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Welcome to Patricks Road Outside School Hours Care

Patricks Road OSHC is a P&C Association managed, non-profit, 120-place childcare centre that offers Before School Care, After School Care and Vacation Care programs to primary school aged children primarily from Patricks Road State School. Our program is centered around the *My Time, Our Place* National Framework for School Aged Care, and is governed by the Education and Care National Law Act 2010 and Regulations 2011.

Section One: About Patricks Road State School OSHC

1.1 Our Philosophy

Patrick's Road Outside School Hours Care (OSHC) philosophy reflects the core principles and practices of the My Time, Our Place Framework and the National Quality Standards.

**Belonging Being Becoming**

The Children

The My Time, Our Place framework recognizes that children learn best through play, experimentation and exploration. Children are seen as resourceful learners, who are competent of constructing their knowledge in the world around them. Our educators endeavor to acknowledge and support children's interests and strengths to develop and facilitate their learning. By providing children with rich, engaging environments and meaningful interactions, a foundation of lifelong learning can be built. This can further be accomplished by understanding each individual child and listening to their interests to best incorporate it into the program. Incorporating a child's interests into the program will contribute to their sense of identity, making them feel part of the OSHC community.

Patrick's Road OSHC provides children with a variety of resources to engage their senses, curiosity and imagination. Children are given the time to grow, strive, reflect and experience at their own pace, as each child is unique. This can be achieved by providing a supportive, play-based curriculum with developmentally appropriate planned activities. These planned activities encourage independence, discovery and curiosity. Children learn best through a stimulating, creative indoor and outdoor environment. We provide a balance of both quiet and active play for the children to engage in, as we aim to ensure the children feel secure within a flexible and safe environment.

The Families

The centre acknowledges that family is central to a child and it is encouraged that families and educators work together to form strong partnerships to foster children’s learning and development. We encourage conversation between educators and parents as it allows our educators to understand how the children behave and function in their home and school environment. This can assist in making the transitions between the different environments easier for all parties. Families are welcome to share any aspect of their culture or home life with the centre which they feel may enhance their children’s learning. Open communication will also contribute to establishing a stable and consistent environment for the children.

The centre believes that involving families is a key part in creating and maintaining a welcoming environment. Feedback is always taken on board by all the centre educators, and families are encouraged to have an input into the implementation of all programs and the development of centre policies and procedures.

Photographs and recounts of what the children participated in each day at the centre are also made available for families, to document children's learning. The centre has an open door policy that allows the parents to enter the centre any time they wish during the day. Parents and guardians must however make the presence and identity known to an educator upon entry into the service. We believe this is essential since we aim for children and parents to trust that our centre is an environment in which they feel safe. By building these partnerships, families are reassured that their child is cared for in an environment that values and respects them as an individual.
Educator’s support and scaffold children’s learning by providing meaningful experiences that involve their interests and culture. Through role modeling, guidance and positive reinforcement, educators are able to promote a child’s independence and build their self-confidence. Presenting an inviting, inclusive and engaging environment to children ensures that educators are contributing to their sense of wellbeing. We strongly advocate for all children, no matter what their additional needs may be, to be included in the environment and activities in order to have the best chance to thrive.

The Community
The centre recognises the importance of children being aware of the wider community. The service believes that children have the right to have their individual and cultural identity recognised and respected. We value Australia’s Aboriginal and Torres Strait Islander and all other cultures as a core part of the nation’s history, present and future.

The centre endeavours to support children’s health and wellbeing by connecting with people, services and agencies within the community. We aim to build relationships with families and community members, by inviting them to share skills, knowledge, experiences, culture or resources with the children attending the centre. This not only allows children to gain a greater understanding of the community in which they live, but also a greater understanding of being part of society.

The Educators
As early childhood professionals, our educators are expected to continue learning and developing their skills through reflective practice and ongoing professional development. The centre recognises each of our educators as individuals with diverse abilities, interests, skills, knowledge and experiences. We insist on them to provide quality of care and act professionally at all times. Educators will work together to achieve common goals and be an active part of decision making within the centre. They are required to make informed professional judgements on children’s learning using reflective practices and drawing on a variety of educational perspectives and theories. Our educators will be respectful of varied cultures and encouraged to teach the children about these cultures so they may also have an understanding and learn to be respectful.

