

*Oakleigh Primary School and Kindergarten*

# **Out of School Hours Care Program (OSHC)**



## **Parent Information Handbook 2024**

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*Mobile: 0412 168 560*

*Email: [oshc@oakleighps.vic.edu.au](mailto:oshc@oakleighps.vic.edu.au)*

*If you need to contact OSHC after 3.00pm*

*Please phone on the mobile.*

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# Introduction

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This Information Handbook is intended to provide parents/guardians with an understanding of how our Out of School Hours Care (OSHC) Program operates and what is required from each parent/guardian who uses this Service.

We recommend that this Handbook is read in its entirety. If you have any questions please feel free to contact the OSHC Coordinator.

## Overview

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The Oakleigh Primary School OSHC was established in 1994 by a group of parents who realised the need for a Service to help working families. The Service is set to cater to the needs of primary school aged students and their families.

The OSHC Service provides a Before School Care Program from 7.30am - 8.45am and a After School Care Program from 3.30pm - 6.00pm each weekday during the school term. Pupil Free Days operate when required.

The Service strives to meet the recreational, social and developmental needs of students as well as their families' requirements for care.

## Our Vision

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Our OSHC aims to help each individual student become a happy and confident person. A person who is well equipped for the challenges of lifelong learning, contributing to society and achieving their full academic, creative and social potential.

We strive to integrate and further develop the sense of belonging, being and becoming for all students, families and staff. We value the diverse range of cultural experiences within our community of families and encourage all stockholders to have their say in shaping our program.

## Aims

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- Include and welcome students from diverse backgrounds and those with additional needs.
- Provide appropriate programs based on the development and individual interests of our students.
- Provide a relaxed social learning environment.
- Promote warm, friendly and respectful relationships between Educators, parents and students.
- Encourage individual responsibility for others.
- Comply with the Educational and Care Services National Law Act, National Quality Standards and the Framework for School Aged Care.

- Ensure the program complements and enhances the school's activities and is consistent with the school's philosophy.
- Ensure the safety of all students under our care.
- Abide by Oakleigh Primary School and Kindergarten Student Wellbeing Policy and the OSHC Program Policies.

