supported so they grow as leaders and educators. This will enable us to maintain a high standard of care. We encourage our staff to be life-long learners who strive to improve their practice. We are committed to providing opportunities for Base 1270 staff to work collaboratively as a means of learning from each other and helping to shape the service.

Overview of the Service Provided

Our service aims to provide quality: -

- Before School Care - 6:30am – 8:45am
- After School Care – 3:30pm-6pm
- Curriculum Day Care as required, usually 8am-6pm
- Vacation Care - both weeks of the mid-year breaks and then three weeks prior to school starting in January.

The home base for this service is in a dedicated OSHC space situated off the school's gymnasium. However, the program also accesses other areas of the school, both indoors and out as required to provide children with adequate areas to enjoy a diverse range of activities.

Our staff provide the children with a wide range of recreational and educational activities which are designed to be fun, stimulating and safe.

Children will often get an opportunity to exercise some choice from a wide range of activities including:

- Inside or outside (weather permitting)
- Structured or unstructured
- Individual or group
- Active or passive

Enrolment

Those thinking of enrolling their children in Base 1270 are welcome to come and speak with the school principal (Bernie), enrolment officer (Mel) or program coordinator and a tour of program in operation is an option that is welcomed.



An enrolment application must be completed for your child to attend Base 1270 through Xplor, our online Child Care Management system. To access Xplor go to <http://buninyongps.vic.edu.au/after-school-care/> and click on the 'enrol' button.

Once enrolments and booking are confirmed you will be invited to set up your Xplor account and download the Home app, which is where you can make booking requests, access your financial info and much more.

ENROL

It is your obligation to ensure that any changes to your details are updated through Xplor.

The Coordinator and staff have access to a wide range of personal information. Please be assured that all staff acknowledge and respect the privacy rights of our children, families and staff. All personal information is stored appropriately.

Parents of children attending After School Care from surrounding schools must also complete an Application for Permission to Travel form.

Orientation

Should you decide to enrol your child in Base 1270, please let us know if your child will need extra support transitioning into the program. In these circumstances we are keen to discuss transition options with parents. This may include having the child spend some time at the program with you before starting officially. We are keen to help as we want all children to be comfortable at Base 1270 from day one.

Immunisation

It is expected that all children attending OSHC be fully immunised and an immunisation certificate be provided. Children must be immunised for you to receive the Child Care Subsidy.

Session Fees

- **Before School Care** \$25 per session (\$35 inc travel fee for outside schools)
- **After School Care** \$30 per session (\$40 inc travel fee for outside schools)
- **Vacation Care** \$65 per session (plus excursion costs if applicable)

Late pick-ups and charges

Please make sure your children are collected by 6pm sharp. Failure to do so will incur a late fee of \$1 per family per minute after 6pm. In the event of an emergency preventing pick up by 6pm, the coordinator must be contacted by telephone. Penalty payments may still apply.

In the event that children are not collected and no contact by the parent or their nominee is received, the appropriate authorities will be contacted.

Child Care Subsidy

For parents/guardians to receive the Child Care Subsidy, you are required to: -

1. Include a Centrelink Reference Number (CRN) for both yourself and child/ren when completing the online enrolment form.
2. Log on to Centrelink once your booking has been processed to confirm the enrolment with our service.

Bookings

Permanent bookings can be made by emailing oshc@buninyongps.vic.edu.au

Casual bookings can be requested through Xplor. Please note: requests sent over the weekend may not be actioned until the next working day. Should you require care for a Monday morning it might be a good idea to send a text message to the Base 1270 phone number to check your child/ren can be accommodated for that session – 0447 827 427.

If your child/ren will not be attending their booked session please notify our service by: -

- Sending a notification through the Xplor Home app.
- Emailing oshc@buninyongps.vic.edu.au
- Calling 5341 3560
- Calling or sending a text message to 0447 827 427

Two weeks of notice is required for complete cancellation of a booking or cancellation due to a planned absence.

Priority of Access

Existing bookings will be re-offered to families currently attending at the end of each year. Vacancies will be offered to siblings of existing families and then to new families, following the priority of access guidelines set out by the Australian Government.