Patricks Road OSHC is committed to providing high quality care and education. We promote active community participation and develop in authentic partnerships with the children and their families. Please feel free to make any suggestions and input that will improve our professional practices.

1.2 Hours of Operation

<table>
<thead>
<tr>
<th>Before School Care</th>
<th>6:30am – 8:45pm</th>
<th>After School Care</th>
<th>3:00 – 6:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation Care</td>
<td>6:30am – 6:00pm</td>
<td>Pupil Free Days</td>
<td>6:30am – 6:00pm</td>
</tr>
</tbody>
</table>

1.3 Who can use PRSS OSHC?

Any primary school aged child may use PRSS OSHC Before School, After School and Vacation Care programs. No family shall be denied access on the grounds of race, sex, culture, religion or ability, in accordance with the Anti-Discrimination Act 1977.

A limited number of children who have not commenced Prep are eligible to attend January Vacation Care in the year they are to start Prep.

Priority of Access will be determined by information provided by families on their enrolment form. To further determine which category or sub-category a family or child may belong to, a Priority of Access form will be attached to the Term Booking form which Parents or guardians must complete and sign to be able to claim Priority of Access. If this form is not completed and returned to the Nominated Supervisor it will be assumed that the family does not belong to any of the categories or sub-categories.

Priority categories

- **First Priority**: a child at risk of serious 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 ‘A New Tax System (Family Assistance) Act 1999’
- **Third Priority**: any other child.
Priority sub-categories

Within these main categories priority is given to the following children:
(Please note that these sub-categories are not in prioritised order and all sub-categories are viewed as equal).

- children in Aboriginal and Torres Strait Islander families;
- children in families which include a disabled person;
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of $39,785 for 2011-2012, or who or whose partner are on income support;
- children in families from a non-English speaking background;
- children in socially isolated families; and
- children of single parents

The service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. The service will give at least 14 days notice of the need for the child to vacate the session.

The service is accessible to children with special needs and their families. The number of available places for children with special needs is determined by government guidelines. An assessment process is necessary to determine if the centre is able to meet the individual needs of the child and their family.

1.4 Organisational Structure

[Diagram showing organisational structure with roles and names]
1.5 Family Participation at OSHC

Family participation is encouraged throughout all aspects of the service; a parent subcommittee supports the educators and the approved provider with the day to day running of the service. Members of subcommittee must be financial members of the Patricks Road P&C. The election of subcommittee executives is held at the AGM in February. Monthly meetings are held on the second Tuesday of each month at the centre from 6.00pm. Children are welcome.

From time to time the subcommittee may review aspects of the service such as Policies and Procedures and programming.

Parents who become members of the subcommittee in the role of Chair Person, Treasurer and Secretary will be entitled to six (6) Vacation Care Sessions at half fees for the year.

Parents and extended family are encouraged to share their values and expectations in relation to their child’s learning, and share their (and their extended family’s) knowledge, skills or expertise and aspects of their family life and culture.

1.6 OSHC Quality Assurance


Section 2: Enrolment

2.1 Enrolment

An enrolment package must be completed and signed by a parent/guardian prior to their child participating in our Before School, After School or Vacation Care programs. Consent must also be given in order for children to participate in excursions and incursions. An enrolment fee of $25 is charged to each family per annum.

2.2 Family Induction and Orientation

All families have access to the Family Handbook via our website http://www.prss.com.au/services/oshc. While it is desirable that children visit the centre and meet educators prior to their first day, we recognise that this may not always be possible. OSHC Educators will participate in Patricks Road Primary School information sessions for new prep families.

An interpreter can be arranged if necessary via the Translating and Interpreting Service PH: 13 14 50 (24 hours) or Sign Language Communications (07) 3892 8500.

Section 3: Fees

3.1 Fee Structure

The P & C Committee reserves the right to raise fees in order to cover costs. The committee will review fees annually. A minimum of two weeks will be given in the event of a fee increase.