## Management and Staff

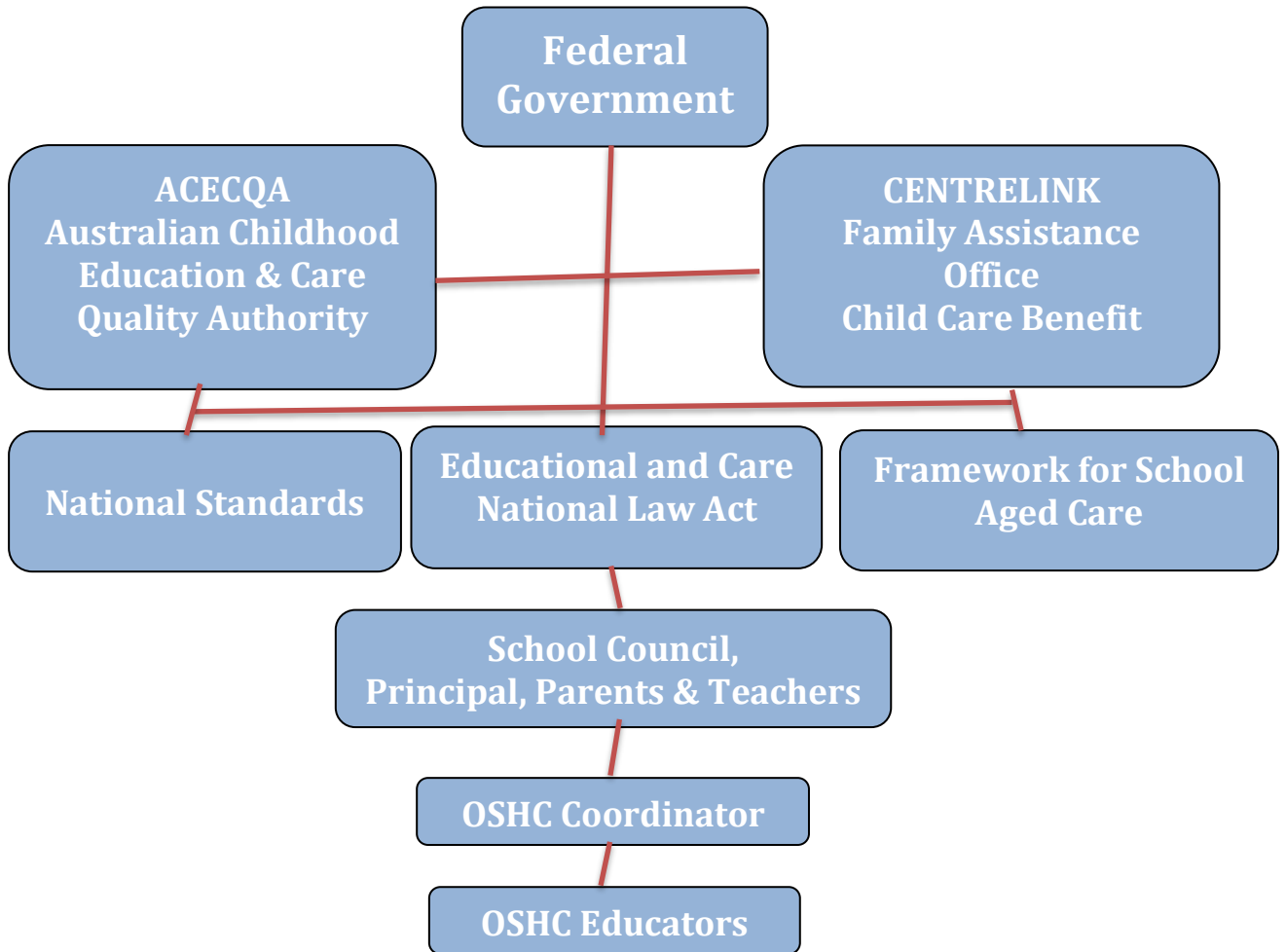
Oakleigh Primary School and Kindergarten's OSHC Program is run by the School Council. All policy changes and adjustments to the fees and charges are approved by the School Council before they are implemented.

The OSHC Program is staffed in accordance with the ratio and requirements specified by the **National Standards Framework for school-aged care and best practice principles:**

- 1 Educator to every 15 students, or part thereof. Ratios are based on the recommendations of the Child Care Act 2002, Child Care Regulations 2017 and National Standards.
- Extra Educators are employed to support special needs students as required.
- All of our Educators are employees of Oakleigh Primary School and Kindergarten.
- All Educators hold a current Working With Children Check and hold current CPR, Anaphylaxis, Asthma, and First Aid certificates. These are required under the Education and Services National Law Act and National Quality Standards.
- All Educators are required to wear the OSHC uniform and name badges.
- Educators are required to attend monthly Educator team meetings and regular professional development training.

Current OSHC Staff	
<b>Licensee of the OSHC Program</b>	Principal <b>Michele Nolan</b>
<b>Coordinator of the OSHC Program</b>	James Marron – <i>Bachelor of Biological Science &amp; Master of Teaching</i>
<b>Educators</b>	
Tess Hodgson – <i>Bachelor of Primary Education</i>	Ella Calderone – <i>Bachelor of Primary Education</i>
Jess Mair – <i>Bachelor of Primary Education</i>	Claudia Tuhon – <i>Bachelor of Education</i>
Sarah Driscoll – <i>Bachelor of Primary Education</i>	Bella Papathanasiou – <i>Cert III – Early Childhood Education &amp; Care</i>
Katie Petkovic – <i>Bachelor of Primary &amp; Secondary Education</i>	Lili Chen – <i>Master of Teaching (Primary Education)</i>
Lara Benkhauser – <i>Master of Teaching in Early Childhood &amp; Primary Education</i>	Madi Rech- <i>Bachelor of Arts (Psychology)</i>

*Below demonstrates the legal departments and accountability for the OSHC Program:*



## *OSHC Operating Hours*

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Before School Care	7.30am – 8.45am
After School Care	3.30pm – 6.00pm
Curriculum/Pupil Free Days	7.30am – 6.00pm

**\*Parents/guardians and students are not permitted to enter the Service outside the operating hours.**

## *Location and Facilities*

Our OSHC Program operates primarily from the School gymnasium. The outdoor play areas located within the grounds of Oakleigh Primary School and Kindergarten are utilised daily and other rooms throughout the school are used as required.

