



St Simon Peter Outside School Hours Care



**Parent Handbook
2017**

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Welcome to St Simon Peter Outside School Hours Care

On behalf of everyone here at St Simon Peter Outside School Hours Care I welcome you and your family to our Centre. We look forward to a long and happy association with you as we work in partnership to provide the best environment for you and your child.

Please read this information carefully to assist you in settling your child into the Centre and to answer any questions you may have. If you require more detailed information please do not hesitate to consult with the Nominated Supervisor, Centre Manager or one of our team members. The Centre's Policy Manual is also available for you to view at any time.

St Simon Peter Outside School Hours Care commenced operations in 2011 with the opening of an Early Learning Centre and an Outside School Hours Care service to meet our communities growing needs.

The Centre is operated by the St Simon Peter Catholic Primary School Board under the licence held by the Catholic Education Commission of Western Australia Trustees (Inc).

The Centre is managed on a day to day basis by the Centre Manager. The School Principal is the Operator overseeing all aspects of the Centre.

We value your input and feedback into our services so please feel free to speak to one of our educators or place a suggestion in our suggestion box.

Nicole Harley
Centre Manager

What do we believe in?

Our Philosophy is developed collaboratively with staff, children, families and the community determining a set of values and beliefs in regard to Outside School Hours Care and the building of relationships and community and challenging discrimination, promoting social justice.

Our service philosophy is a living document that reflects the knowledge, beliefs and values of our educators, children, families and the wider community. The Centre Vision is the overarching statement that supports and shapes our service.

The best interest of children is our primary consideration when referencing and reflecting on our educational programs. We acknowledge that the rights of the child are to be upheld in our daily practice, routines, experiences and events. This includes evaluating daily practice, the timing of routines, the development of programs and the organisation of staff.

We acknowledge that children are competent and capable within their own right, and come to us with knowledge, skills and unique ways of being. We advocate that all children have ability and knowledge to make a valued contribution to society.

Our learning environments reflect a holistic approach to learning and provide endless opportunities and possibilities that support children's wellbeing and education.

Our space and resources are arranged in the environment to empower and support children to actively engage in co-constructing their journey.

Our Vision

Achieving excellence in care and education for all families, children and educators that enter our Service.

Our Philosophy

St Simon Peter Outside School Hours Care Philosophy is guided by children's, families' and educators' input, ideas and values. Our Philosophy, like our program, fosters children's wellbeing, learning and development through play and recreation. We follow the National Quality Standards, Child Care Act and Regulations as well as My Time Our Place.

Children:

We are strong believers in the ideology that children's development and learning is influenced by their different socio/cultural backgrounds and experiences. We are influenced by Uri Bronfenbrenner's Ecological theory. We believe in seeing the whole child and recognise the connectedness between the mind, body and spirit. We

believe in providing opportunities for children's physical, emotional and spiritual wellbeing aswell as their learning.

Community:

St Simon Peter Outside School Hours Care is an integral part of the community that is encompassed by St Simon Peter Catholic Primary School. We believe that our service should be grounded in our local community and reflect the history, culture, language and traditions of the local community. We encourage involvement of local businesses and services in our area and believe in supporting our local community.

Families and Partnerships:

We believe that parents and families are the children's primary nurturers and first and foremost teachers. We aim to work collaboratively with families and believe that the children benefit when there are strong links between home and the service. We believe relationships are the foundation for successful partnerships. We understand that successful relationships are built on trust, open communication, collaboration and respect. We provide regular opportunities to honor the family's role by encouraging them to share their family values, knowledge and experience.

Play

Play and leisure activities provide opportunities for children to learn as they discover, create, improvise and imagine. When children play with other children they create social groups, test out ideas, challenge each other's thinking and build new understandings. Play provides a supportive environment where children can ask questions, solve problems and engage in critical thinking. (MTOF page 14.)

Learning and Reflective Practice:

We believe we are all lifelong learners and use self-reflection and critical reflection as part of an ongoing cycle to ensure we are continually striving for excellence and reflecting on our practices to ensure the best interests of the children and needs of the families are being met. Staff are active learners and constantly strive to improve their practice. They work collaboratively as a team to learn from each other and share their knowledge, strengths and skills.

We believe children are confident and involved learners and children and adults should learn from each other.