OSHC Fees from 17 December 2012

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fee (non-refundable)</td>
<td>$25 per family per year</td>
</tr>
<tr>
<td>Before School Care</td>
<td>$14 per child per session</td>
</tr>
<tr>
<td>After School Care</td>
<td>$18 per child per session</td>
</tr>
<tr>
<td>Vacation Care/Pupil Free Day</td>
<td>$45 per child + additional fees</td>
</tr>
<tr>
<td>Arts &amp; Equipment Levy</td>
<td>$46 per year ($11.50 per child per term)</td>
</tr>
<tr>
<td></td>
<td>Charged at the beginning of the school year as $46 per child. Refunds may be requested at the close of the school year if your child did not attend OSHC during one or more of the terms/vacation care periods.</td>
</tr>
<tr>
<td>Late Fee (after 6:00pm)</td>
<td>$25.00 per child for any part of the first ten minutes</td>
</tr>
<tr>
<td></td>
<td>$2.00 per child / per minute thereafter</td>
</tr>
</tbody>
</table>
3.2 Fee Payments

The service will accept permanent and casual bookings both of which incur the same fee. A permanent booking shall be defined by a regular pattern of attendance throughout each term on one or more occasion per week.

Fees will be paid, for all days booked, within seven (7) days of the last day of attendance each week to the service. Statements will be emailed to all account holders at the end of the week. It is the parent’s/ guardian’s responsibility to indicate if they would like their account delivered by another means.

OSHC fees will be reviewed by the OSHC subcommittee and P&C Association annually, and will come into effect the day after Term 4’s completion.

Payment Methods

- Accepted payment methods include cash, EFTPOS, cheques, direct debit or internet transfer.
- Amex and Diner’s Club are not accepted.
- Fees will be paid within 7 days from the issue date of the statement each week.

**Cash and Cheques**

- Payment is accepted by cheque, cash or direct debit into the Service’s bank account. Cheque is to be made payable to the P&C Association OSHC.
- The payment by cheque or cash is lodged at the Service personally. In order to make this payment method as convenient as possible for busy parents and for the times OSHC educators are caring for children, payment envelopes are available (located on the Parents table) for enclosing your fee balance.
- A handwritten receipt will be issued for all fees paid by cash/cheque. A statement will be issued or emailed as requested.

**Direct Debit**

- A direct debit transaction can be set up for a regular amount deduction or one off payments to the OSHC bank account.

**EFTPOS**

- EFTPOS payments can be made through Certified Supervisors at the OSHC office, preferably during non-contact hours of 9:00am – 2:00pm.

**Credit Card**

- Credit Card payments can be made at the OSHC office. Alternatively a Credit Card Authorisation form can be filled in and the Nominated Supervisor on a weekly, fortnightly, monthly or term basis can deduct payment. If you are paying by Credit Card Authorisation Form the following rules apply:
  - **Weekly** - fees will be debited for that week of childcare usage.
  - **Fortnightly** – fees will be debited for that week fees plus one (1) week in advance for child care usage.
  - **Monthly** – fees will be debited for that week fees plus three (3) weeks in advance for child care usage.
  - **Term** – fees will be debited for all booked sessions of that term in advance, at the beginning of each term.

All monies will be banked on behalf of the Service as soon as possible after receipt.

3.3 Late Fees

Closing time of this Service is 6.00pm. Parents who collect their children after this time will incur a late fee of $25 for the first 10 minutes and $2 per minute thereafter (this is to compensate employees for overtime rates as required by relevant industrial instruments.

3.4 Overdue Fees

If fees have not been paid within seven (7) days of the initial statement being sent out, on the 8th day the following steps will occur to provide consistency to the collection of outstanding fees.
• In the first instance, the Nominated Supervisor will send out an Outstanding Fee – First Reminder letter by mail or email which will require that payment to be paid within seven (7) days (14 days of initial statement).

• If no payment has been received within another seven (7) days (21 days of initial statement) an Outstanding Fees - Second Reminder letter will be sent or emailed and a $10.00 late payment fee will be charged to the account.