**The venue includes the following facilities:**

- Safe indoor and outdoor areas.
- A rest and quiet area.
- Kitchen area for preparation of food approved by the Victorian Government Department of Health.
- Secure storage.
- Telephone.
- Toilet and washing facilities.
- Fire extinguishers and comprehensive first aid kits.

## *Meals and Food*

Breakfast is offered to all students attending till 8.30 am. A snack is offered to all students attending After School Care. Dietary needs are catered for. Please notify Educators if required. The menu encourages the students to experience new tastes and cultural experiences in a social atmosphere.

Students attending Curriculum Day services are required to bring lunch as well as morning tea unless otherwise advised.

<b>Examples of Foods Offered at OSHC</b>	
Breakfast	Cereal, toast and spreads (no nut products), eggs boiled or poached, fruit toast, milk and water.
Afternoon Tea	Mixed sandwiches, fried rice, dips and veggie sticks, mountain bread roll-ups, fruit platters, nachos, garlic bread, noodles, muffins and cakes made by the students, soup and toast, spaghetti and sauce, pizza, and hot dogs. Fresh fruit and water are available every day.

***\*The OSHC Program abides by the local Council Regulations Food Act 1984. We use an accredited kitchen. The students are encouraged to use safe food practices when in the kitchen and while cooking.***

# Enrolments and Bookings

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It is essential that your child is currently enrolled at our OSHC Service in order for them to attend. Unfortunately, we cannot accept students at our Service who are not enrolled for the current year.

To enrol your child simply visit the Oakleigh Primary School & Kindergarten Website ([oakleighps.vic.edu.au](http://oakleighps.vic.edu.au)), click on '**Parent Info**', select the '**Out of School Hours Care**' and follow the instructions.

If you encounter any difficulties during the enrolment process please do not hesitate to contact the OSHC Service.

## Re-Enrolment

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Beginning in 2024, students who are currently enrolled with the OSHC Service are no longer required to complete a new Enrolment Form.

Instead there is a new three-step paperless re-enrolment process:

1. **Re-offer** – A re-offer communication, either email or text message, is created within the **Kidsoft Parent Portal** and sent, along with a re-offer link, to current families.
2. **Acceptance** – On receipt of the message the family clicks the link which automatically opens in their **Kidsoft Parent Portal** and provides scope to enter preferences and accept the re-offer.
3. **Update** – The app then communicates directly back to the **Kidsoft Parent Portal** booking system which automatically updates the forward enrolment register to reflect the acceptance.

The Re-Enrolment feature allows us to easily offer a space at the OSHC Service to a selection of children who have been previously enrolled. The child will be offered a place based on their current existing Routine booking pattern and the guardian will be asked to confirm all details are up to date via the Parent Portal.

**Note: Re-enrolments will be offered on the provision that your account has been fully settled from the previous year.**

## Childcare Subsidy (CCS)

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The Australian Government provides families with financial assistance to help cover the cost of approved child care through the Child Care Subsidy (CCS). To find out if you are eligible for these options you will need to apply either in person or online through Centrelink - [humanservices.gov.au/childcare](http://humanservices.gov.au/childcare) benefit or by telephone; 13 24 68.

Once you have registered to receive the CCS with Centrelink, you must ensure your child's enrolment form is accurate and complete. It is essential that the information provided to our OSHC Service precisely matches that submitted to Centrelink: any discrepancies will lead to claims being unable to be processed.

It is the responsibility of the parent on enrolment to ensure this information is provided to the School.

Once your enrolment has been submitted to the OSHC Service, you are required to log in to your Centrelink account and **confirm your child is attending Oakleigh OSHC Service**: failure to do so will result in you being charged the full fee for any sessions attended.