Environment:

Educators strive to work with children to build an environment that is welcoming, warm and fun. The environment reflects the children's interests and allows rest and relaxation. The environment provides opportunities for children to take risks and build their knowledge and skills. We believe it is our duty to provide a safe and healthy environment that gives children a strong sense of belonging and provides for their wellbeing. Children are encouraged to explore the natural environment around them. We believe our environment should create a sense of wonder and encourage children to explore and investigate.

Diversity:

We recognise that all children and families are unique and have their own character, values and traditions. We believe all children and families are equal and are treated accordingly. We believe the rights and interests of the child are paramount. We believe in seeing the whole person and that mind, body and spirit are of equal importance.

We believe in encouraging and teaching each person to value diversity and respect cultural expression and promoting social justice.

Our Goals

We strive to:

- Work in partnership with families and the community to provide a quality service that meets their needs
- Provide an environment that is accepting of diversity and creates a sense of belonging
- Encourage the development of each child's self worth and dignity of each individual.
- Support children to become independent, confident and inquisitive learners
- Provide a flexible service that is responsive to families and children's needs
- Provide opportunities for each child to develop intellectually, physically, emotionally and socially.
- Acknowledge and respond to the uniqueness of each individual.
- Promote an awareness of the need to respect and care for all creation.

Management of the Centre

The Centre is operated by the St Simon Peter Catholic Primary School Board under the licence held by the Catholic Education Commission of Western Australia Trustees (Inc).

The Centre is managed on a day to day basis by the Centre Manager. The School Principal acts as the operator overseeing all aspects of the Centre.

Parent involvement is very important to ensure the service is meeting family needs. All families are eligible to be elected onto the Parent Consultative Committee known as CPAG (Child Care Parent Advisory Group) and are welcome to have their input through this committee into the operations of this service at any time.

The Parent Consultative Committee is responsible for raising issues on behalf of families who use the service.

Approved Provider

An Approved Provider is a person or an entity who holds a Provider Approval granted under the *Children (Education and Care Services) National Law*. This approval authorises the Approved Provider to operate an approved education and care service. Our Approved Provider is the Catholic Education Office.

Nominated Supervisor

The Nominated Supervisor is the person with responsibility for the day-to-day management of an Approved Service. The National Law requires that Approved Providers must not operate a service without a Nominated Supervisor for that service. In the absence of a Nominated Supervisor, a Certified Supervisor will need to consent to filling the Nominated Supervisor role. Our Nominated Supervisor is Hazel Kelly

Responsible person

Under the *National Law* a responsible person must be physically present at a Centre at all times that an Approved Service operates. A Responsible Person can be: The Approved Provider; or The Nominated Supervisor; or a Certified Supervisor who has consented to be placed in day to day charge of the service.

Educational Leader

The role of the Educational Leader will be to lead the development and implementation of the educational curriculum in the Centre. Our Educational Leader is Nicole Harley.

For further information please refer to our Staff Information Board.

Parent Involvement

Parents are our biggest support. Their encouragement and assistance, in whatever way, such as completing a parent survey, coming to a parent night, collecting bits and pieces, or attending a special event day is of invaluable assistance.

You are encouraged to become involved with the program of the Centre and your ideas and suggestions will be greatly appreciated. We are always happy to have people come into the Centre with interesting things to show, sing, teach and make with the children, especially activities of a multicultural nature. You are also welcome to come in and visit at any time.

Even though a parent's life is very busy, we would appreciate a few minutes to talk at drop off and pick up about how your child is progressing.

Some Details You Need To Know

The following information will help you to understand the administrative requirements of enrolling your child and the operational policies that you need to know.

Hours of Operation

Before School

The Centre is open from 6:30am – 9:00am with Kindy, Pre – Primary and Year One children being walked to their classrooms by a staff member.

After School

The Centre is open from 2:15pm to 6:30pm with Kindy, Pre – Primary and Year One children being collected from their classrooms by a staff member. The Centre closes promptly at 6:30pm. We recommended parents arrived 10 minutes prior to our closing time to allow sufficient time to sign out and have conversations with staff about their child's day.

Vacation Care and Pupil Free Days

The Centre is open from 6:30am – 6:30pm.

Christmas and New Year Period

The Centre operates 50 weeks a year but is closed on Public Holidays and for two weeks over the Christmas and New Year period.