Attendance and collection of children

- A daily attendance record is kept of all children attending the program.
- Children may only attend the program after all the necessary paperwork has been completed.
- Children will only be permitted to leave OSHC with people previously authorised through Xplor unless prior arrangements have been made with the program coordinator.
- Children must be signed in and out using the Xplor Hub. Only authorised people over the age of 18, who have their own login details are able to sign the children in and out.
Failure to sign children in/out correctly may affect Child Care Subsidy.
- Buninyong PS Students
 - Children attending After School Care must go straight to the OSHC room immediately after the bell rings at the end of the school day and see a staff member to be signed in.
 - Children can be collected from the classroom if pre-arranged with the coordinator.
- Children Attending from Other Schools
 - Students will be collected by the bus service at a designated place each day. It is important that students make their way to that place promptly, so as not to hold up the bus.

Accounts

- The fee schedule and payment process will be fully explained to families during the enrolment process.
- Families will be given a minimum of 14 days of notice any fee increase.
- Details of individual's accounts and all completed forms kept by the service will remain confidential and stored properly.
- Families can access their own records through Xplor.
- Statements are available to view at any time through the Xplor Home app.
- If accounts are not paid in full each fortnight, bookings may be cancelled.
- Parents/Guardians with overdue fees will be encouraged by the School Business Manager or nominee to discuss any difficulties they may be experiencing and make suitable arrangements for payments to be made.
- Debit Success is our preferred method of payment.

Accidents and Injuries

Your child's safety is important to us. All Base 1270 staff have the appropriate training. Should your child have an accident whilst in our care we will: -

- Assess the injury and administer appropriate first aid if necessary.
- If the injury is determined to be serious, you will be contacted to collect your child immediately.
- Your child will be monitored and kept comfortable until you or your designated representative arrives.
- An accident report will be completed and made available for you to sign.
- If deemed necessary an ambulance will be called.

Please Note – In the event that an ambulance is called, the parent or guardian will be responsible for costs incurred. We strongly recommend that you arrange ambulance cover.

Illness

Please do not send your child to OSHC if they are unwell. In some cases you may be asked to provide a clearance certificate from your doctor to enable the child to return to the service.

Children who are ill are not able to remain at Base 1270. If your child becomes ill during a session you will be contacted to collect, or arrange for the early collection of your child.

Medications

Medications to be administered by OSHC staff: -

- Must be handed to a staff member upon arrival and the necessary paperwork completed.
- Be in its original packaging or labelled container.
- Will be checked by two staff members prior to be administered.

Allergies and Medical Conditions

If your child has an allergy or medical condition you will be required to provide us with up to date details as necessary, the appropriate management plan and medication.

Arrangements for storage of regular or responsive medication (eg, EpiPens, asthma relievers, hay fever medication, etc) can be made with staff and held at Base 1270 in the event that they are needed.

Staff with anaphylaxis and CPR training are on duty at all times and a defibrillator is located within the school's office.

Custody / Court Orders

It is the obligation of parents/guardians to provide us with up to date copies of any Court Orders. Staff can only act on conditions set out on Court Orders when they have the relevant paperwork.

Management

The Buninyong Primary School Principal oversees the running and management of the OSHC program, while the coordinator manages and implements the program. All correspondence relating to the program can be addressed to the OSHC Coordinator or School Principal.

Staff

The OSHC program is staffed in accordance with the ratio requirements specified by the National Standards Framework for school aged care and best practice principals. All staff are employees of Buninyong Primary School.

Operating Hours

- **Before School Care** Monday to Friday 6.30am to 8.45am
- **After School Care** Monday to Friday 3.30pm to 6pm
- **Vacation Care / Pupil Free Days** As advertised 8am to 6pm

Our Programs

Our weekly programs are designed to engage and educate children in a range of activities and experiences. Programs are themed around various topics which incorporate the interests and needs of the children.

The following procedures are completed by staff on a weekly basis: -

- Large group/small group or individual child observations.
- Discussions held with children to plan and decide on the activities, meals and experiences for the following week.
- Prepare and display the devised program for the following week.
- Implement the weekly program as planned.
- Evaluate the effectiveness of the program at the end of the week.

Our programs aim to assist in the development of children's self-esteem and confidence, while promoting socialisation, resourcefulness, responsibility and respect. The program, at various times includes: -

- Creative activities
- Cooking
- Reading
- Music
- Outdoor/Physical activities

Vacation Care will also include excursions and incursions. Please feel free to discuss any suggestions you may have with our coordinator.

On the days when an excursion is planned you will receive specific information about what the children need to bring /wear and whether additional costs apply. You will also be required to complete and sign an excursion permission form.