For further information on the Child Care Subsidy phone the Family Assistance Office for an assessment on 13 61 50 or visit [www.familyassist.gov.au](http://www.familyassist.gov.au) Please note that when a child does not attend care for over 14 weeks Centrelink unenroll the child and the parent is required to re-enrol their child in the Centre.

## *Bookings*

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Bookings for our Before and After Care sessions can be made on a **Permanent** and **Casual** basis.

For **Permanent bookings** (one that repeats on a weekly or fortnightly basis) you will need to use the ***Kidsoft Parent Portal App/Website***, or alternatively contact the Coordinator with the required bookings.

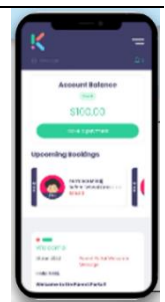
For **Casual bookings** we ask that you create your bookings through the ***Kidsoft Parent Portal App/Website***.

## *Management of Bookings*

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Regardless of whether your child is booked in on a **Permanent** or **Casual** basis, we ask that all parents/guardians manage their day to day bookings via the ***Kidsoft Parent Portal App/Website***.

This online tool will enable you to manage your child/ren's bookings, documentation and information quickly and easily from your mobile phone. The Parent Portal will offer you the flexibility to make and amend bookings, change contact details, access statement, and much more without having to email, call or text OSHC saving time for both parties. Additionally, the Parent Portal will allow us to send out messages and notifications promptly and you will be enabled to send messages directly back to the Service. *An invite to this Service will be sent upon enrolment.*





## Rebooking Week

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The last week of each term will be a designated '**Rebooking Week**'. This week will be utilised as an opportunity for families to settle their accounts for the entire term.

Statements sent out at the beginning of '**Rebooking Week**' will include all attendances made throughout the term including expected bookings made up until the last day of the term.

**Accounts not settled by the start of the next term will have their bookings closed off.**

Requests for bookings for the following term/year will not be responded to with an offer until such time as the account is settled.

Parents/guardians who successfully settle their account during '**Rebooking Week**' are required to take no further action as their child/ren's bookings will continue into the following term/year.

*\*Please Note: Charges are estimates based on bookings and benefits paid at the time of the Statement being generated. Changes to bookings or benefits may affect the final due amount and should be taken into consideration when settling your account.*

## Absences and Cancellations

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Absences and Cancellations are part and parcel of OSHC and we fully understand that from time to time parents/guardians will need to cancel their child/ren's booking/s for one reason or another.

The following are the guidelines for absences and cancellations:

- Cancellations for both Before and After School Care need to be made with as much notice as possible. **Cancellations made after 6.00pm on the previous business day will incur the full fee for that session.**
- Cancellation of your child/ren's booking can be easily completed by using the ***Kidsoft Parent Portal App***. The App will enable you to cancel your booking/s before 6.00pm the day before the session.
- Cancellations can also be made **in person, via email, text message** or by **phone** but the preferred method is though the ***Kidsoft Parent Portal App***.
- Notification of cancellation for **Curriculum Day Care** must be received **48 hours** prior to the session to avoid being charged the full session fee.
- If your child/ren is not attending school or their booked OSHC session due to **illness or injury**, the coordinator needs to be informed so that the booking can be cancelled. Failure to do so may result in you incurring the fee for that session. Please note that informing the School Office of an absence is insufficient and OSHC needs to be informed directly.
- Students who are absent from their booked session due to being sent home from school due to **illness or injury** will have their booking/s removed at no charge.

# *Fees and Payments*

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Fees are charged for each session your child attends and they are set to cover the cost of the Service and to meet the projected budget.