Current Fees

Our fees are reviewed on an annual basis. Our current fee schedules for all sessions during School Terms, Vacation and Pupil Free Days are:

Before School 6.30 am - 9.00 pm	After School 2:15pm – 6:30pm -Kindy 3.00 pm - 6.30 pm PP –Year 6	Vacation Care and Pupil Free Days 6.30 am – 6.30 pm
\$18.00	\$28.00 Long Stay \$14.00 Short Stay (Kindy only 2:15pm – 3:00pm)	\$75.00 In house Days \$80.00 Incursion Days \$85.00 Excursion Days

Payment of Fees

Our Centre's operation is dependent on maintaining fees. Please read the following information carefully.

- This service complies with the Priority of Access guidelines required for the Federal Government Child Care Benefit Scheme (CCB).
- Permanent bookings will be given preference.
- Casual bookings will be subject to availability.
- Fees for enrolled children will be charged on a weekly basis, one week in arrears via direct debit. **Children can not start at the Centre until direct debit has been completed.**
- **Fees are still charged for non attendance including holidays and sick days for permanent bookings.**
- Short Stay for Kindy children arrangements must be made at the time of booking and early pick ups on normal or regular bookings will be charged at normal rates.
- Cancellation on casual bookings must be in writing one week prior to the booking date otherwise full fees will still apply.
- Vacation Care cancellations must be in writing one week prior to the booking date otherwise full fees will still apply.
- A late fee of \$2 per minute or part thereof will be charged directly onto your account for each child who remains at the Centre after the Centre has closed.

Anyone experiencing difficulties in meeting their fees can speak to the Centre Manager to make mutually agreeable arrangements. Failure to do so may result in the cancellation of your child's place.

For further information please refer to our Booking Policy

Non Attendance Guidelines

Families are required to advise the Centre if their child will not be attending their session. We ask that you call prior to 2:00pm if your child will not be at after school care. Please do not phone the school office, contact the Centre on 93016834.

Child Care Benefit and Child Care Rebate

CCB is a payment from the Government that helps families with the cost of care. CCB reduces the cost of your child care fees. It is available to you if you are a parent, foster parent or grandparent with children in your care who are attending a child care service approved by, or registered with the government. There are certain eligibility requirements you must meet to obtain CCB. CCB is means tested. Full fees will apply and must be paid until you are formally enrolled for CCB. Please let the Centre Manager know if you have children attending another service and are claiming a multi child percentage.

CCR is additional assistance to you if you are using approved care for work, study or training reasons. The CCR covers 50% of your out of pocket costs for approved child care. CCR does have a yearly limit.

CCB and CCR can be paid directly to the Centre to reduce fees or can be paid directly to families with families paying full fees to the Centre. Families who are not eligible for CCB may still be eligible for CCR. For further information please see the Centre Manager or visit their website www.familyassist.gov.au

Please note that without Customer Reference Numbers and date of birth information for parent and child, the Centre will be unable to pass on your fee reduction.

Lump Sum Payment Families

Families who wish to receive a lump sum payment, instead of having their fees reduced during the year, still need to have a Customer Reference Number and to be assessed by the Family Assistance Office. The service still needs to have your Customer Reference Number and date of birth for parent and child so your usage can be submitted to the Family Assistance Office.

Please note: The forms that you sign for the purposes of CCB are legal documents, and we are asked to remind you that giving false information is a criminal offence. It is your responsibility to notify Family Assistance Office if your circumstances change.

Allowable Absences

As with most Child Care Centre's absences must be paid for. Each family is entitled to 42 days of absence per financial year while claiming CCB. An absence may be defined as: a sick day, holiday or occasional absence.

Additional Absences

You may receive CCB for absences after the initial 42 days. For all absences beyond the first 42, CCB will only be paid if evidence is provided showing that the absence has occurred under permitted circumstances.

Parents need to ensure that absences are signed for on the attendance record next time they visit the Centre to remain eligible for C.C.B.

Enrolment

Should you wish to enrol your child, you will need to know the following enrolment procedures.

- Submit a completed enrolment form. Enrolments are classed as “informal” until the Customer Reference Numbers and Date of Birth of the child and the claiming parent are provided. Once these details have been provided, the enrolment is formalised and CCB and CCR can be claimed.
- Provide any necessary documentation, e.g. child's birth certificate, custodial papers, court orders, medical conditions, etc.
- Provide information regarding your child's health.
- Name all persons who may deliver or collect your child from the Centre. These persons must be over 18 years of age. It is your responsibility to ensure your nominated people are responsible and available when required.
- Provide an opportunity for parents, child/ren and staff to get to know each other.

