Mt Barker South Primary School
Outside School Hours Care & Vacation Care

Mt Barker South Primary School
Princes Rd
Mt Barker South SA 5214
Telephone
MT BARKER SOUTH OSHC 8398 2474
MOBILE 0400886912

PARENT HANDBOOK
INTRODUCTION

This booklet has been prepared by the Management Committee /Director of the Mt Barker South Primary Outside School Hours Care Program.

The Management Committee is made up of OSHC Director, Educators, School & School Council Representative and Parents. The committee is responsible to the School Council.

Mt Barker South OSHC and Vacation Care have grown from a need in our school community and we aim to meet those needs as fairly as possible. We are a Commonwealth funded program and Child Care Benefit is available to users of the program.

PHILOSOPHY

The Outside School Hours & Vacation Care programs have been set up to provide quality child care that meets the needs of the children, parents, care givers and community during outside school hours. We aim to provide a nurturing environment that is safe, friendly and sympathetically supervised for school aged children (R-7). Each child is treated as an individual in a friendly atmosphere where respect, curiosity, initiative and self-esteem are fostered. Children in the program are encouraged to take responsibility for their own actions.

Educators are friendly, caring and interested in children and happy to work with and support parents.

ACCESS

The program is available to all members of the community.

Commonwealth Guidelines identify Priority of Access as follows

First Priority
A child at serious risk of abuse or neglect

Second Priority
A child of a single parent who satisfies, or of parents who both satisfy the work/ training/ study test under section 14 of the Family Assistance Act.

Third Priority
Any other child
STAFFING

The service is staffed by a director and assistants, of which at least one of those on duty holds a current First Aid Certificate.

Duties of the Director involve: -
• The overall care and safety of the children and Educators using the service.
• The formation of a daily program, its implementation and evaluation (readily available to interested parents).
• Ensuring that refreshments are nutritious and varied.
• Acting as a liaison between parents, management committees and other community services as necessary. This includes being available to discuss any queries.
• Maintaining records and ensuring confidentiality.
• Bookkeeping and collection of fees.

Duties of the Educators involve: -
• Supporting the director.
• Assist in implementing and supervising the program set up by the director.
• To be familiar with the program and capable of conducting the program in the absence of the director.
• Reporting to the director when necessary with any problems or grievances.

Volunteers are welcomed by the service, and are asked to be responsible for: -
• To refer problems back to the paid staff.

N.B. At no time will a volunteer be left unsupervised.

ROLE OF THE MANAGEMENT COMMITTEE

The Management Committee is responsible: -
• for the smooth running of the program, staffing, policy maintenance and they are also to be involved in the financial management of the program and fundraising
• for setting fees and holding regular meetings
• to School Council for making recommendations on decisions relating to budget, Educators and policies

Part of the responsibility involves reporting regularly to School Council and seeking endorsement of significant decisions before they are implemented.
• For handling grievances brought forward by parents and to assist in solving them. The grievance procedure is as follows:-

Grievance Procedures - Parents
• Refer to the director
• Refer to principal.
• If no satisfaction the grievance will be taken to the Management Committee and if necessary, to School Council.
• If the problem is with a Educator, the Management Committee should be approached and they will then contact the School Council.

A list of committee members is available from the Director. Contact the director for details if you are interested in becoming a member of the Management Committee.

ROLE AND RESPONSIBILITY OF PARENTS

Parents have the responsibility to:
• Collect their children on time  
• Sign the attendance record  
• Pay their fees on time  
• Advise the Educators, either personally or by telephone, of non-attendance of children  
• Keep in touch with the director regarding the physical and emotional state of their children  
• Inform Educators of any changes to marital status, access provisions & address  
• Keep current enrolment and consent forms  

In an emergency please contact the Centre before 5.45pm if possible on 8398 2474.  
They can also take an active interest in the Program and Educators by  
• helping as a volunteer  
• contributing ideas and resources  
• serving on the Management Committee  
• offering feedback about the program and staff  

REGISTRATION  

Every family intending to use the program must:  
a) Enrol its child/ren in the Program by completing an Enrolment Form for each child.  
   These are available from the Director and are included in initial Registration Package.  
b) Inform the Director of any changes in contacts, address, medical information, access, custody etc.  
c) Enrolment forms will be updated annually.  