All fees are subject to change and advanced notice will be given when a change to our fees is planned. **An invoice will be issued via email to the payee every second Monday.**

OSHC Session Fees	
<b>Before School Care</b>	<b>\$15.00</b> (includes breakfast before 8.30 am)
<b>After School Care</b>	<b>\$25.00</b> (includes snack and fruit)
<b>Curriculum Day</b>	<b>\$65.00</b> (plus cost of excursion/incursion if applicable)
<b>Administration Fee</b>	<b>\$20.00</b> Enrolment Fee (per new enrolment)
<b>Re-Enrolment Fee</b>	<b>\$0.00</b>
<b>Late Pick-Up Fee</b>	<b>\$20.00</b> per 15 minutes or part thereof

## *Accounts and Payments*

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Accounts are processed fortnightly and Statements are sent via email every second Monday. Payments to OSHC can be made at the school office via EFTPOS or directly into the School Account. A minimum transaction of \$20.00 applies to all Card transactions.

The Service requires all fees to be settled no later than **fourteen days** following the issuing of the Statement. Failure to pay by the due date may result in a late fee of **\$20.00** each week the payment is not been settled. Bookings under your account may also be suspended.

We suggest that parents/guardians with routine bookings create a fortnightly payment schedule through their online banking account. If you are paying the same amount each week this will be the best way to finalise your payments.

Anyone wishing to make special arrangements must speak to the Coordinator.

Any account with outstanding fees of more than one month and has not organised arrangements with the Coordinator will automatically exclude the child from the program until the account is settled.

## Payment Methods and Details

EFTPOS (No AMEX)	Only at the school office
Pay by Phone (Credit Card only)	Only with the school office
Direct Debit ( <b>Preferred</b> )	Account details for electronic payment:
	<b>Account Name:</b> OAKLEIGH SCHOOL COUNCIL <b>BSB Number:</b> 063 159 <b>Account Number:</b> 1007 2915 <b>Description:</b> <u>"Child's Full Name – OSHC Fees"</u>
	It is very important that you include your child's surname in your description field to ensure that the payment is allocated to the correct family.

## Attendance and Collection of Students

A daily attendance record is kept of all students attending the Service.

Students will only be allowed to leave the Service with people authorised on the Enrolment Form unless prior arrangements are made with the Coordinator or the school office. Only people 18 and over are permitted to sign the student/s in and out of the Service.

Before School Care students are to be signed in on the iPad on arrival by the parent/guardian. After School Care students are to be signed out on the iPad by a parent/guardian as **this is a legal requirement.**

Students must be collected by **6.00pm sharp.** Failure to do so will incur a late fee of **\$20.00** per family per 15 minutes or part thereof the student/s attends after 6.00 pm.

In an emergency preventing pickup by 6:00 pm, contact the Coordinator by phoning 9568 2983 or 0412 168 560 or the School Administration Office on 9568 0558. Penalty payments will still apply.

Students must not be dropped at OSHC prior to opening times. Oakleigh Primary School and Kindergarten OSHC will not accept responsibility for students arriving or leaving unaccompanied outside operating hours.

## Late Pick Up and Charges

The After School Care Program closes at 6.00pm.

The Service will charge **\$20.00** per family per 15 minutes of part thereof for child/ren not collected from the OSHC Program by 6.00pm. This is to cover the cost of staffing.

The Coordinator must be notified if you are running late by ringing the Service on 9568 2983 or 0412 168 560. Penalty payments still apply.

The Principal will be contacted at 6.30pm if your child/ren still remain at After School Care. Department of Human Services will be contacted if your child/ren is/are still at the Service after 6.45pm (i.e. 45 minutes late).

Notification of contact numbers will be left on the outside door.

## *Policies and Procedures*

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The OSHC Program has a Policy Folder containing a copy of the current Policies and Procedures in place for the Service.

A copy is kept in the OSHC area and is available on request.

### *Program and Activities*

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We offer a program built around play based learning principles and the interests of our students. All of our activities are framed by the *National Framework for School Age Care* and the *My Time, Our Place Framework*.

The program is developed by the Coordinator in consultation with Educators and students on a weekly cycle. This ensures that activities are in keeping with the contemporary desires and wishes of our students.

Educators make regular observations of the students and evaluate the effectiveness of the program each week.

Students are encouraged to have a voice and share what they wish to do through brainstorming sessions, a suggestion box, feedback, and/or an activities book.

The program for each week is located on the noticeboard in the gymnasium.