The details required on the enrolment form are needed by our staff to help them take the best possible care of your child. It is also a licensing requirement. All information is strictly confidential. If any of your details on the enrolment form change you are asked to advise the Centre Manager immediately. *Please note you will be required to complete new enrolment forms annually to ensure your details are up to date.*

Definitions of Enrolment

- Informal: CRN and DOB not provided for child/ren and claiming parent.
- Formal: CRN and DOB provided for child/ren and claiming parent.
- Primary aged children from Kindergarten to Year 7
- Permanent: Attending on some or all of the days each week.
- Casual: Infrequent/Occasional Attendance – subject to availability.

Termination of Care

In extreme circumstances it may be necessary to terminate a child's care. Exclusion of children from the Service will only occur after all other avenues of communication and support have been exhausted and when:

- Professional advice confirms a child is in psychological danger as a result of an unusually prolonged inability to settle into care away from the parent.
- A child puts the majority of children at risk through inappropriate behaviour.
- The parent continually fails to observe Centre hours of operation and/or fails to pay the required fee.

Complaint Procedures

Please let us know if you are unhappy with any aspect of the service we provide for you and your child.

We welcome all parent feedback, including your grievances and complaints, as these will help us to improve the services we provide. All concerns or complaints will be dealt with in a prompt, positive and sympathetic manner. If a staff member is unsure how to respond to a parent's complaint they should refer the matter to the OSHC Supervisor. For further details please refer to our full policy.

Parent Complaint Procedures

If a parent has a complaint about any aspect of the Service, they may discuss their problem with the relevant staff member, with the OSHC Supervisor or with the Centre Manager. If the parent feels the problem is not resolved, they may take the matter to the Operator for resolution, either through the Centre Manager or by writing directly to the Operator (Principal).

Parents are also entitled to direct their complaints to the Education and Care Regulatory Unit. *1st Floor, 111 Wellington Street, East Perth WA 6004*
Phone: (08) 65518333

Priority of Access

The Australian Government has set specific priorities of access to childcare services.

The Australian Government requires the Centre to provide access to the service according to the following priority of access. This means that when the Centre is full, those families who are third priority may be asked to alter their care arrangements to allow a family with higher priority to access the Service.

First priority: Children at risk of serious abuse or neglect.

Second priority: Children whose parents satisfy the work/training/study test under Section 14 of the Family Assistance Act.

Third priority: Any other child.

Signing In and Out

Our primary concern is the welfare and safety of your child. We therefore request that you comply with the following requirements.

- Accurate attendance records need to be kept and checked each day. Whoever brings your child to the Centre or collects your child at the end of the day is required to initial the child's time of arrival and departure.
- Only a parent or persons nominated on the enrolment form can sign.
- If an unauthorised person arrives to collect your child, the child will not be released until your authorization (preferably in writing) has been obtained.

Signing In and Out Attendance sheets have been developed for this purpose. This is a legal requirement of the Family Assistance Office.

If you do not complete these records you will not be eligible to claim Child Care Benefit or Child Care Rebate.

Procedure For Late Collection

If a child has not been collected 30 minutes after closing time, and the parent/guardians of the child, nor other emergency contact have been able to be contacted, the Centre will contact Crisis Care and Police to advise them of the situation and consult on what action to take.

Centre Routines

The activities that happen at the Centre are built around the daily routines. Routines are built around the regular events of the day i.e arrival, taking the attendance record, snacks/drinks, hand washing, lunch break when on Vacation Care, and departure, and take into account the developmental needs of individual children, children's attendance patterns, climate and physical environment, the numbers and ages of children within a given group, children with additional needs, new children entering the group, and parents expectations.

Equipment

The Centre has a wide range of equipment that is suitable for children of all ages. The equipment is regularly maintained and updated. Every year the equipment is expanded or new equipment is bought as required. When it is clear that a child has willfully caused the destruction or loss of equipment the Centre will request that the child's parent replace them.

Confidentiality and Records

St Simon Peter Outside School Hours Care has a duty to keep adequate records about staff, parents and children in order to operate responsibly and legally. The Centre will protect the interests of the children and their parents and the staff including appropriate privacy and confidentiality. Archived records will be stored in a safe and secure manner in accordance with Child Care Services Regulations. Please refer to our Confidentiality, Privacy and Records policies for further information.