• If no payment has been received within a further seven (7) days (28 days of initial statement) a Final Reminder letter will be sent or emailed and a debt-collecting agency may be employed to collect the payment. If this occurs an additional cost of 30% of the outstanding fees will be added to the account as well as a $20 administration fee.

• If parents pay their outstanding fees to Patricks Road Outside School Hours Care prior to a debt-collecting agency contacting them all additional costs i.e. $20 admin fee and the additional 30% of all outstanding fees will still apply to the account.

If the outstanding fees have been handed over to a debt collecting agency the following will occur:

- Child/ren will be excluded from the service permanently and a letter will be sent or emailed to the family. In this instance parents/guardians will need to seek permission in writing to the P&C Management Committee to request that their child/ren be allowed back into the Service.

If the family is accepted back in to the service, all fees must be paid prior to attendance or bookings will not be permitted.

The Nominated Supervisor may offer a payment plan (once only) for outstanding fees over an 8 week period only. Once this has been paid all fees are to be paid one week in advance.

3.5 Cancellations and Refunds

There shall be no refunds given for cancellation unless the Management Committee decides otherwise in the sole and absolute discretion of the Management Committee in the particular circumstances.

Cancellations of bookings will be made in accordance with the Bookings and Cancellations Policy (see Policy 2.14) and will incur any relevant fees and charges according to such policy.

Section 4: The Child Care Benefit and the Child Care Rebate

4.1 Childcare Benefit (CCB)

Child Care Benefit (CCB) can reduce the fees paid by families. Families whose children attend child care at registered and accredited centres may be entitled to CCB. CCB is available to eligible families for our Before School, After School and Vacation Care programs. You will need to provide us with accurate parent and child date of birth and CRNs in order for us to pass your usage on to Centrelink.

To determine your CCB eligibility and entitlement, please contact the Family Assistance Office (FAO) on 13 61 50 and quote the reference numbers below for the services you require.

Before School Care and After School Care: 555 00 9048 S
Vacation Care: 555 00 9049 K

4.2 Allowable Absences

Each child receiving CCB is allowed 42 absences per financial year. Once the child has been absent for 42 days, the parent must pay the full fee for every subsequent session that the child is absent- Child care Benefit no longer applies. A Doctor’s certificate must be supplied if a child is sick. All absences for booked care (allowable or otherwise) must be paid for.

4.3 Child Care Rebate (CCR)

In addition to the Child Care Benefit (CCB) you may be receiving, you may be eligible to receive a 50% Child Care Tax Rebate. This rebate is not income tested and parents may nominate to have it paid to the centre (as fee reduction) or to their bank account. You will need to provide us with accurate parent and child date of birth and CRNs in order for us to pass your usage on to Centrelink. For more information about how to claim the rebate contact the Family Assistance Office on 13 61 50 or visit http://www.mychild.gov.au/pages/CCBenefit.aspx or http://www.mychild.gov.au/childcarerebate/default.aspx.
Section 5: Bookings and Cancellations

5.1 Before and After School Care

When bookings are made by authorised parties for children to attend the service, it shall be required that:
- The priority of access requirements are followed;
- A completed enrolment form is received for that child 48 hours prior to their attendance at the service and it has been processed;
- Parents are made aware of the service policies and procedures and have been provided with appropriate information in respect of the booking processes.

Selected Educators shall be trained in the taking and management of bookings and these shall be recorded on appropriate forms and lists.

All fees associated with bookings, should the child not attend care due to illness or for any other reason, shall be required to be paid in full if three (3) business days notice is not given. CCB will apply in accordance with allowable and approved absence provisions.

The service shall comply with reporting of bookings requirements as described by the Australian Government Department of Education, Training and Employment.

Changes to bookings and/or cancellations will only be taken:
- from a parent/authorised persons in person;
- in writing, by fax (07) 3851 0893 or by email oshc@prss.com.au.

Cancellation of bookings for before and/or after school care, vacation care and pupil free days must be made three (3) business days prior to the session starting or a fee, equal to the fee for that session will be charged.