#### **Areas of planning include:**

- Student's interests and needs.
- Strong sense of identity and wellbeing.
- Connecting and contributing to their world.
- Confident and involved learners and communicators.
- Physical activities.
- Language and literature.
- Problem solving activities.
- Creative activities.
- Large group and small group activities.
- Areas to just get away and watch the world go by.

## *Diverse Backgrounds*

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We encourage and support students and families with diverse backgrounds. We are able to receive support from the Multicultural Centre to help with getting information to families when needed. We offer extra support for students from diverse backgrounds in settling into the program and learning the new routines. We welcome family input with new ideas and ways we can incorporate your family's celebrations.

## *Students with Additional Needs*

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We encourage the inclusion of students with additional needs where appropriate. There is specific additional needs funding available. Advance applications are required. We offer an induction program for all new students needing extra support. This allows the family and the program to assess the needs of the student and how this is best provided. We aim to work with the school and their support staff to ensure your student's time is enjoyable and safe.

## *Welfare and Safety – Behaviour*

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All students must behave in a way consistent with the Oakleigh Primary School and Kindergarten School Student Wellbeing Policy and the OSHC Behaviour Guidance Policy (a copy of these is available from OSHC upon request).

- A student will be removed from an activity where the student:
  - behaves in a way that constitutes a danger or offence to the physical or emotional health of any student or Educator.
  - consistently and deliberately fails to do as an Educator asks.
- If a student's behaviour warrants special attention, the Program Coordinator, in consultation with the Principal, the student's parents and the student (if appropriate), will develop strategies to improve the student's behaviour. This consultation process and the measures agreed upon must be allowed to operate over an appropriate and reasonable period of time.
- Where a student's behaviour continues to be unacceptable, the Principal will meet with the Coordinator, the student's parents and the student (if appropriate). The meeting shall consider:
  - the student's behaviour.
  - the strategies being implemented to improve the behaviour.
  - the possibility of exclusion or alternative student care arrangement.

## *Discipline Procedures*

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All rules regarding appropriate behaviour are reinforced during the program. Inappropriate behaviour such as fighting, swearing or discriminating comments will not be tolerated.

***STUDENTS WHO BEHAVE IN SUCH A WAY THAT ENDANGERS THE PHYSICAL AND EMOTIONAL HEALTH OF ANY OTHER STUDENT OR ADULT IN THE SERVICE OR BEHAVE IN A MANNER THAT IS CONSISTENTLY AND DELIBERATELY OFFENSIVE WILL BE ADDRESSED IN THE FOLLOWING MANNER:***

1. An Educator will discuss the behaviour with the student and question why he/she is behaving in this manner. Explain to the student why the behaviour is inappropriate.
2. A maximum of three warnings will be given to the student at this stage.
3. If inappropriate behaviour continues the Principal will be notified and the student may be temporarily suspended from the Service.
4. Once the student has been returned to the Service if the behaviour has not improved, the student will not be permitted to attend in the future.
5. Occasionally parents may be called to collect their child immediately.
6. Students who do not listen are a danger not only to themselves but to others. Oakleigh Primary School and Kindergarten OSHC Program will not accept responsibility for these students.

## ***Exclusion***

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If the behaviour exhibited by a student is continually disruptive or causes discomfort to others, the Educator will make a report in the Correspondence Book. All students are informed about this book when they first come to the Service. The Correspondence Book is used to document incidents relating to serious discipline problems, behaviour that is causing injury or offence that affects the wellbeing of others. Each report requires both the signature of the Educator and the parents/guardians.

Parents are informed about the reporting process if and when their child is involved in an incident. If three reports are made for one student in one term, parents/guardians will be contacted and asked to meet with the Coordinator.

## **Privacy**

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Enrolment Forms need to be completed prior to the student attending the program. This is a government requirement for all Children's Services.

The OSHC Program requires information from families to provide the best possible care and to administer Child Care Benefits. All information that is collected is kept in accordance with the **Information Privacy Act 2000** and the **Health Records Act 2001**. All information collected is stored securely, remains confidential and is only accessed by the appropriate staff members.

For further information or questions please contact the OSHC Coordinator.