National Quality Framework

The Centre works under the National Quality Framework that thrives to meet the interests and needs of every child. The National Quality Standard is a key aspect of the National Quality Framework and sets a national benchmark for early childhood education and care, and outside school hours care services in Australia. To ensure children enjoy the best possible conditions while at OSHC, the National Quality Standards promotes continuous improvement in quality. Our programme which is outlined in the next paragraph is in line with the Framework for School aged care in Australia "My Time, Our Place" which reinforces the importance of learning through

play. The framework consists of five outcomes, principles and practices that are reflected throughout our documentation and programming.

Our Programme

Children who attend our Centre may participate in a range of activities that have been planned to reflect the children's interests and meet their developmental needs. The staff are responsible for creating an atmosphere and environment which is responsive to the needs of each individual child and to the group as a whole and reflects the philosophy and goals of the Service. The programme will be balanced and include indoor and outdoor learning experiences, quiet and active times, individual, small group and large group times, time for individual staff/child interactions, individual and small group interests, children's special interests, and be flexible enough to allow for spontaneity and the unexpected.

Children will be encouraged to have input into programme planning. The programme will be child centered and will allow children to experience a variety of materials and pursue their own interests. There will always be alternative choices when a child does not want to participate in a particular activity.

Junior OSHC and Senior OSHC

The children are split in the afternoons with Years 2-6 located in Senior OSHC and Kindy's, Pre Primary and Year 1's in Junior OSHC. This is to make planning for children's developmental needs more accessible. There is adequate staffing for both rooms, with there always being two or more Educators in the rooms at all times. If you have any questions about how we run each programme, do not hesitate to speak to the Outside School Hours Care Supervisor.

Afternoon Snack

Snacks form a significant part of the Centre routine. Please make sure that any food allergies, strong dislikes and special dietary requirements your child have are recorded on the enrolment form and discussed with the OSHC Staff.

The Centre provides breakfast, morning tea (Vacation Care/Pupil Free Day), afternoon tea and late snack. Parents must provide lunch for Vacation Care/Pupil Free Days. The snack menu is varied, balanced, nutritious, and multicultural based. Children are taught how to store, prepare and serve food hygienically. The weekly menu is displayed on the notice board. Snack times are treated as social occasions. The staff always sit with the children during snack times to interact with them, provide help where needed and to role model for the children.

Birthdays

Children's birthdays are a special day that children like us to celebrate. If parents wish the Centre to celebrate their child's birthday they may provide a cake in original packaging and nut free. The staff will encourage children to sing "Happy Birthday".

Personal Toys

The Centre provides a wide range of equipment, games and toys for children to play with so there is no need to bring in items from home. If your child brings personal items in from home the staff will place them in a safe place for collection by parents. The Centre does not accept any responsibility for lost or broken toys from home.

Mobile Phones/Personal Electrical Devices

Children are not permitted to bring mobile phones or electrical devices including iPhones, iPads and iPods into the Centre. They must remain in children's bags or be given to a staff for safe keeping.

Supervision

The staff: child ratios contained within the Regulations will be strictly adhered to at the Centre. The ratios are:

Before School 1:13 (1:10 if Kindergarten child in attendance)

After School 1:13 (1:10 if Kindergarten child in attendance)

Vacation Care 1:13 (1:10 if Kindergarten child in attendance)

Staff will position themselves where they can see all the children under their supervision, listen carefully to what is happening and know the children individually so they can anticipate their needs. Staff will join in the children's play and encourage them to try new experiences.

When outdoors, children will be appropriately supervised and will be given opportunities for self discovery and freedom of choice. Staff will join in the children's play and encourage them to try new experiences.

Staff will regularly remind children of safety procedures for play equipment. Children will be encouraged to try new challenges as appropriate.

The Centre plan, which clearly defines the boundaries and areas where children may safely play, is displayed on the wall as you enter.

Children With Additional Needs

Our Centre caters for children with additional needs. Children with additional needs that can not be catered for within the usual O.S.H.C routine will be integrated into the whole group with additional support from an Inclusion Support Facilitator or other professionals arranged by the Centre Manager after the parent has given permission. Where possible, support will be obtained prior to the commencement of Care. This will ensure transition into Care is successful to all concerned.

Guiding Children's Behaviour

Learning appropriate behaviour is part of your child's social development. Our staff aim to help children to be responsible for their own behaviour and to develop an understanding of what is appropriate in different situations.