- The session starting times for BSC is 6:30am, ASC is 3:00pm and VC/PFD is 6:30am.

If the child’s booking has not been cancelled before 2:45pm on the day they are to attend and the service makes attempts to locate the child after 3:00pm, a non-cancellation fee of $5 will be charged in addition to the prescribed fee for that session. This will not apply if the teacher or school administration confirms with an Educator that the child has gone home sick, or was not at school that day.

5.2 Vacation Care

In addition to the above, Vacation Care and Pupil Free Day bookings shall:
- Be completed on an appropriate booking form distributed with the program;
- Bookings will not be processed unless the booking form and appropriate permission slips have been filled out, signed and dated prior to the beginning of the session.

Cancellation of bookings for vacation care must be made three (3) business days prior to the session starting or a fee, equal to the fee for that session (including additional costs) will be charged. Cancellations emailed through on weekends and public holidays will not be counted as part of the three (3) days notice. Emails will be time and date stamped on the day when the centre re-opens for business.

If the excursion or incursion has been pre-paid by the service a seven (7) day cancellation notice must be given or a fee, equal to the additional excursion/incursion fee for that session will be charged. The session costs will not be charged if three (3) business days’ notice is given. Pre-paid sessions will be indicated clearly on the booking form.

5.3 Booking Forms

Booking forms will be released two (2) weeks prior to the term or Vacation Care starting. Permanent bookings can be made via the booking form each semester, and casual bookings can be made through email, fax or by speaking to the Nominated Supervisor in person at the centre. There is a 48 hour processing time on all booking forms. The forms must be fully completed, dated and signed or they will not be processed. The Priority of Access Policy and Waiting list procedures will be attached to the booking form. On signing the booking form parents and guardians agree to adhere to the Policies and Procedures of Patricks Road OSHC. Changes to permanent bookings must be made by resubmitting a Booking form to avoid confusion. Under no circumstances will bookings and cancellations be accepted by phone.
5.4 Waiting List Procedures

When numbers exceed the licensed 120 places, and/or the educator - child ratio of 1:15 cannot be met due to staff unavailabilities, a waiting list will be created according to the Priority of Access guidelines.

If under the 14 day notification requirement, families under the ‘Third Priority’ and not in any of the sub-categories will be contacted by email or phone and asked if they are able to make their spot available.

- If they are unable to, then the First priority, second priority and main sub-category families on the waiting list will be directed to a list of care services in the area online.

If over the 14 day notification requirement, families under the ‘Third Priority’ and not in any of the sub-categories will be contacted by email or phone and notified that their booking has been cancelled due to the Priority of Access guidelines.

- This family will then be placed on a waiting list if requested.
- If the family has not been contacted by 24 hours prior to the session, the family should make alternative care arrangements if they have not done so already.

Families will be notified by email of all wait-listed bookings (including dates and sessions). A supervisor will contact the family if the booking becomes available. If the family has not been contacted by 24 hours prior to the session, the family should make alternative care arrangements if they have not done so already. A list of alternative child care facilities in the area is available on our website.

Section 6: Policies and Procedures

6.1 PRSS OSHC Policies and Procedures

The PRSS OSHC Policies and procedures Manual is available at the centre on the Parents Table and on our website at: http://www.prss.com.au/services/oshc. Feedback from families is continuously sought in regards to policy and procedure updates and changes. Two weeks notice will be given before any change occurs except in the case where a policy change is improving the well-being and health of children at the centre. The full contents include:

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<td>3.11 Escorting Children</td>
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<td>3.12 Sustainability Practices Policy</td>
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6.2 Expectations of Parents and Guardians

Parents and Guardians are expected to be familiar with and abide by PRSS OSHC Policies and Procedures. They are encouraged to raise any concerns they may have with the Nominated Supervisor, or a committee member, as soon as possible. Parents are expected to communicate all relevant information regarding their child, including up to date contact details and medical information. A copy of the Policy & Procedure Manual is kept on the parent’s table and is available online.