Meals and Snacks

Meals and snacks offered at our OSHC are designed to promote a healthy and nutritional diet. Children receive food at the following times: -

- **Before School Care** Breakfast is provided
- **After School Care** Afternoon fruit and snack
- **Vacation Care / Pupil free days** Afternoon fruit and snack

Note: *Water is made available at all times*

Special dietary requirements can be catered for. If preferred, your child may bring their own snack.

Children are encouraged, when appropriate, to be involved in the planning and preparation of food. Our weekly menu is displayed on our Information Board.

Diversity

We encourage and support children and families with diverse backgrounds. We welcome family input and encourage the sharing of cultural information, skills and talents.

Personal items

Please name **everything!**

We do not encourage children to bring toys, equipment or games to Base 1270. We have enough to occupy the children at each session. We cannot take responsibility for any personal items that children might bring to the program.

Hygiene and Safety

Health and safety are a priority of Base 1270. Staff have completed training in Food Handling and meals and snacks are prepared and eaten in a hygienic environment. Children are reminded to wash their hands at regular intervals and appropriate times during each session.

Equipment is checked and maintained regularly. Children are expected to respect the equipment and environment and be involved in tidying and storing items as they are used.

Sun Smart Policy

During Terms 1 and 4 all children must wear a hat when outdoors. The 'no hat, no outside play' rule applies in these terms and over the Vacation Care periods that adjoin them. Sunscreen is available and staff will assist children to apply it if needed.



What to bring to Base 1270

Before and After School Care

- Hat during Terms 1 and 4
- Water bottle

Vacation Care

- Hat during Terms 1 and 4
- Water Bottle
- Suitable footwear for the activities planned.
- Suitable clothing for the activities planned and weather.
- Change of clothes – just in case.



Communication

Communication is vital in the day to day running of Base 1270. Please feel free to talk to any of the staff members if you need to pass on information regarding your child. It always helps us to be aware of any issues or worries you may be experiencing.

We are contactable on our mobile or via the school office when attended. You can also send a text message to report an absence or pass on other information.

There is a Base 1270 page included in our weekly school newsletter, which helps keep everyone up to date.

The school website has a page dedicated to Base 1270, which includes relevant and useful information.

A record of the Base 1270 Education Program is recorded in the big book that can be found at the entrance to the gym each day. Parents are welcome to stop and have a read to catch up on what the children have been doing.

All students have a personal portfolio, which includes photos, personal reflections and educator comments. These too are a good way of keeping track of what your child has been doing at Base 1270.

Please remember to update any changes to phone numbers, email addresses, emergency contacts or other details relative to your family.

Evacuation Procedures

Staff and children participate on Emergency Evacuation Drills on a regular basis. These help to ensure that in the event of an emergency, we are able to evacuate the area in a safe, effective and speedy manner. Should a drill or evacuation occur while you are in attendance, please follow the instructions of our staff.

A detailed copy of our Evacuation Procedure is located on the Information Board.

Behaviour and Discipline

Acceptable standards of behaviour are needed to ensure that all children can enjoy their time at Base 1270. Appropriate standards and discipline will be applied, using positive guidance to encourage acceptable behaviour. We aim to: -

1. Ensure the rules are clear, child focused and known.
2. Ensure that the children clearly understand the rules and consequences of breaking them.
3. Remind children when rules are broken.
4. Initiate a short time out from activity if necessary.
5. Arrange for a discussion between the Coordinator and parents if a child is deliberately and continuously breaking the rules.

Issues or concerns

If at any time you have any concerns or issues, we recommend the following steps are followed:

1. Discuss your concerns with the educator involved.
2. Discuss your concerns with the coordinator.

If you feel that your grievance has not been resolved, you should make an appointment with the school principal or forward the details of your complaint in writing.

Suggestions, compliments or complaints pertaining to the operation of the OSHC program should be made in writing to: The Principal – Buninyong Primary School, 202 Simpson Street, Buninyong, 3357. For further details refer to the Complaints & Grievances Policy on the Base 1270 page of our school website.

We look forward to seeing you all at Base 1270!



Please complete and return the form on the following page to acknowledge you have read this Handbook and are familiar with the procedures of Base 1270.



I confirm that I have read and am familiar with the contents of the Base 1270 Parent Handbook.

Name of child/ren attending: _____

Name of Parent / Guardian: _____

Signature of Parent / Guardian: _____

Date: _____