You are encouraged to discuss your child's behaviour with Centre staff to ensure consistent behaviour expectations between home and the Centre. Limits to the children's behaviour will always be clearly expressed in a positive way. Children will

be encouraged to settle their differences in a peaceful manner. The staff will focus on positive behaviour, providing praise and encouragement where appropriate.

Inappropriate behaviour includes – teasing, name calling, bullying, swearing, bad language, pinching, biting, punching, hair pulling, failing to comply with instructions of the staff and anything that compromises the health and safety of the other children in the Centre.

Staff will discuss the issue of bullying with the children and make it clear that this kind of behaviour is not acceptable at the Centre. Children will be encouraged to speak to staff if they see, or are subjected to bullying behaviour, and to refuse to be in any bullying situation.

Appropriate Clothing

During the Vacation Care day, your child will participate in many different activities and it is important that they are dressed in appropriate clothing. Remember, children are hard at “work” while they are with us and often the most beneficial learning experiences come from messy play. We encourage children to wear aprons when painting or participating in other messy activities.

Children are encouraged to wear sensible footwear and comfortable casual clothes, which are suitable for climbing, running or painting. Overalls and braces are not recommended as children find them difficult to handle and will not be able to get in and out of them easily when they need to go to the toilet.

Children need to be aware of sun protection and we favour shirts with sleeves over strappy or singlet tops.

Excursions

Children will be taken on excursions outside of the Centre as part of the planned activities of the Centre. This will only occur whilst the children are attending Vacation Care. Excursions are considered to be an integral part of the children's program and will therefore be arranged from time to time, to provide a broad range of learning experiences for children. For all excursions, written permission will be sought from parents and details of the outing will be provided in writing. All excursions will comply with the Child Care Regulation.

You are requested not to send your child on an excursion if they display any signs of being unwell. This is in the interest of everyone concerned.

Swimming Excursions

No swimming excursions will be conducted at this Centre.

Health and Safety Issues

Hygiene

In group care situations, one of the most troublesome problems is controlling the spread of infections among the children and staff.

The application of universal hygiene procedures will be followed at the Centre at all times to control the spread of infection. Staff model a high level of personal hygiene at all times and place emphasis on the children learning and understanding why hygiene is important. Hand washing is central to this system and children will be introduced to washing their hands before all clean tasks (i.e. meals) and after all dirty tasks (i.e. after using the toilet) as soon as they are developmentally ready.

Immunisation

Immunisation of children who attend the Centre will help to limit the spread of infection. We encourage parents to immunise their children against all diseases appropriate to the child's age. A record of your child's current immunisation status will be kept at the Centre. Children who are not immunised will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health & Medical Research Council exclusion guidelines, even if the child is well. This is to limit the spread of infection and protect unimmunised children.

Exclusion

As a protection for all children and staff the following exclusion policy applies to all children enrolled in the Centre.

Children with infectious diseases will be excluded from the Centre in accordance with the National Health & Medical Research Council exclusion guidelines. A clearance certificate from your child's doctor, is required to pronounce the child fit for child care, before your child can return to the Centre.

If your child is unwell at home please do not bring him/her to the Centre. Children who have more than a slight cold should not be brought to the Centre and may not be accepted at the OSHC Supervisor's discretion. Fevers, vomiting, diarrhoea or unexplained rashes are some of the indications that a child should not be brought to the Centre.

Unwell Children at the Centre

The Centre is not able to care for children who are ill. The following policy has been developed to protect your child and the other children attending the Centre.

It is important that the OSHC Supervisor be notified if your child has been unwell or received an injury since last attending the Centre. If a child is receiving medication at home but not at the Centre, the Centre should still be notified of the purpose of the

medication, its nature and the possible side effects it may have on the child while in care.

In the event your child becomes ill whilst at the Centre, you will be contacted and asked to collect your child. Where the Centre Manager has asked you to seek medical advice regarding your child's health, you will be given details about your child's symptoms and information of any illnesses that have recently affected children and/or staff at the Centre to relay to the doctor. The doctor will need to provide a Clearance Certificate that pronounces your child fit for care before they can return to the Centre. The OSHC Supervisor has the prerogative to call an ambulance or doctor if urgent medical attention is required. Every effort will be made to contact you or your nominated emergency contact people as soon as possible. All medical and ambulance costs are the parent's responsibility.