BOOKING  

Parents can book children in or change arrangements by telephoning during the OSHC program at all hours or by leaving a message.  

Telephone MT BARKER SOUTH OSHC on 8398 2474 or MOBILE on 0400886912  

Regular Users. Some children use the OSHC service daily or on particular days on a regular basis. The educators will expect these children at these times as a matter of routine. Please notify educators of any changes.  

Occasional Users. Bookings should be made the previous day for After School Care. Children may be admitted after these times, at the discretion of the Director provided that  

   a) Space and activities are adequate  
   b) Educator / student ratio is adequate  
   c) The child/ren are enrolled.
**AFTER SCHOOL ACTIVITIES**

A note to the Director must be signed by the parent/guardian prior to the child attending any other after school activity.

The parent/guardian must assume full responsibility for the welfare of the child/ren during any time that he or she leaves the location of the OSHC Program to attend after school activities.

The parent/guardian will be required to pay for the child/ren’s place in the Program while the child/ren attends other activities if the child is returning to/coming from care after/before that activity.

The onus is on the parent to make all arrangements for their children if they wish them to attend other afternoon activities.

**COLLECTION OF CHILDREN**

Children will only be released from the Program into the care of those specified on the enrolment form, unless written permission authorising another person is received.

Parents/guardians must inform the educator when collecting their children, enter the time of collection and sign the children out of the Program.

**SIGNING IN/OUT**

Parents are required to sign their children both in and out of the program. The sign in/out sheet is kept near the front door and a parent box with the accounts, suggestion box and other relevant parent material that the program receives.

**LATE COLLECTION OF CHILDREN**

When a child is left after 6.00pm without prior negotiation, the Director will

a) Endeavour to contact the parent/guardian

b) Endeavour to contact the nominated contact persons and arrange for them to collect the children.

c) If steps A and B are unsuccessful, the Director will contact the Crisis Care Service, which will work with the local police in attempting to locate the parent/guardian.

d) **There will be a late fee of $1 per minute. No CCB will be able to be used for this charge.**
BEHAVIOUR MANAGEMENT

Our code of behaviour is expressed in our centre rules, which are there to protect your children’s rights and hold them to their responsibilities. All children and educators have a right to be treated with dignity and respect - to be treated fairly and thoughtfully by others. They have the right to play, to enjoy recreational time to be involved in the activities of the program. In order to achieve this we need to work together to support acceptable behaviour at our centre. We would appreciate your support in encouraging children to accept and work within our rules.

MT BARKER SOUTH OUT OF SCHOOL HOURS CARE - BEHAVIOUR CODE

1. We have fun.
2. We stay within the MT BARKER SOUTH OSHC boundaries.
3. We respect each other, this means,
   • Listen
   • Care
   • Share
   • Cooperate
   • And don’t hurt anyone
4. We help clean up
5. We look after our own things and other people’s things.

Examples of appropriate behaviour will be encouraged and positively acknowledged.

If Irresponsible Behaviour occurs then:

   a) Warning
   b) Time out (1 min per age of child) then the educator member will discuss with child about their behaviour.
   c) Discussion with parents which may result in suspension from the service

If behaviour continues, or is of a serious nature the Principal and the Management Committee will be informed.
SAFETY

In the event that a child becomes unwell or obtains an injury (requiring medical attention) while at the program the parent/caregiver or emergency contact person will be contacted and asked to collect the child as soon as possible. While waiting the child will rest in a quiet area under supervision. If medical attention is required, this will be obtained without delay and the parent/caregiver informed.

Consent is required to administer any medication or may be an ongoing agreement as specified by a parent/caregiver. Medication will only be accepted in its original container with the name of the child clearly marked, date and dosage with a medical form from a doctor and stored out of reach of children. Out dated medication will not be administered. If children have allergies parents must leave the necessary medication at the centre.

If a child that has been booked in to MT BARKER SOUTH OSHC does not arrive the educator will go and try and find the child. If the child is not found follow up further by contacting school and Parents and/or Emergency contacts, with every endeavour to find where the child is.