The privacy of all students and families is very important to us and we require parents to sign our Privacy Notice to enable us to display photos and work of the students.

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## Custody

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If the Service does not have a copy of any applicable Court Order/Custody Restrictions it will assume that both parents have equal custody of the student/s and therefore both have access. In the event that a parent breaks a Custody Order and tries to access the student the parent with custody entitlements will be contacted immediately. The Educator will attempt to prevent the parent from taking the student and the police will be notified.

## Grievance

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All parents have the right to have their concerns heard by the management team. Families with concerns or complaints are encouraged to discuss these with the Coordinator of the Service in the first instance. Complaints that are not resolved to the family's satisfaction will be referred to the School Principal or School Council. Suggestions, comments, or complaints pertaining to the operation of the OSHC Program should be addressed to:

### **The Principal**

Oakleigh Primary School  
20 Warrigal Road  
OAKLEIGH VIC 3166

### **OSHC Coordinator**

Oakleigh Primary School  
20 Warrigal Road  
OAKLEIGH VIC 3166

*\*All communication will be addressed by the Principal or Coordinator and outcomes relayed to the parents concerned.*

## Inclusion

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The Service offers an inclusive anti bias approach to programming. Consideration is given to factors such as culture, ethnicity, language, gender, social class and ability when planning the program.

The Service responds to individual needs, interests and requests by providing a range of activities for all students attending the Service. The Service's program offers a balance of activities, ensuring flexibility and student-initiated activities take precedence. Students and parents are welcome to consult with staff during the planning process to ensure that our program meets the needs of all concerned.

## Attendance by Foundation Students

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The OSHC Service ensures that all Foundation students complete a successful transition into OSHC. Educators will bring the Foundation students attending the Service from their classroom each day until they are settled and are able to find their own way.

## *SunSmart Policy*

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The Service requires that all students and Educators wear a SunSmart hat from the start of September until the end of April whilst playing outside. Students without a hat will need to play in the shade or undercover when outside.

## *Emergency Procedures*

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The Service has an Emergency Evacuation Policy. Educators and students have Evacuation drills throughout the year. Educators evaluate these drills to ensure the safety of all concerned.

## *Accidents*

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Every attempt will be made to ensure the sound management of an injury.

Parents will be notified if medical aid or hospitalisation is required. The Coordinator will complete all required paperwork and an investigation of the cause will be completed if required.

For a minor accident, an Educator will administer basic first aid and complete an Accident Report that will be signed by the Educator and given to the parent/guardian upon collection of their child.

For a more serious accident, the Educator will administer first aid and an ambulance will be called. Under no circumstances will a student be transported to the doctor or hospital in a private car or accompanied by a staff member.

An Accident Report will be completed and signed by the Educator and kept on record.

## *Medication*

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When a student requires medication while at the Service, the parent/guardian must complete the Confidential Medication Form and provide the prescribed medication in its original and labelled packaging/container. When medication is administered, an Educator will complete and sign the Confidential Medication Form. The parent/guardian is then required to sign the same form upon collection of the student. In the case of an emergency, an Educator will administer medication once they have received phone consent from the parent/guardian.

## *Infectious Diseases*

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The OSHC Service Policy on Infectious Diseases is consistent with Commonwealth and State Legislation which outlines the exclusion practices for students who have an infectious disease or who have been exposed to an infectious disease. The Service will ensure that the Policy is practised.

In conjunction with the school, the Service will ensure that all appropriate persons are notified of any infectious diseases. Where a student develops symptoms whilst attending the Service parents will be asked to collect their student and seek a medical diagnosis.



<b>Minimum Period of Exclusion for Infectious Diseases Cases and Contacts: Vic Health</b>		
<b>Conditions</b>	<b>Exclusion of cases</b>	<b>Exclusion of Contacts</b>
Chicken Pox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
DIPHTERIA	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case.
Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
Molluscum contagiosum	Exclusion is not necessary	Not excluded
Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case.
Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

**WE HOPE YOUR CHILD/CHILDREN WILL ENJOY TIME SPENT  
AT OUR OUT OF SCHOOL HOURS CARE SERVICE.**