All parents are asked to read this information, be familiar with, and follow, procedures outlined to ensure and well-being of all. Please also ensure that your child is aware of instructions relevant to them.

**Philosophy**

Kialla West Primary School Council believes that every family has the right to quality care that recognises and values the child as an individual and is responsive to the needs of families.

The setting therefore needs to be a warm, secure, caring environment where the development of independence and self-confidence is fostered and creativity and individuality are encouraged. The partnership between parent and carer is invaluable in the care and outcome for the child.

Our After School Program is flexible and responsive to the changing needs of the children and their families and is provided in a way that recognises and is supportive to each family's values and cultural and religious needs.

**Goals**

The program aims to:

- Provide a safe, warm and caring atmosphere for children
- Provide a wide variety of stimulating and interesting activities that cater for the needs of individual children
- Promote warm and friendly relationships, with staff children and parents
- Encourage child, staff, parent and community involvement in the development of the program
- Conduct a school age child care program consistent with the policy and guidelines contained in the National Standards for OSHC and OSHC Quality Assurance Principles

We hope you can help us meet these goals. A copy of the Program’s Policies is available on request.
Establishment of OSHC Program

The Kialla West OSHC Program commenced in October 2002 in response to a need identified by the parents and School Council. The OSHC Program was registered with the Family Assistance Office at Centrelink as a Registered Service Provider. In March 2004 an application was made to the Commonwealth Department of Family and Community Services to become an Approved Service Provider with 15 Child Care Benefit places. This application was successful and approved in August 2004. The OSHC Program commenced as an Approved Service Provider in Term 4 2004.

Management Structure

Kialla West Primary School Council manages the OSHC Program. There is an OSHC Program Sub-Committee comprising parents and at least one School Council member.

The role of the Sub-Committee is to:
- encourage parents to participate in program decisions
- recommend to School Council on the needs of parents and children using the program
- contribute to the planning of activities
- prepare reports on the operations of the program for School Council and the school’s Annual Report.

OSHC Program Sub-Committee members for 2004 are:
Jim Shanahan
Michelle Carkeek
Nardene Tuckett
Marg Leahy
Lisa Dryden

The Sub-Committee meets at least once per term and parents using the Program are welcome to attend.

Staff

The OSHC Program is staffed at a ratio of 1 staff member for up to 15 children. A second staff member may be utilised in busy periods. All staff will have appropriate qualifications/experience and a current Police Check.

The Coordinator for the program at present is Julie Ellemor. At times relief staff may be used.

Hours and Attendance

The program will run from 3:30pm to 6:00pm on school days and from 2:30pm to 6:00pm on the last day of each term. The program does not operate during school holidays.

Children must go straight to the program when school ends at 3:30pm, or immediately at the conclusion of school approved activities such as sports training. OSHCP staff will sign in
children. If the child is expected in the OSHC Program and does not turn up, the staff member will contact the school office and a member of staff will ascertain the whereabouts of the child.

Children not collected from the school grounds by 4pm (except bus travellers) will automatically be enrolled in the program. This includes children whose siblings are attending sports training and whose parents are not in attendance. Parents would then be charged according to the fee schedule from 3.30pm. Children not collected immediately at the end of sports training will automatically be placed in the program.

Each child must be collected, and signed out of the program, by a parent or other person authorised by the parent to collect the child. No child will leave the program unaccompanied.

**Pupil Free Days**

Care for Pupil Free days shall be offered dependent upon demand and availability of venue. There will be a notice requesting expressions of interest in the school newsletter for 3 weeks prior to the Pupil Free Day. If offered this program runs from 8am - 6pm.

The cost of the Pupil Free day will be based on an hourly rate with a minimum booking of 3 hours, with the charge rounded up to the next full hour. Refer to current Fee Schedule for fees. Children will bring their own lunch, snacks and drink to Pupil Free Days.

**Program**

The OSHC Program offers a program that is based on individual and group needs, and in consideration of gender equity, cultural background, social needs and/or disability. Program details are usually put into the school newsletter.

Program activities may be either indoor or outdoor and shall include the following:
- puzzles, drawing, games, reading, writing, play dough, construction, cricket, football, ball games, hoops, minor games, skipping ropes, craft ideas, bingo, story tellers, cooking, face painting, drama, music, kite making, computer.

Children shall have to opportunity to complete homework if requested.

Celebrations and special events shall be planned with input from children and families to ensure that individual needs and values are met.

As the OSHC Program operates as a single staff model all activities are school based and excursions will not be undertaken.

**Discipline Rules of program**

Rules of the program shall be developed by the Coordinator of the OSHC Program with the children’s input. These shall be displayed in the OSHC Program room.
Food Provided

A well-balanced and nutritional snack shall be provided to all children attending the OSHC Program. Parents are requested to inform OSHC staff if their children have specific dietary needs to ensure that these are accommodated. Children will have access to drinking water at all times.