EVACUATION/ INVACUATION PROCEDURE

In case of Fire or Harassment & Threat MT BARKER SOUTH OSHC has both evacuation & Invacuation procedures which are displayed front door. These are both drilled on a regular basis.

EDUCATOR / CHILD RATIOS

During OSHC hours a minimum of 2 staff are present at all times (Except in Before School Care) and one of those educators are senior trained. The reasons for this are the safety of the children and the "duty of care" responsibilities of the service.

OSHC operates at the following ratios:

1 educator : 15 children.

And for excursions

1 educator: 8 children.
1 educator: 5 children for swimming. (Note no educator will be able to swim whilst on duty. Unless instructed by the Director)

All employed educators holds a current First Aid certificate. Senior trained educators specifically hold Senior First Aid certificate and all educators are trained mandated notifiers.
HOMEWORK

The director must be advised if parents/guardians request homework to be done during the OSHC Program and an area will be made available. Parents are encouraged to follow this up, as homework may need to be completed at home.

This is not the responsibility of the director.

FACILITIES AND EQUIPMENT

Our OSHC Centre has high quality facilities. It is comprised of a general area, office, quiet/TV room, a kitchen, toilet and bag area. MT BARKER SOUTH OSHC also has access to the gym and all school outdoor areas.

The equipment MT BARKER SOUTH OSHC has available includes a variety of games, books, toys and sports equipment. We also have a television and video DVD recorder, Play station and a Wii. All equipment is continually upgraded and maintained at a safe level.

PROGRAM

The Mt Barker South OSHC/Vacation care service provides a program which is developmentally appropriate to the leisure needs of the children attending the service. It allows for the development of each child’s social, physical, emotional and intellectual potential.

Children are encouraged to be involved in the program planning, implementation and evaluation process.

A program is always displayed near the front door.
The menu for the week is displayed in the kitchen on the wall.

FOOD & NUTRITION

MT BARKER SOUTH OSHC provides healthy and nutritious snacks on arrival from school.
Breakfast is provided in the morning (Before School Care And Vac-Care).

HOT WEATHER POLICY

Consistent with the Mt Barker South Primary School Policy, all children will be required to wear hats and sunscreen, during Terms 1 and 4, during outdoor activities.
EXCURSIONS

An Excursion Consent Form must be completed prior to any excursion being undertaken. All excursions will be conducted within the existing Mt Barker South Primary School Excursion Guidelines.

HOURS OF SERVICE

Operating hours during school terms are:
MONDAY TO FRIDAY  *This does not include Public Holidays*

BEFORE SCHOOL CARE

6.45pm to 8.45pm

AFTER SCHOOL CARE

3:00pm to 6:00pm.

SCHOOL CLOSURE DAYS and VACATION CARE

7.00AM TO 6.00PM  (Prior booking for these days are essential)

Other times, prior and after these may be negotiated with the director.
**FEE SCHEDULE**

The fees for the program will be set by the Management Committee. The fees help cover the following:

- Salaries
- Program Materials
- Light Refreshments
- Equipment

**Current Rate**

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>$12.00 per session</td>
</tr>
<tr>
<td>After School Care</td>
<td>$20.00 per session</td>
</tr>
<tr>
<td>Vacation Care</td>
<td>$50.00 per Day</td>
</tr>
</tbody>
</table>

**Fee Relief**

- Child Care Benefit is available to all parents and can reduce fees.
- Child Care Benefit Application Forms are available from the Director.

**Payment of Fees:**

- Accounts are available every Tuesday at MT BARKER SOUTH OSHC.
- All accounts must be paid within 7 days of receiving your account.

**During Vacation Care please make sure children:**

- Wear suitable play clothes and shoes.
- Bring a packed lunch and recess that will not need to be heated.
- Bring a hat to wear when playing outside
- Understand the MT BARKER SOUTH OSHC rules and consequences.

**PLEASE, IF YOU HAVE A PROBLEM, FEEL FREE TO COME AND TALK TO US.**

**THIS IS YOUR PROGRAM THAT WE RUN ON YOUR BEHALF.**

**YOUR INPUT IS VALUED**