6.3 Sign in/Sign out Procedures

Parents and guardians are required to enter the centre and sign their child in for before school care and out for after school care. Parents who do not meet this requirement are jeopardising their child care spot. Children will only be released to persons nominated on the enrolment form. It is important that you let us know when someone different will be picking up your child. Children are not to leave the centre unaccompanied. Sign in & out sheets are located in the parent area. Sign in/out sheets are a record for CCB and safety purposes. If your child is not signed in/out everyday by you and the centre is audited, you may be required to repay your CCB for all the days that your child was not signed in/out. Sign in/out sheets are also used during evacuations as a record of children who are on the site at the time. You are placing your child’s safety at risk if you do not sign them in and out.

6.4 Parent Feedback

Feedback from and consultation with parents is an important part of the Accreditation process and service evaluation. Parents will be asked to complete surveys and questionnaires relating to the programs.

6.5 Complaints Process

At PRSS OSHC we are always aiming to serve you better. We hope that parents will feel comfortable sharing any issues or concerns they have with regard to the centre, without fearing negative consequences. Parents may raise issues verbally or in writing with the Nominated Supervisor, the Management Committee or the relevant Regulatory body at any time.

Nominated Supervisor Email: oshc@prss.com.au  Management Committee Email: president@prss.com.au
Relevant regulatory bodies include:

- The Office of Early Childhood Education and Care (07) 3237 0111 ECEC_complaint@deta.qld.gov.au (policy related matters)
- The Queensland Ombudsman on (07) 3005 7000 (investigates complaints about the actions and decisions of Queensland public agencies and their employees that may be unlawful, unreasonable, unfair, improperly discriminatory or otherwise wrong)
- The Australian Children’s Education & Care Quality Authority (ACECQA) 1800 181 088 or enquiries@acecqa.gov.au.

6.6 Communication with Parents

Every effort will be made to connect with parents and pass along any important information about the centre and/or your child. Where this is not possible we will use the following tools to communicate with parents:

- Weekly email bulletins
- Noticeboards
- The School Newsletter
- Committee Minutes
- Information folders on the Parent’s table
- Community resource and service links on our website.

6.7 Privacy & Confidentiality

PRSS OSHC recognises that everyone has the right to privacy and confidentiality, and the right to be treated with dignity. PRSS OSHC will gather and maintain only the information about children and families that is necessary for the provision of services and to fulfill funding and reporting requirements. We will ensure that all personal details are kept confidential and will only disclose information with the families’ permission. Only the information necessary for the processing of CCB will be forwarded to Centrelink.

All communications about your child will be kept as confidential as possible. For this reason the Nominated Supervisor may ask you into his office to ensure privacy. You may also be asked to return at a quieter time to discuss issues of importance.

6.8 Educator and Child Ratios

We believe that the child and educator ratio is an important factor in determining the quality of care that we provide. We aim to maintain positive educator, child and parent interactions and quality and safe care through ensuring that we meet the minimum standards outlined in the National Quality Standards.

The centre operates with appropriate educator to child ratios 1:15 at the centre, 1:8 on excursions and 1:5 while swimming. Experienced and/or qualified supervisors and educators are employed to provide quality care for the children. Educators are committed to programming and implementing a variety of activities that facilitate fun and discovery in a safe and caring environment. This service complies with the Working With Children Check as required by the Commission for Children and Young People.

6.9 Breakfast and Afternoon Tea

Snack times are seen as a social event where children and educators can relax, talk about their day and experience a variety of foods. Educators will demonstrate good healthy and hygienic eating habits while with the children. Breakfast and afternoon tea are offered to the children as part of before and after school care. The majority of food will be from the five food groups (grains, cereals, fruit and vegetables) with sweets and treats available only occasionally. Fresh fruit or vegetables are always offered as part of afternoon tea. Fresh drinking water will be available at all times. Parents are encouraged to share family and multicultural values, ideas and recipes. Consideration of children’s individual requirements and consideration to allergies will be given during menu planning. Fast food and soft drinks are not permitted at OSHC.

The last order for breakfast is 7:30am, and the kitchen will close at 7:45am. Children are more than welcome to bring their own breakfast and eat it at the breakfast table after 7:45pm. We ask that parent’s provide food which follows our Smart Choices, Healthy Foods guidelines.