Children will bring their own lunch, snacks and drink to Pupil Free Days.

Enrolment

An enrolment form must be completed for each child using the program. In signing the enrolment form, parents are agreeing to the procedures outlined in this summary. Parents are required to provide the OSHCP current copies of court orders and ensure that OSHCP staff are informed of any changes.

A child may not attend the program unless an enrolment form has been completed. This rule may be waived in exceptional circumstances, at the discretion of the Principal.

It is the parents’ responsibility to ensure that the OSHC Program is kept up to date with all family details including changes to contact numbers and addresses, emergency contacts, medical and custody details.

Bookings

The OSHC Program is funded for 15 places. The Program cannot exceed this number.

1. Parents can book children in either as a permanent or casual booking:
   • A permanent booking is an ongoing position kept available in the program and must be paid for even if the child is absent.
   • Casual bookings are for positions made available on a daily basis and are subject to availability
2. Places are allocated according to Priority of Access (refer below)
3. Parents should attempt to book their children into the program well in advance as numbers are limited to 15 places.
4. Children can attend the program after sports training at 4.30pm.
5. Permanent bookings can be made by indicating times and days on the Enrolment form.
6. Casual bookings can be made by:
   • notifying the coordinator of the next booking as you collect your child from the program
   • ringing the school on (03) 5823 1333 before 3:30pm on the day of attendance

Casual bookings are subject to availability.

Please note that bookings for care and/or changes to bookings (casual/permanent) can be made by contacting the school by telephone or by sending a written note with a school child. The OSHC Program cannot accept verbal messages from children.
Cancellations

Permanent bookings must be paid for even if the child is absent. Where a parent wishes to cancel a permanent booking on an ongoing basis 1 week’s notice shall be required.

Casual bookings must be cancelled by 3pm on the day of booking, otherwise fees for the booked time shall be charged.

Priority of Access Guidelines

The OSHC Service is required to follow the Commonwealth Government’s Priority of Access guidelines. Therefore places shall be allocated according to the following:

- **Priority 1:** a child at risk of serious abuse or neglect
- **Priority 2:** a child of a single parent who satisfies or of both parents who both satisfy, the work/training/study test under Section 14 of the Family Assistance Act
- **Priority 3:** any other child

Within these main categories priority should also be given to children:
- In Aboriginal and Torres Strait Islander families
- In families which include a disabled person
- In families on lower incomes
- In socially isolated families
- Of single parents

School children shall also be given priority over those children who have not commenced school.

Kialla West Primary School children shall also be given priority over children attending other primary schools.

Where there are no vacant places, a child placed under a lower priority may be required to alter their booking to provide a place for a higher priority child eg. Priority 1. This may involve reducing the hours/days of care or shifting the day of care, or utilising casual bookings only. **Families will receive 2 weeks notice should this have to happen.**

Child Care Benefit (CCB)

CCB (Child Care Benefit) is a form of assistance available to families and is assessed by the Family Assistance Office (FAO) at Centrelink based on the family’s annual income. All families are eligible for some CCB. Families have a number of options to claim CCB but it is the family’s responsibility to ensure that their application is lodged with the Family Assistance Office within 7 days of commencement of care. Failure to do so will result in a full fee being charged from the commencement of care. It is also the family’s responsibility to notify the FAO of any relevant changes to their circumstances. Refer to FAO on 13 6150 for more information.

The CRN for the FAO for the Kialla West OSHC Program is: **407 127 182K**
Fees

The program will operate on a break even basis. **Refer to separate sheet for current fee structure.**

Families are eligible to claim Child Care Benefit (CCB) of After School Care fees. All families are eligible for CCB and families have a number of options to claim. Refer to Child Care Benefit in this handbook or contact FAO (Family Assistance Office) on 13 6150 for more information.

Accounts will be issued fortnightly, and prompt payment is expected. Payment should be sent to the school office in an envelope marked “After School Care,” and with the child’s name and amount enclosed written on it. Cheques should be made payable to Kialla West Primary School. A receipt will be issued for all payments.

Parents/Guardians are encouraged to inform the OSHC Program Committee, School Bursar or Principal of problems they are encountering with the payment of fees. Matters of non-payment will be referred to the Sub-Committee and Principal, and may result in exclusion from the program.

Absences

Parents should advise the program of any change in the child’s attendance as soon as it is known, for example:
- if a permanent booking is cancelled
- a child is sick at home
- if a parent is home and child care is not required
- when a child returns after a period of absence.

Parents should advise the OSHCP Co-ordinator by ringing the school on 5823 1333.

