

Emmaus Catholic School
Out of School Hours Care



Handbook

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Welcome

Our parent handbook explains imperative information you will need whilst your child is in attendance at our service.

We strongly recommend you read the information provided and ask questions to confirm your understanding of how the service operates. You will be required to sign and return the form on the last page of this handbook to confirm you have read and understood the information in this booklet.

We have an open door policy. You and your family are welcome to visit our service at any time.

Philosophy Statement

At Emmaus Catholic School, we believe that every child is created in God's image and as such is capable and deserving of the upmost respect.

The Emmaus OSHC service strives to enable students to learn and have fun in a safe and nurturing environment.

We value and support the role of families and work to build strong relationships with students and their families whilst caring for the social, physical and emotional well-being of every child.

We use the 'My Time, Our Place - framework for school age care in Australia', to provide children with opportunities to maximise their potential and develop a foundation for future success in life.

We value:

- Children and their rights
- Learning and a high quality educative care programme
- Relationships – between students, educators and families
- Families
- Fun

We are committed to:

- Providing a high quality, educative program that is fun and encourages student agency and collaboration.
- Engaging students through their interests, curiosity and creativity
- Offering students healthy and appealing meal and snack options
- Supporting families in their role as primary educators and caregivers
- Including and welcoming all students and families with diverse backgrounds and learning needs
- Facilitating efficient communication
- Ensuring that the environment and resources are orderly, safe, clean and inviting
- Developing a Management Committee that includes parent reps, OSHC Director, Principal and Finance Officer
- Maintaining the safety and well-being of all students
- Employing quality staff who enjoy engaging with children and developing themselves as educators
- On-going improvement

This means:

This philosophy statement underpins the decisions, policies and daily practices of the Emmaus OSHC Service and staff members and assists in planning, implementing and evaluating quality experiences for students. It reflects a shared understanding of the service with children, families and the Emmaus Catholic School community. In our service, children will be given agency wherever possible and encouraged to pursue their interests and passions. Children have the right to equitable access and participation in the service delivery and we work to ensure that the individual and cultural identity of all children is recognised, respected and celebrated.

We work in collaborative partnership with families, supporting them as first educators. Management ensures parents receive regular communication regarding their child's learning and have access to all information relating to the service including all policies and procedures.

All the Educators in our OSHC service are committed to providing a safe, secure, friendly and engaging environment for all children. It is our aim as a team to build a strong relationship with the whole school community and wider local community. At Emmaus, we strive to create an OSHC Service that exceeds family and student expectations and the National Quality Standards.

This Philosophy has been developed in consultation with the families, staff members and management of the service and will be reviewed at least every year or as necessary

Service Times

Our Service Times are Monday to Friday during the school terms.

Before School Care: 6.45am – 8.30am

After School Care: 3.05pm – 6.30pm

These hours are non-negotiable, they are to be adhered to as a compliance matter.

Vacation Care is run during the school holidays and Pupil Free Days from 6.45am – 6.30pm. There is no minimum number of students required for OSHC to run.

OSHC is located in the Early Years Learning Area

Contact Information

Service Phone: 0438 444 714

Service Email: oshc@emmaus.catholic.edu.au

OSHC Director: Nicole Philipson

Approved Provider: Emmaus Catholic School

Enrolment Information

Prior to commencing at our service, you are required to complete all enrolment documentation. Without a completed enrolment form, children cannot attend the service. If information on the enrolment form is missing, this may affect your OSHC fees.

We ask that you contact the school or OSHC service to enquire about completing a form, if you are new to Emmaus or OSHC, as the form is required to be filled out through the fullybooked website.

Children's Arrival and Departure at the Service

For safety and security reasons, ALL children must be signed in on arrival and signed out on departure by the approved adult that is accompanying them. As the attendance record is a legal document, the actual times of signing in and out must be recorded and the person signing the child in and out is required to sign in the space provided.

No child will be allowed to leave the service with a person who is not nominated on the enrolment form, unless prior arrangements are made with the Director. Written authorisation is required for short-notice changes.