During vacation care, parents will be asked to ensure their child brings morning tea, lunch and drinks, unless otherwise stated on the program. Afternoon tea will be served each afternoon. We ask parents to respect PRSS OSHC aims to be a nut-free environment when packing lunch and morning tea for their child.
## Breakfast Menu

- Toast
- Raisin Toast
- Spreads:
  - Butter
  - Vegemite
  - Jam
  - Honey
  - Cream Cheese
  - Free Nut Butter
- Cereal:
  - Milo Cereal
  - Cheerios
  - Rice Bubbles
  - Sultana Bran
  - Corn Flakes
- Drinks:
  - Milk
  - Soy Milk
- Fruit
- Yoghurt

## Afternoon Tea Menu

- Fruit & Vegetables:
  - Fresh Fruit & Vegetables (served daily)
  - Dried fruit
  - Fruit salad
- Sweet Biscuit (1 x per day)
- Sandwiches or Sao’s with:
  - Butter
  - Vegemite
  - Jam
  - Honey
  - Cream Cheese
  - Free Nut Butter
  - Canned Spaghetti
- Corn Thins & Rice Cakes
  (Various flavours)
- Couscous with vegetables
- Two minute noodles
- Pasta & Sauce
- Cheese
- Tuna
- AASC Treat:
  ½ Fruit flavoured ice block
  Crackers with dip

### 6.10 Program Planning

In addition to supervised leisure time outdoors and spontaneous play with OSHC games and resources, the service includes structured activities within the program derived from future planning ideas and Educator strengths. Children’s profiled interests from their “Tell us all about you” forms, child and parent feedback and suggestions, also provide our Educational Leaders with ideas. The OSHC Educators critically reflect upon the curriculum each session incorporating their own and also the children’s feedback.

OSHC endeavours to provide a range of activities and resources to meet the specific needs of the school-aged children in our care. As a choice-based curriculum, Educators support children to engage in activities and play of their own design while encouraging inclusion of all children at the service.

We love getting new ideas and suggestions for things your child would like to do at before and after school care. Please discuss your ideas with Educators.

Due to time restraints and supervisory duties, homework support & tutoring may often not be possible between Educators and children all the time, however every afternoon a quiet space is made available for children to complete their homework.
### 6.11 Centre Routines

**Before School Care**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30am</td>
<td>Centre is opened &amp; children can be signed in.</td>
</tr>
<tr>
<td></td>
<td>Children can order breakfast.</td>
</tr>
<tr>
<td>7:00am</td>
<td>Outside play commences.</td>
</tr>
<tr>
<td></td>
<td>Last call for breakfast.</td>
</tr>
<tr>
<td>7:45am</td>
<td>Kitchen is closed.</td>
</tr>
<tr>
<td></td>
<td>Children playing inside the OSHC room start packing up.</td>
</tr>
<tr>
<td>8:15am</td>
<td>Outside play finishes and children participate in quiet activities, games and movie in the OSHC room.</td>
</tr>
<tr>
<td></td>
<td>Children who have permission are signed out.</td>
</tr>
<tr>
<td>8:30am</td>
<td>Children who have permission are signed out.</td>
</tr>
<tr>
<td>8:35am</td>
<td>Grade 1 children are signed out and taken to class (Terms 1-3).</td>
</tr>
<tr>
<td>8:40am</td>
<td>The remaining children in grades 2-7 are signed out.</td>
</tr>
<tr>
<td>8:45am</td>
<td>Prep children are signed out and taken to class (Terms 1-4).</td>
</tr>
</tbody>
</table>