In the event of an outbreak of a communicable disease at the Centre, families and the Health Department will be notified.

Medication

Wherever possible, medication should be administered by parents/guardians at home. However, we are aware that this is not always feasible. Therefore, to ensure children's safety and welfare, the giving of medication at the Centre will be strictly monitored. Parents/guardians should consider whether the child who requires medication is well enough to be at the Centre and to keep the child home if they are unwell.

Medication will only be administered by Centre staff if:

1. The parent or guardian has completed and signed the Centre's authority to give medication form.
2. It is prescribed by a doctor and has the original pharmaceutical label detailing the child's name, the name of the medication, the required dosage, the date of dispensing and the expiry date; OR
3. It is still in the original pharmaceutical packaging (ie. Non-prescription medication), indicating the name of the medication, the dosage, age appropriateness and the expiry date; AND
4. Self administration by an enrolled child is not allowed without direct supervision of a staff member.
5. The parent has completed and signed an authority to give medication form on the day that it is to be administered.

You must never leave medication in your child's bag. You must inform the Outside School Hours Care Supervisor or staff member and complete an Authority to give Medication Form. At the end of the day you must collect the medication from the Centre Staff.

Occupational Safety and Health

Our Centre is concerned with protecting the health and safety of children and staff at the Centre.

In the interest of Occupational Safety and Health and the well-being of the children, the Centre is a smoke-free zone. This includes all indoor and outdoor play areas and anywhere that is within sight of the children. We request that parents adhere to this. Staff are vigilant to identify and remove any hazards that may create a risk to children or themselves. All equipment, toys and play areas are checked regularly to ensure they are clean and safe for children's use.

Sun Protection

To ensure all children attending the Centre are protected from skin damage caused by harmful ultra-violet rays of the sun, the following applies:

- Children will be required to wear a hat which protects the face, neck and ears whenever outside i.e. legionnaire style or broad brimmed hats (no caps) and will be encouraged to use available areas of shade during outdoor activities.
- SPF 30+ broad spectrum water resistant sunscreen will be provided for children and applied 20 minutes before going outside.
- Outdoor play will not occur in extreme heat or at the hottest time of the day. Staff will act as role models, by wearing hats, applying sunscreen and seeking the shade wherever possible.

Safety Drills

Safety drills will be practiced to ensure that children and staff are familiar with the procedures, should an emergency occur.

Emergency evacuation and safety drills will be practiced at the Centre at least once a term and each school holidays. Evacuation procedures are displayed in the reception area. Parents are asked to familiarise themselves with these procedures.

Accidents

Despite every precaution, accidents will occur at the Centre from time to time. The following policy will be implemented to protect your child and keep you informed, should an accident occur.

You are required to provide written authority (included in the enrolment form) for staff of the Centre to seek medical attention for your child if required. In the case of a minor accident, staff who are qualified in First Aid will attend to the injured child and apply First Aid. Depending on the injury, you will be contacted at the time of the accident or informed about the incident when you arrive to collect your child.

If a serious accident occurs which requires more than simple first aid treatment you will be contacted immediately or, if you cannot be contacted, your emergency contact person will be phoned. Your child's injuries will be assessed and either an

ambulance will be called or your child will be taken to a local clinic or medical practitioner for medical treatment. A staff member will accompany your child until you are able to be there. You will be asked to sign an accident report completed by the person in charge at the Centre at the time of the accident and be provided with a copy of this report.

First Aid Qualifications

It is a requirement that at least one staff member with a current First Aid and CPR qualification is on duty at the Centre at all times children are on the premises.

All staff at the Centre are required to maintain a current Senior First Aid Certificate. First Aid will only be administered by qualified First Aiders in the event of minor accidents or to stabilise the patient until expert assistance arrives.

A fully equipped First Aid Kit is maintained at the Centre.

Lost Property

Any items brought into the Centre by the child should be clearly marked with the child's name, especially items of clothing. There is a lost property box at the Centre which should be checked every week. At the end of each term the lost property box is emptied and unclaimed items disposed of.

**Thank you for taking the time to read our Parent Handbook.
Please speak with the Centre Manager if you require any further
clarification.**

Further Information

Phone

(08) 9306 6834

Email

The Centre Manager: harley.nicole@cathednet.wa.edu.au or
The Outside School Hours Care Team elcoffice@cathednet.wa.edu.au