Allowable and Approved Absences

Allowable and approved absences only relate to where a child is absent and is charged for a booking eg. permanent booking or where a child does not arrive for a casual booking. These are based on the Commonwealth’s Guidelines for CCB (Childcare Benefit).

Parents are granted 30 **allowable absences** per child per financial year. Therefore their child can be absent for any reason on 30 occasions. Once a parent exceeds 30 allowable absences they will be charged a full fee (with no CCB deducted) for any further absences in that financial year (unless it is deemed an Approved absence).

A parent can nominate their child’s absence as an “**approved absence**” should they meet the appropriate criteria eg. child/parent/sibling is sick and a medical certificate is provided, a RDO, rotating shift work. Approved absences are unlimited.
Late Pickup

No child is to remain in the program after 6:00pm. If parents suspect that they will be late, they must contact one of the approved, alternate people nominated on their child's enrolment form and have them collect their child before 6:00pm.

A penalty fee of $5 per 15 minutes per child will apply if children are not collected by 6:00pm.

When a child is left in the program after 6:00pm, the coordinator shall take the following action:

- ring parents/guardians
- ring emergency contacts

If no contact can be made to either of the above, then a member of the OSHC Committee shall be notified to attend the OSHC Program.

If contact cannot be made to parents/guardians or emergency contacts after 1 hour of closure, police shall be called. A notice shall be left on the door of the Service notifying where the child has been taken and/or who the parent needs to contact.

The Sub-Committee will bill parents for all expenses involved.

If late pick ups become a regular occurrence, the child's place in the OSHC Program will be reviewed.

Parent Involvement

Parents are encouraged to become actively involved in the program by:

- providing feedback on their child's involvement
- commenting on the program and providing suggestions
- contributing materials eg craft, junk/recyclable materials etc.
- becoming actively involved on the Sub-Committee
- attending Sub-Committee meetings.

Parents shall be informed of OSHC Program notices, information, program news etc. via the school newsletter.

Sunsmart

In line with the School's Sunsmart Policy the OSHC Program requires all children to wear broad rimmed hats during Term 1 and 4. Sunscreen is provided for all students.

Illness or Injury

The Co-ordinator will administer first aid to a sick or injured child. Parents of children not well enough to stay in the program after treatment will be contacted to collect their child. If parents are unavailable, a nominated contact person will be contacted.
In cases of serious illness or injury, the Co-ordinator is not expected to diagnose or treat the condition, apart from carrying out appropriate first aid procedures. Diagnosis and treatment will be the responsibility of a medical practitioner or ambulance officer called to the scene.

Except in extreme emergency, an attempt will be made to contact the child’s parents to inform them that an ambulance is being called. Parents will be informed as quickly as possible of their child’s condition and of the actions taken by the Co-ordinator. Parents are advised to join the Ambulance Service, as it is their responsibility to pay for this service if it is summoned for their child.

All children with asthma shall be required to complete an Asthma Action Plan.

It is the parents’ responsibilities to keep the OSHC Program staff up to date with any medical details in regard to their child.

Medication

Parents of children with asthma, allergies or other conditions are asked to provide required medication, which will be kept securely and administered as directed when applicable. It is the parents’ responsibilities to keep the OSHC Program staff up to date with any medication requirements in regard to their child.

Infectious Diseases

A child should not attend the program with an infectious disease. The OSHCP Coordinator/Principal has the right to exclude any child with an infectious disease. Refer to the Exclusion Table in the OSHC Program Policy Book and/or the School Information Booklet for exclusion requirements.

Emergency Procedures

In the case of an emergency and evacuation is required, staff shall follow the emergency evacuation procedures displayed in the OSHC Program room. Assembly point is the north eastern corner of school oval (near cemetery).

In the case of an emergency please contact the school on 5823 1333.

Safety and Discipline

The school’s Student Code of Conduct will apply during the program. In the interests of child safety, children will be made aware of yard regulations and be expected to adhere to them. If a child continually contravenes these regulations, the consultative process set down in the Behaviour Policy will be implemented.
Grievance Procedures for Parents

Parents should direct any concerns that they have regarding the Outside School Hours Care Program to:

- the Program Co-ordinator in the first instance,
- the Program Sub-Committee (if the concern is unresolved)
- the Principal (if there is still no resolution).

As the Program is run separately to the school program, parents need to direct concerns to the above, and not the classroom teachers.

We hope that you and your child enjoy your time at the Kialla West Outside School Hours Program. We welcome your feedback and input and thank you for allowing us to be part of your child’s school years.

Copies of this document, the OSHC Program Policy, Enrolment Form and Fee Schedule are available from the school office, or can be found on the Kialla West Primary School web site at www.kiallawestps.vic.edu.au. Click the Activities button and follow the ‘After School Care Program’ link.