**After School Care**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:45pm</td>
<td>Prep children are collected (Terms 1-4).</td>
</tr>
<tr>
<td>2:55pm</td>
<td>Grade 1 children are collected (Terms 1-3).</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Children arrive and sign in.</td>
</tr>
<tr>
<td></td>
<td>Afternoon tea commences</td>
</tr>
<tr>
<td></td>
<td>- Prep &amp; Grade 1 children eat in the OSHC undercover area.</td>
</tr>
<tr>
<td></td>
<td>- Grades 2-7 eat at the tuckshop area.</td>
</tr>
<tr>
<td>3:30pm</td>
<td>Activities commence and children choose their play area.</td>
</tr>
<tr>
<td>4:00pm</td>
<td>First change of play area- children can choose to change areas.</td>
</tr>
<tr>
<td>4:30pm</td>
<td>Second change of play area- children can choose to change areas.</td>
</tr>
<tr>
<td>4:45pm</td>
<td>Pack up time commences</td>
</tr>
<tr>
<td>5:00pm</td>
<td>Children return to the OSHC room for quiet activities, games and movie.</td>
</tr>
<tr>
<td>6:00pm</td>
<td>OSHC closes and all children should be signed out.</td>
</tr>
</tbody>
</table>

### 6.12 Centre Routines

Centre rules are revised by educators and children at the start of each school year. Behaviour guidelines focus on respecting ourselves, each other and the OSHC environment. Children are encouraged to follow the rules and accept responsibility for their behaviour. Educators will follow the procedures outlined in the Guiding Children’s Behaviour Policy 2.6.

### 6.13 Sun Safe Policy

We aim to ensure that all children attending the centre will be protected from harmful rays of the sun. Children should wear protective clothing when outside such as wide-brimmed hats that protect their face, ears and neck, and shirts that cover their shoulders and necks. Educators will direct children to wear hats for outdoor play. Children who do not have a hat must play in a sheltered area- ‘no hat play in the shade’. An SPF 30+, broad spectrum, water resistant sunscreen will be made available in the centre and applied to children when exposed to the sun.

### 6.14 Injury, Illness and Infectious Disease

We aim to provide a safe and hygienic environment that will promote the health of the children. All care and consideration will be given to the child who becomes ill while at the centre. If a child is unwell at home parents are asked not to bring the child to the centre. If a child becomes ill or develops symptoms at the centre the parents will be contacted to take the child home.
In the case of an emergency, where a parent and/or authorised nominees cannot be contacted, an ambulance will be called. All incidents & accidents are recorded.

Parents should notify the centre if their child(ren) is ill with any contagious illness, including diarrhea and conjunctivitis. The child will be excluded for a period based on the recommendations outlined by the Department of Health. A doctor’s clearance certificate will be required for all infectious diseases including, but not limited to measles, mumps diphtheria, hepatitis A, polio, tuberculosis, typhoid and paratyphoid before returning to the centre.

6.15 Medication

Only prescription medicine will be administered (no Panadol, Aspirin, etc.). No prescription medicine will be administered to children* without the completion of a medication consent form, completed by the parent. Medicine must be provided in its original packaging with the prescription label intact.

*Asthma (inhaler) & Anaphylaxis (EpiPen) medication may be administered to children experiencing extreme breathing difficulties and/or severe allergic reaction, without requiring prior parental consent.

6.16 Lost Property

We recommend clearly labelling all children’s clothing and property with their name. Lost property is stored in the parent area and is cleaned out several times each term and at the end of Vacation Care. OSHC is not responsible for lost or stolen items. Please ensure that items of value whether sentimental or monetary are left at home.

6.17 Guiding Children’s behaviour

Patrick’s Road OSHC implements the Patrick’s Road State School’s Responsible Behaviour Plan which outlines the system for facilitating positive behaviours and responding to inappropriate and unacceptable behaviours. Through this plan, shared expectations for student behaviour are plain to everyone, assisting Patrick’s Road OSHC to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following **TARGET** values to teach and promote our high standards of responsible behaviour

- **T** – Tenacity: Committing to the task at hand
- **A** – Acceptance: Embracing the diversity of all around us
- **R** – Respect: Treating all people with respect and dignity
- **G** – Gratitude: Appreciating what we have
- **E** – Excellence: Pursuing excellence in all endeavours
- **T** – Teamwork: Working together to achieve individual and common targets

For further information please refer to Policy 2.6 Guiding Children’s Behaviour & Policy 2.7 Exclusion for Behavioural Reasons Policy on our website - Policy Group 2: Children.