Fees

Our full fee for Before School Care is:

Permanent bookings: \$16 per session	Half session: Permanent \$9 (from 7.45am)
Casual bookings: \$19 per session	Casual \$10.50 (from 7.45am)

For a booking to be classified as *permanent* it must re occur weekly for a term minimum.

Our full fee for After School Care is:

Permanent bookings: \$24 per session
Casual bookings: \$27 per session

Our full fees for Vacation Care is as follows:

In House Day: \$60	Half session: \$30
Incursion: \$70	Half session: \$35
Excursion: \$80	
Pupil Free Day: \$60	Half session: \$30

Fees quoted are before the Child Care Subsidy (CCS) has been applied.

On enrolment, we require Centrelink CRNs for yourself and your child so we can register the enrolment and attendances, and ensure that you receive maximum entitlements.

Child Care Subsidy

The Child Care Subsidy (CCS) is available from Centrelink. Centrelink will assess parents' eligibility criteria which will be used to determine the amount of assistance each family will receive. If you meet eligible requirements, the CCS is paid to Emmaus OSHC where it is automatically deducted from your fees.

Further information in relation to the Child Care Subsidy can be found at <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy> .

Cancellations

Permanent bookings may be cancelled with one weeks' notice. ***Casual bookings*** may be cancelled on the day up until 12pm. Late notice will incur full session fees - due to staffing, cancellations must be in writing via email, information@emmaus.catholic.edu.au or oshc@emmaus.catholic.edu.au .

Bookings

Children may be booked in on a casual or permanent basis (cost difference applies see 'fees'). All bookings must be in writing, email or hard copy booking sheet in the front office or the OSHC office. Casual bookings can be made on the day up until 3.05pm by emailing the school on information@emmaus.catholic.edu.au.

Allowable Absences

The Child Care Subsidy will be paid for any absence from approved care your child attends for up to 42 days per child per financial year. Additional absences beyond 42 days for certain reasons may be approved, however evidence may be required.

Public holidays will be counted as an absence if the child would normally have attended the service on that week day, and fees have been charged for that day for the child. You can access your child's absence record on your online statement by selecting "View Child Care Details and Payments" on your Centrelink Online Account.

Service Closing Times and Late Fees

The Service closes at 6.30pm. In accordance with national regulations and licensing, we are not permitted to have children in the service after 6.30pm. A late fee is incurred for children collected after 6.30pm.

The late fee is \$15 per child for every 15 minutes or part thereof and will be added to your next account, ie \$1 per minute. The late fee is strictly adhered to, as a staff member must remain with your child until collection.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within an hour of the Service closing, we will contact Department of Communities and Social Inclusion and the Police who may take responsibility of your child.

Fee Policy and Payment of Fees

As the enrolling parent/guardian you are responsible for payment of the account in full, on time and as invoiced. This is the case whether or not the Child Care Subsidy or any other assistance is deducted from your fees.

Our trading terms for payment are strictly within 12 days of the account being issued. The amount to be paid is shown on the invoice/statement as "Outstanding Debt \$xx.xx".

Accounts are issued fortnightly with payment in full due within 12 days. Your account will be overdue if not paid within the 12 days.

Fees may be paid by one of the following methods only:

1. Direct deposit from your bank to ours:

Bank: NAB BSB: 085 005 Account Number: 456083799

Account Name: Emmaus Catholic Primary School

Reference: OSHC and the account holder's surname, eg OSHC Smith

2. Pay in the Emmaus Front Office via cash/cheque/eftpos.

Late or Non-payment of Invoices

If you are unable to make payment in full, you should contact us immediately as we may be able to make alternative payment arrangements for you.

If you are late making payments or payments do not adequately cover the cost of fees, we will suspend a child's attendance until the account is brought into credit.

Following failed attempts by us to contact you, or if an agreed payment arrangement is not honoured your account will be handed to our collection agency which will actively seek all monies owed. Children will not be permitted to attend any sessions until outstanding fees are paid in full.

