



**Oakleigh Primary School
and Kindergarten**

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

**Parent Information
2017**

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Introduction

This information is designed to provide parents/guardians with important information about how the Out of School Hours Care (OSHC) Program operates and what is required of parents/guardians who use this Service. We recommend that it is read in its entirety and if you have any questions please feel free to contact the OSHC Coordinator, Liz Crowe. OSHC Phone Number: 9568 2983 or 0412 168 560.

Overview

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

The OSHC provides a Before School Care Program from 7.30am-8.45am and an After School Care Program from 3.30pm-6.00pm each week day during school term, plus Pupil Free Days if required.

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

Our Vision

Our aim is for each student to become a happy and confident person, well equipped for the challenges of lifelong learning, contributing to the society in which they live and able to achieve 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 while at the program. We value the diverse range of cultural experiences within our community of families.

Aims

- Include and welcome students from diverse backgrounds and with additional needs.
- Provide appropriate programs based on the development and interests of primary aged students and their individual needs.
- Provide relaxed social learning environments.
- Promote warm and friendly relationships between educators, parents and students while ensuring that they respect other students, educators and the school.
- Encourage in individuals a responsibility for others.
- Comply with 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 during all aspects of the program.
- Abide by Oakleigh Primary School and Kindergarten Student Wellbeing Policy and the OSHC Program Policies.

The OSHC Program has a Policy which includes all policies and procedures relating to the running of the Out of School Hours Care Program. The Parent Subcommittee, Educators and the School Principal review policies and procedures yearly.

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

Management

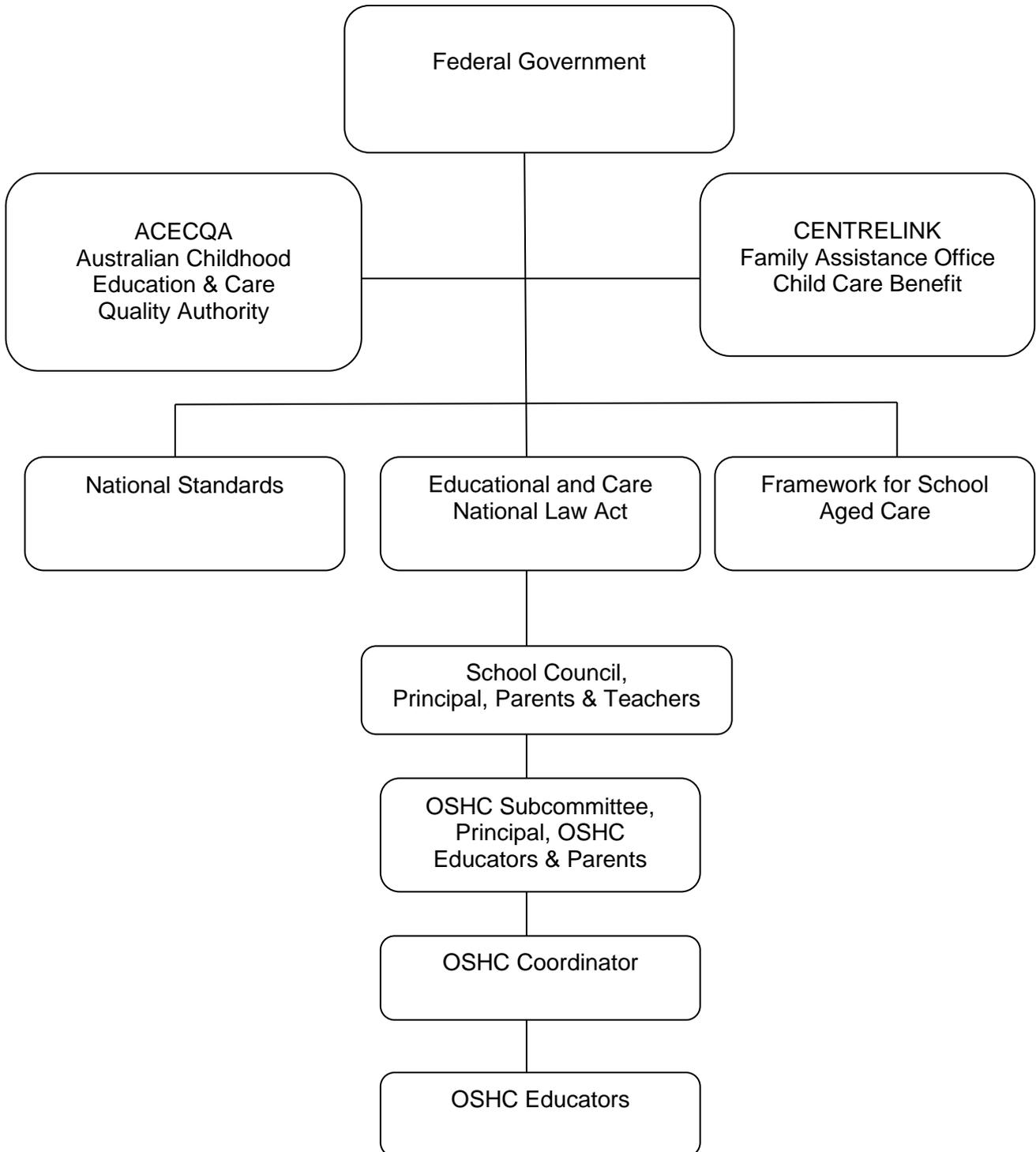
Oakleigh Primary School and Kindergarten Program is a very proud not for profit Community Owned Service.

