



OUT OF SCHOOL HOURS CARE

PHILOSOPHY AND AIMS

The St Mary Magdalene's Out of School Hours Care Program aims to provide high quality recreational care for primary school aged children in an enjoyable, safe, caring and friendly environment. The program aims to:

- provide a variety of fun and interesting activities which take account of the children's individual needs, variation in ages and diverse backgrounds
- respect each child as an individual and promote a positive self image, initiation and development of potential
- involve the children in decision making about the program and acceptable behaviour models
- meet the needs of parents / guardians who require out of school hours care for their children in a safe, nurturing and familiar environment

The program is fully supported by the School Board, Principal and staff and will strive to ensure that a strong bond between the school and the program is maintained. The program aims to reflect the values and principles of St Mary Magdalene's School and will complement the school's policies and beliefs. Open communication with parents/guardians will be actively encouraged, as will the participation of parents/guardians in planning and decision making about the program.

MANAGEMENT

The St Mary Magdalene's Out of School Hours Care Program is managed by the School Board. The O.S.H.C. Coordinator reports directly to the Principal.

HOURS OF OPERATION

The program will operate on school days as follows:

BEFORE SCHOOL	7.00 a.m. to 8.30 a.m.
AFTER SCHOOL	3.00 p.m. to 6.00 p.m.

PUPIL FREE DAY 7.00 a.m. to
6.00 p.m.

Bookings are essential for ALL sessions.

ACCESS

The program is available to all children attending St Mary Magdalene's School. Priority of access will be based on:

- working parents or students
- children or parents with disabilities
- children at risk
- families on low incomes
- single parents
- Aboriginal or Torres Strait Islander families
- families with a non English speaking background
- socially isolated families

LOCATION AND ACTIVITIES

The program will be based in the allocated space in the school. Parts of the school yard and/or other rooms will also be used when appropriate. Varied programs of recreational activities will be planned by the program staff in conjunction with the Principal.

The program will be fun, will encourage freedom of choice appropriate to the children's age level and will promote self-expression and socialisation with peers. The range of activities available may include:

- puzzles
- board games
- art and craft
- library day
- story telling
- ball games
- quiet time
- computing
- reading
- outdoor play
- cooking

An appropriate space and some resource materials will be made available for children wishing to do homework, however, no formal academic assistance can be provided by the program staff.

FOOD

The focus of the program regarding food consumption will revolve around a healthy and nutritional diet. Any allergies or special diets must be made known to staff on the enrolment form.

SAFETY

Children will be supervised at all times. All staff possess a compliant current First Aid Certificate. All staff are mandated reporters.

Children will not be allowed to leave the program other than with an authorised person specified on the enrolment form.

Emergency procedures will be documented and will be practised by staff and children at regular intervals.

BEHAVIOUR MANAGEMENT

Behaviour management practices will be based on the St Mary Magdalene's School Policy for the Development of Personal Responsibility. Copies of these are available at the school office or on the school website.

ILLNESS AND ACCIDENT

Children who are ill or who are suffering from a contagious disease will not be able to attend the program. In the event of a child becoming unwell during the program, he or she will be comforted and cared for and the parents or emergency contacts will be advised to come and collect the child as soon as possible.

In the event of an accident, staff will provide first aid. In the event of a serious injury or illness, staff will seek medical assistance and/or ambulance transport as necessary. Parents will be notified by staff as soon as possible.

In the event of a minor accident, an accident report sheet will be completed by the staff and will need to be signed by the parent/guardian.

MEDICATION

Administration of medication will be based on the St Mary Magdalene's School Medication Policy. A copy is available at the school. An immunisation form must be completed when enrolling children in Out of School Hours Care.

CLOTHING AND ITEMS FROM HOME

Whilst every care will be taken with children's personal belongings, please ensure that:

- all personal belongings and clothing are clearly labeled
- no toys or special items are brought to the program.

FEES

BEFORE SCHOOL

7.00 – 8.30 a.m. \$12.00 per child

AFTER SCHOOL

3.00 p.m. - 6.00 p.m. \$20.00 per child

PUPIL FREE DAY \$50.00 per child

Assistance with fees is available for families through the Child Care Subsidy. For more information please contact

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Fees are to be paid weekly or fortnightly in the front office of the school and a receipt will be issued.

The service is unable to cater for anyone who is more than 28 days in arrears with payments.

Parents/guardians will receive a reminder notice from the School Board regarding outstanding fees and if fees are not paid forthwith, the parent/guardian may be obliged to find alternative care until the account is paid. For difficulties with payment please see the Principal.

LATE FEE

A late fee of \$1.00 for every minute after 6.00 p.m. will be charged, payment of which must be made by the parent/guardian when they collect the child or will be billed on the next account.

SIGNING IN/SIGNING OUT

Parents will notify the program staff of their children's arrival and sign the roll sheet. The staff will ensure that all children's names are entered on the roll.

To ensure the safety of our children and to fulfill our duty of care, the following procedure will be strictly adhered to:

- all children will be placed on the roll, and signed in/out by parents
- children may only be collected by those people listed on the enrolment form and will not be released to anyone else unless written or personal consent has been given to the program staff or front office by the parent/guardian
- the authorised collection person must sign their children out and inform staff when taking their children

A search of the school grounds will be made for children who are booked in but are not in attendance, and parents/guardians contacted if the child cannot be found. If parents/guardians cannot be contacted, it will be assumed that the children should be in attendance and are missing, and the police will be contacted.

For this reason, it is essential that the program staff be notified of non-attendance.

NON ATTENDANCE / CANCELLATION FEE

A cancellation fee will be charged if the service is given no prior warning for children booked into a session. The fee will correspond to the session booked.

If there are changes or cancellations to days when your children normally attend (due to sickness, appointments, etc.) you must notify the program by 2.30 p.m. for that afternoon's booking.

In exceptional circumstances (e.g. a child going home sick from school) it is your responsibility to leave a message at the school office notifying the program staff.

If a child is unwell in the morning and they are to be kept home please inform the service as soon as possible. If the service is not informed prior to opening, the applicable fee will be charged. After hours messages can be left on the OSHC phone by following the prompts.

LATE PICK UP

All children must be collected by 6.00 p.m. Late fees apply.

When a child has not be collected by 6.00 p.m. the program staff will:

1. Endeavour to contact the parent/guardian
2. Endeavour to contact the nominated emergency collection person
3. If Steps 1 and 2 have been unsuccessful, the staff will contact Crisis Care who will work with the police to locate the parent/guardian.

PARENT INVOLVEMENT

It would be appreciated if parents could support the program at any level they feel comfortable. This could be:

- contributing ideas, craft materials, etc.
- participating in fundraising and other organised activities

We ask parents to ensure that:

- children are collected on time
- fees are paid on time
- contact is maintained with the program staff regarding the well-being of your children
- contact details are kept up to date
- children's non attendance is notified as early as possible to the program staff

Please help us to provide the best possible quality of care for your children.