If it is necessary to engage a debt collection service, notification will be forwarded to Mercantile Collection Services. You will be responsible for the payment of any additional expense incurred. This will include any costs incurred from Mercantile Collection Services, plus administration costs and or the cost of any legal proceedings. We also advise this may affect your credit rating.

Any queries regarding your account of payment of fees can be made to Vickie Richardson, phone 8322 7211.

Regulatory Authorities

Our Service complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework, My Time Our Place Framework and the National Regulations (Education and Care Services National Regulations).

Our Service is regulated by the national body for early education and care – The Australian Children's Education and Care Quality Authority (ACECQA) as well as Catholic Education South Australia. To contact our Regulatory Authority, please refer to the contact details below.

Education Standards Board:

Phone: 8226 0077 Email: eecsb.nationalqualityframework@sa.gov.au

Website: www.esb.sa.gov.au

Catholic Education South Australia

Phone: 8301 6600 Email: director@cesa.catholic.edu.au

Website: www.cesa.catholic.edu.au

Confidentiality

We are committed to protecting your privacy. We support and are bound by privacy laws and strict confidentiality is maintained at all times.

Service Policies and Procedures

You will find a copy of our service policies and procedures on the school website (www.emmaus.catholic.edu.au). We expect our staff and families to adhere to our policies and procedures at all times to ensure we maintain compliance, and abide by the National Law and Regulations.

Educators cannot make exceptions for individuals unless the Director does so on account of serious and/or unusual circumstances.

We are constantly reviewing our policies and procedures and ask for staff and families' participation to ensure our policies and procedures meet families' needs and adhere to regulations. Your involvement helps us to improve our service and may lead us to change our policies and procedures. If you would like to join our OSHC Committee, please advise the front office.

Our Team of Educators:

Director: Nicole Philipson

Educators: Angus Ellard

Taylor Jonas

Gemma Dunlevey

Jasmine Makai

Kate Angley

Kiana Knoblauch

Luke Chowles

Maddie Eldridge

Owen Thomas

Rebecca Catt

Rhianna Banfield

Summer Chalmers

Will Clarke

Educational Program

The My Time Our Place Framework underpins our programming policy. The aim of this document is to extend and enrich children's learning and development.

We are committed to providing an engaging educational and leisure based program which caters for each child's individual needs, abilities and interests. Our program will continue to develop as we use the relationships children have with their families and communities, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs.

Emmaus OSHC Service will run a homework corner for children to start their home-learning. Our staff have been trained and will listen to children read each afternoon.

Any feedback about the OSHC and Vacation Care Program will be used to improve the service we offer.

My Time Our Place – Framework for School Age care in Australia

The framework is set out under the following headings:

- Belonging
- Being
- Becoming

Belonging

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

Being

Childhood is a time to be, to seek and make meaning of the world. Being recognised the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.

Becoming

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

Outcome 1: Children have a strong sense of identity

- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

Outcome 2: Children are connected with and contribute to their world

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

Outcome 3: children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

Outcome 4: Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work

Parent Participation

The Service has an Open Door Policy and actively seeks and encourages families to be involved in the Service. This can range from evaluating and adding input to your child's experience orally, volunteering within the Service and sharing skills and experiences that the children and the program will benefit from.

We respect that time is limited for most families and we ask that you inform us as to your preferred way of communication. We offer email, Newsletters, and pride ourselves on strong verbal communication on a daily basis. We seek input and feedback from families on all aspects of the Service.

If you have any suggestions for our service, please put them in our suggestion box next to the sign-in sheet or suggestions can be emailed to OSHC@emmaus.catholic.edu.au.

Seesaw Application

Our service uses the Seesaw Application. Seesaw gives families an immediate and personalized window into their child's school/OSHC day, and makes communication with Educators seamless.

You will need to download the seesaw app onto your device and then you will need to scan your child's QR code. More information, including the QR code will be provided once your child is enrolled.