Assistant Principal, Michele Nolan, is the licensee of the OSHC Program. The OSHC Subcommittee consists of parents who use the OSHC Program plus educators. The Subcommittee gives input into the daily running of the program to ensure a quality service. Parents are encouraged to attend the Subcommittee meetings and become actively involved in the running of the program. The Principal oversees the day-to-day business of the OSHC Program while the Coordinator manages and implements the program. All correspondences relating to the program can be addressed to the OSHC Coordinator or the School Principal.

The Program operates from the Performing Arts Centre with use of other rooms and outdoor play areas located within the grounds of the Oakleigh Primary School and Kindergarten. 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

Management Requirements: Below demonstrates the legal departments and accountability for the OSHC Program:



Our Team Educators

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
- 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 current Working With Children Checks and necessary Anaphylaxis and First Aid training certificates. Required under 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.

Educator Structure

Coordinator – Full Time Educator

Assistant Educators – Casual Educators

Operating Hours

Before School Care: 7.30am – 8.45am

After School Care: 3.30pm – 6.00pm

Curriculum/Pupil Free Days: 7.30am – 6.00pm

Program and Activities

We offer a program based on play based learning principles and incorporate the National Framework For School Age Care and Victorian Early Years Learning and Development Framework. 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

The weekly program can be located on the Noticeboard and in the School Newsletter. The program is developed by the Coordinator in consultation with Educators and students of the program. Educators make regular observations of the students and evaluate the program each week. Students are encouraged to have input through brainstorming sessions, suggestion box and feedback.

Meals and Food

Afternoon tea 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. Breakfast is offered to all students attending before 8.30am.

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

Samples of foods offered are:

- BREAKFAST - Cereal, toast and spreads (no nut products); milk; juice and water
- AFATERNOON TEA - Mixed sandwiches, fried rice, dips and veggie sticks, mountain bread roll-ups, fruit platters, nachos, garlic bread, muffins and cakes made by the students, pizza, soup and toast, spaghetti and sauce, and hot dogs. Fresh fruit and water are available every day.

FOOD HANDLING

The OSHC Program abides by 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.

Diverse Backgrounds

We encourage and support students and families with diverse backgrounds. We are able to get 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 in learning the new routines of the program. We welcome family input with new ideas and ways we can incorporate your families celebrations.

Students With Additional Needs

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 for 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

- 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 the OSHC Educators).

- A student will be removed from an activity where the student:
 - behaves in a way which 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 over a period of time 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 Program 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 arrangements

Fees

The Service operates on a non profit basis. Any surplus will be expended on equipment and resources for the student's program, minor upgrades and Service improvements as specified by the Committee.

Fees are adjusted as necessary. Fees are set to cover the cost of the Service and to meet the projected budget for the Service. They are subject to change. Fees are charged on a per session basis, per student. Fees for permanent care will be charged weekly with an invoice issued on Fridays.

Fees for casual or emergency care must be paid on the same day as the care. OSHC can review this procedure at any time.

Charges

Before School Care \$14.50 (includes breakfast before 8.30am)

After School Care \$22.50 (includes snack and fruit)

Curriculum Day \$50.00 (plus cost of excursion/incursion if applicable)

Administration Fee \$20 annually upon registration

Attendance and Collection of Students

A daily attendance record is kept of all students attending the Service. Students who have not been collected from school by 3.45pm will be placed in OSHC and the normal fee will be charged.

Students will only be allowed to leave the Service with people previously authorised on the Enrolment Form, unless prior arrangements are made with the Coordinator or the school office. Only people over the age of 18 years are permitted to sign for the student/s in and out of the Service each day. Before School Care students are to be signed in with the time they arrive and for After School Care the time they leave – this is a legal requirement.

Students must be collected by 6.00pm sharp. Failure to do so will incur a late fee of \$2.00 per family for every minute the student/s attends after 6.00pm.

In an emergency preventing pickup by 6.00pm, contact the Coordinator by phoning 9568 2983 or the School Administration Office on 9568 0558 or 0412 168 560 before 3.15pm. 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 Ups and Charges

The After School Care Program closes at 6.00pm each evening.

The Service will charge \$2.00 per minute per family, to cover the cost of staffing as this is not included in the staff budget.

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 6.30 if your student still remains at After School Care. Human Services will be contacted if your student/s is/are still at the Service after 6.45pm (i.e. 45minutes late).

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

Accounts and Payments

Accounts are processed and emailed on a weekly basis. Payments can be made directly to OSHC Program or at the school office. Payments can either be made via Cheque, Credit Card, Direct Debit and Cash. EFTPOS payments can only be made at the school office. A minimum transaction of \$20.00 applies to all Card payments.

The Service requires all fees for care to be paid by the due date. Failure to pay accounts may incur a late fee of \$20.00 for each week that payment is late.

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

The Service is unable to carry fees and charges for dishonoured cheques. Any cost incurred to the Service due to dishonoured cheques will be charged to the parent the following week.

Any family with outstanding fees of more than one month and no arrangements have been made with the Coordinator will automatically be excluded from the program until the account is settled.

METHODS OF PAYMENT

- ⊙ Cash
- ⊙ Cheque
- ⊙ EFTPOS (only at the school office)
- ⊙ Pay By Phone (Credit Card only)

It is very important that you include your family name in your description field to ensure that the payment is allocated to the correct family.

Account details for electronic payment:

Account Name:	OAKLEIGH SCHOOL COUNCIL
BSB Number:	063 159
Account Number:	10072915
Description:	"Family Name – OSHC Fees"

Privacy

Enrolment forms need to be completed before students can attend the program. This is a government requirement for all Children Services.

The OSHC Program requires information from families to provide the best possible care for your student/s and to administer Child Care Benefit. 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 only accessed by the appropriate staff members.

For further information or questions on what happens to your information or if you would like to gain access to your records 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 are handled appropriately.

Custody

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

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, which are not resolved to the family's satisfaction, will be either 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	or	OSHC Coordinator
Oakleigh Primary School		Oakleigh Primary School
20 Warrigal Road		20 Warrigal Road
Oakleigh 3166		Oakleigh 3166

All communication will be addressed by the Principal or Coordinator and out comes relayed to the parents concerned.

Discipline Procedures

All rules of 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 behaviour has not improved, the student will not be permitted to attend future programs. Alternative care will be recommended.
5. Students will not sit in time out for more than 5 minutes.
6. Occasionally parents may be called to collect their child immediately.
7. Students who do not listen are a danger to not only themselves but to others.
8. Oakleigh Primary School and Kindergarten OSHC Program will not accept responsibility for these students.

Inclusion

The Service offers an anti-bias approach to programming which is inclusive of all students. 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 providing for student initiated activities. Students and parents are consulted when staff are planning the program to ensure that it meets the needs of all concerned.

Exclusion

If a student's behaviour is continually disruptive or causes discomfort to other students, the Educator will make a report in the Correspondence Book. All students are to be informed about this book when they first come to the Service. The Correspondence Book is to be used for any incidents that require reporting and for serious discipline problems such as where a student's behaviour is causing injury or offence that affects other students and staff wellbeing. Each report requires both the Educator and the parent/s signature. Parents must be informed about the reporting process if their student is involved in an incident. After three reports in one term parents/carers will be notified of the situation concerning the student's future in the Service.

Attendance by Prep Students

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

Accidents

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

Parents will be informed immediately if medical aid or hospital is required and the Coordinator will complete all required paperwork. If required, an investigation of the cause will be undertaken.

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 parent/guardian on collection of their student.

For a more serious accident, the Educator will administer first aid and will call for an ambulance. 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. A copy will be given to parents.

Medication

If medication is required during the hours of care, the parent must complete the confidential medication form and produce the medication in its original and labelled container. An Educator will complete and sign the form when the medication is administered and the parent is required to sign at the end of the session. In the case of an emergency and an Educator will administer medication after phone approval by the parent. The Educator member will complete this form and it will subsequently be signed by the parent on arrival.

SunSmart Policy

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. No student will be allowed to play outside without a hat, as per our SunSmart Policy.

Emergency Procedures

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

Infectious Diseases

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 practiced.

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 medical diagnosis.

CHICKEN POX	Until fully recovered
CONJUNCTIVITIS	Until discharge from eyes has ceased
DIPHTERIA	Until receipt of a medical certificate of recovery from infection
HEPATITIS	Until a medical certificate of recovery is produced
IMPETIGO (SCHOOL SORES)	Until sores have fully healed
MEASLES	For at least five days from the appearance of the rash
MENINGOCOCCAL	Until a medical certificate of recovery is produced
MUMPS	Until fully recovered
PEDICULOSIS (HEAD LICE)	Until treatment has commenced, supported by a medical certificate
PERTUSSIS (WHOOPIING COUGH)	For two weeks or until medical certificate of recovery is produced
RINGWORM	Until appropriate treatment has commenced
RUBELLA (GERMAN MEASLES)	Until fully recovered and at least ten days after the appearance of the rash
SCABIES	Until appropriate treatment has commenced
STREPTOCOCCAL (SCARLET FEVER)	Until a medical certificate of recovery is produced
TUBERCULOSIS	Until a medical certificate is produced stating that the patient is no longer infectious

Students who are not immunised may also be excluded from the Service during outbreaks of infectious diseases.

**WE HOPE YOUR STUDENT/S WILL ENJOY TIME SPENT
AT OUR OUT OF SCHOOL HOURS CARE PROGRAM.**

**PLEASE FEEL FREE TO DISCUSS YOUR CHILD/REN'S
PARTICIPATION IN THE PROGRAM**