Vacation Care – What to bring to the Service

Backpack

Please ensure your child's backpack is large enough to hold all their belongings and is clearly labelled.

Recess and Lunch

Families are responsible for providing recess and lunches for children during Vacation Care, unless otherwise stated.

We will provide a nutritious snack for students in the afternoons.

Clothing

It is helpful to your child if they dress in non-restrictive, serviceable, and easy to wash clothes so that they feel free to join in all the activities. We require all t-shirts to have sleeves, no midriff or strappy tops and hats that are broad-rimmed (legionnaires, bucket hats) are essential for effective sun safety.

Shoes also need to allow children freedom to participate safely in physical activities. Thongs are unsuitable and we prefer that these are NOT worn to the Service. Lace up joggers or sandals are appropriate.

Behaviour Guidelines

Educators follow the Emmaus Catholic School Behaviour Education Policy that provides consistency in the expectation of children's behaviour. The policy allows children to develop self-discipline, a respect for others, for property and respect for self, whilst learning to regulate their behaviour. If students make the environment unsafe for themselves and/or others or if they fail to follow the school and service expectations they may be precluded from future sessions. Parents will be notified in this instance.

Sun Safety

Children and Educators will wear hats and appropriate clothing when outside. Staff will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 30+) which is reapplied according to the manufacturers' recommendations. We ask that children come to the Service with sunscreen already applied so they are able to participate in outdoor play immediately and not have to wait the 20 minutes after application.

Hats are required to be worn during Terms 1, 3 and 4 or as otherwise directed. Children are to bring their own hats to the service. Legionnaires, broad-rimmed and bucket hats are acceptable. Caps and visors are not acceptable. If children do not bring a hat with them they will be required to play in shaded areas only when outdoors.

When should I not send my child to the Service?

We are not equipped to care for sick children; however we will do everything we can to comfort a child who has become sick whilst in our care.

If a child becomes ill whilst at the Service, the child's parents or person responsible for the child will be contacted to organise collection of the child. If the child is unable to be collected, educators will contact the child's emergency contact for collection.

Infectious diseases

The following information has been supplied by the National Health and Medical Research Council re: exclusion from the Service of a child suffering with the following diseases/ailments.

Please inform staff if your child has any of the following so that we can let families and Health Department know if something is going around and avoid an epidemic. (Confidentiality is always maintained).

Disease or condition	Exclusion of case
Chickenpox	Exclude until all blisters have dried (usually 5 days)
Conjunctivitis	Exclude until discharge from eyes has stopped (unless a doctor has diagnosed non-infectious conjunctivitis).
Diarrhoea (no organism identified)	Exclude until no diarrhoea for 24 hours.
Diphtheria	Exclude until medical certificate of recovery from SA Health's Communicable Disease Control Branch is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the second, at least the next 48 hours later.
German Measles	Until your child has fully recovered and for at least five(5) days after the rash appears
Glandular fever	Exclusion is not necessary however some children may be too sick to attend school
Hand, foot and mouth disease	Exclude until all blisters are dry.
Head lice (pediculosis)	Exclude until appropriate treatment has commenced.
Hepatitis A	Exclude until medical certificate of recovery is received, and until at least 7 days after onset of jaundice or illness.
Hepatitis B	Exclusion is not necessary.
Hepatitis C	Exclusion is not necessary.
Human immunodeficiency virus (HIV) infection	Exclusion is not necessary. If the person is severely immune suppressed he or she will be vulnerable to other people's infections.
Impetigo	See school sores.
Influenza and influenza-like illnesses	Exclude until well
Measles	Exclude until 4 days after the onset of the rash.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.
Meningitis (viral)	Exclude until well.
Meningococcal infection	Exclude until appropriate antibiotic treatment completed and until well.
Mumps	Exclude for 5 days after onset of swelling.
Ringworm/tinea	Exclude until the day after appropriate treatment has commenced.
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash.
Scarlet fever	See streptococcal sore throat.

School sores (impetigo)	Exclude until appropriate treatment has commenced. Any sores on exposed surfaces should be completely covered with a dressing.
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received appropriate antibiotic treatment for at least 24 hours and feels well.
Tuberculosis	Exclude until medical certificate is produced from SA Tuberculosis Service of SA Health.
Viral gastroenteritis (viral diarrhoea)	Exclude until no diarrhoea for 24 hours.
Whooping cough	Exclude from childcare, school or workplace and similar settings until 5 days after starting antibiotic treatment, or for 21 days from the start of any cough.
Worms	If diarrhoea present, exclude until no diarrhoea for 24 hours.

If your child is NOT immunised according to our records, then they will be excluded until the threat has passed.

Immunisation

From 1 January 2016, only parents of children (less than 20 years of age) who are fully immunised or are on a recognised catch-up schedule can receive the Child Care Benefit, the Child Care Rebate and the Family Tax Benefit Part A end of year supplement.

The relevant vaccinations are those under the National Immunisation Program (NIP), which cover the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).

Medication

Students who are unwell should not attend OSHC.

The Director and Senior First Aid Officer will administer all medication unless it is required outside of his/her hours.

Only medication prescribed by a medical practitioner will be administered.

All parent requests for the administering of prescribed medications to their child must be in writing on the medication request form (available from the front office or from OSHC) and must be supported by specific written instruction from the medical practitioner or pharmacist, including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).

For security and safety reasons all medication is stored in a locked cupboard in the OSHC area or refrigerator, whichever is most appropriate. Medication must not be stored in school bags, desks, classroom etc.

Non-prescribed medications (eg analgesia) will not be administered by OSHC staff.

Requests for prescribed medications to be administered by OSHC staff "as needed" will cause the Director to seek further written clarification from parents.

Asthma and Anaphylaxis Medication

Parents must provide an Asthma and or Anaphylaxis plan prepared by their doctor, for their child and present it to the OSHC service.

Asthma and or Anaphylaxis sufferers should have current medication kept at school at all times.

Nebuliser pumps will not be used by the school. Spacers and inhalers will be used by the service.

Unauthorised Drug Use

When under the OSHC service's jurisdiction, students, volunteers or staff are not permitted to use any drug or to be under the influence of a drug substance.

Emmaus Catholic School service is a smoke free environment. Students are not permitted to possess or use tobacco products.

Alcohol – students, volunteers or staff are not permitted to possess or consume alcohol.

Inhalants – students, volunteers or staff are not permitted to inhale or ingest a solvent or other chemical.

Safety Procedures Must Be Used When Dealing With The Following:

Needles – if used syringes are found within the grounds of the school, students must not touch but must alert a member or staff who will deal with it in the appropriate manner.

Blood/body fluid – students should alert a staff member when a student is bleeding so that the student can be assisted safely. Gloves must be worn and Infection Control procedures followed.

Accidents

The responsible person will contact parents immediately if a child is involved in a serious accident at the Service. As a matter of extreme importance, parents must ensure that the Service has up-to-date emergency contact numbers.

An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the accident/injury/illness, any first aid that was administered, and be signed by an Educator, the responsible person and by the parent.

Parents will be notified in writing if any medical attention is given to their child.

Emergency Drills

The Service has devised an emergency management plan and evacuation and lock-in drills will occur on a regular basis. Emergency evacuation plans are displayed in all areas of our school.

Workplace Health and Safety

We welcome all feedback regarding the safety of our Service. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general work health and safety, please contact the Director immediately.

Parent Acknowledgement

I/We have read this handbook carefully. I/We understand the commitment that we are undertaking and our responsibilities to the Service.

I/We have completed the enrolment from at the Service. I /We have read and agreed to comply with the requirements set out in this handbook and in the Service's policies.

Family

Name: _____

Parent's

Name: _____

Child/Children's Name/s:

Parent Signature: _____

Please list what skills talents, interest and culture that you and your family (not forgetting grandparents) are able to share with the Service:
