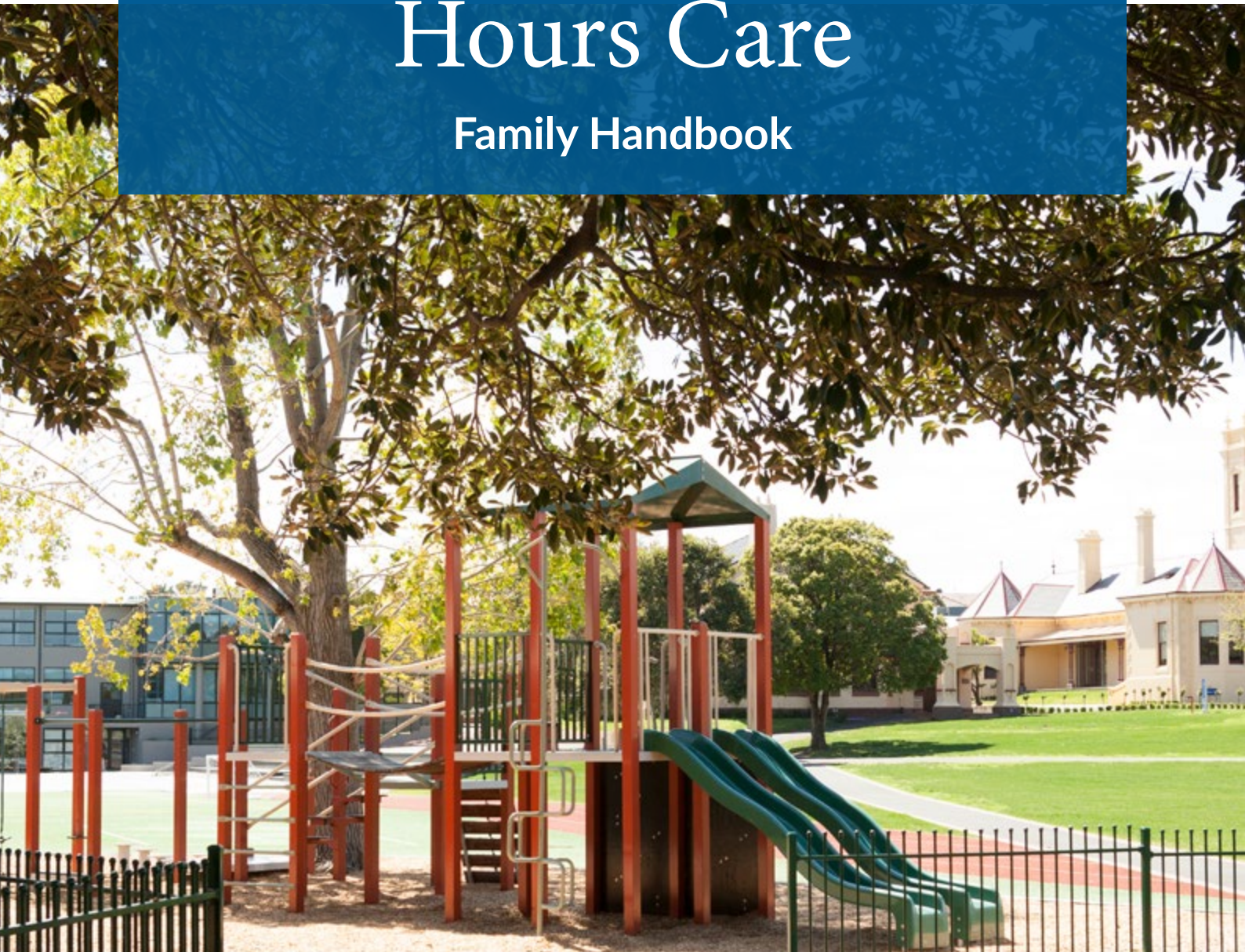




St Leonard's College

Out of School Hours Care

Family Handbook





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Out of School Hours Care Family Handbook

Contact details

Director of OSHC Program: Lisa Leggett

St Leonard's College

163 South Road, Brighton East VIC 3187

9909 9408 or oshc@stleonards.vic.edu.au

Locations

Before School Care is offered in the Early Learning Centre.

After School Care for ELC and prep students is held in the Early Learning Centre.

After School Care, Holiday Program and Curriculum Day Programs for students in years 1-6 are held in the Flexible Learning Space, McMillan House (Junior School).

Hours of operation

ELC – Before School Care	7.45am – 8.30am
ELC – After School Care	3.00pm – 6.00pm
Prep to year 6 – Before School Care	7.45am – 8.40am
Prep to year 6 – After School Care	3.20pm – 6.00pm
Holiday Program	7.45am – 6.00pm
Curriculum Days	7.45am – 6.00pm

Dates of operation

During term time, the Before School Care and After School Care programs are run every normal school day. On Curriculum Days, a full-day program will be run. During school holidays, the program runs on the weeks listed below:

- **Term 4 holidays (approx. December – January):** the Holiday Program runs for the first two or three weeks after the conclusion of term 4 and the last three weeks in January prior to the commencement of term 1.
- **Term 1 holidays (approx. April):** the Holiday Program runs over both weeks.
- **Term 2 holidays (approx. July):** the Holiday Program runs over both weeks.
- **Term 3 holidays (approx. September):** the Holiday Program runs across all three weeks.
- **Melbourne Cup Day:** the Program runs neither on the Monday before Melbourne Cup nor on Melbourne Cup Day.

Aims of the OSHC Program

- To ensure that all children who attend our Out of School Hours Care Programs have a safe, caring, well supervised and friendly environment in which to play and express themselves creatively
- To provide care for children who cannot be collected immediately when school finishes, or for those requiring care prior to school commencing
- To offer a choice of activities that are appropriate for the age levels of the children attending and, where possible, differ from those available at school
- To provide care which is a substitute for home, not a continuation of the school day

Philosophy of the OSHC Program

To ensure quality child care the St Leonard's College OSHC Program will:

- Comply with the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 Outside School Hours Care
- Maintain our framework documents and develop an understanding of how they are interwoven into our Program
- Continue to update our knowledge of the framework
- Seek to continually improve the quality of childcare
- Provide qualified and/or experienced staff in the area of OSHC Programs
- Provide staff who are First Aid Level Two, anaphylaxis and asthma trained
- Provide a range of activities that are based on children's interests and choices
- Provide activities that promote the developmental needs of children
- Respect the diversity of each child's background, needs and abilities
- Create an environment that is both responsive and inclusive to the needs of all families
- Accommodate the children's individual needs
- Promote the children's autonomy, initiative and self-worth

Implementation of the philosophy

1. We offer a flexible service that responds to the care and recreational needs of children
2. We provide an environment for children that:
 - is both safe and challenging
 - fosters individuality, recognising their needs and interests
 - promotes the physical health and wellbeing of all
 - values the benefit of play in both structured and self-directed experiences
 - fosters a spirit of equity and inclusion
3. We ensure that the service accurately reflects the needs of children and parents by:
 - acknowledging the importance of parents in providing direction for the service
 - encouraging comments and feedback from all parents
 - acknowledging and being sensitive to the cultural backgrounds of families
4. We ensure that staff are able to:
 - fulfill the role and responsibilities they are employed to undertake
 - have their needs met

Enrolment

Before and After School Care enrolments are only available to St Leonard's College students in ELC to year 6.

The Holiday Program is available to students in prep to year 6, both at St Leonard's College and externally. Priority for enrolment is given to St Leonard's College students and families. If an external student has been booked in and an internal student wishes to book, the external student's booking may be revoked. Year 7 St Leonard's College students will be given special consideration if they require care.

OSHC enrolment forms are available from McMillan House reception and the Director of the OSHC Program during Program times. An enrolment form is also available on the College's website.

No child shall be allowed to attend an OSHC Program unless a current enrolment form has been completed, signed and forwarded to the director of the OSHC Program.

How to make a booking

Bookings are to be made via email at oshc@stleonards.vic.edu.au or phone on 9909 9408.

Program Fees 2018

Before school care (from 7.45am to 8.30am)	\$20.00
After School Care early session (3.00pm to 4.30pm)	\$20.00
After School Care late session (3.00pm to 6.00pm)	\$28.00
Holiday Program (7.45am – 6.00pm) plus additional costs for excursions	\$70.00

All parents will be invoiced for both permanent and casual bookings at the end of each term. Payment must be made within two weeks of the date of the invoice, either in person at the Finance Office or using the College's online payment facility.

If payments are in arrears for more than one half term, the Director will discuss with the parent the reason for non-payment. If necessary, the Director will liaise with the Finance Office regarding the situation and the outcome. In certain cases the child may be suspended at the discretion of the Principal until arrears have been paid. All discussions with parents will be private and confidential.

Holiday Program

All payments must be made through the College's online payment facility. If your booking has not been paid for prior to the commencement of the Program your child will not be permitted to attend.

Families from prep to year 6 will be informed of the availability of Government Child Care Benefits and Child Care Tax Rebate upon enrolment. Parents can also call Centrelink directly on 13 24 68.

Late pick-up fees

A penalty of \$1.00 per minute will be incurred for late collection of children. Parents who pick up their child late three times or more per term will have their child's position in the program reviewed.

If a child has not been collected by 7.00pm, and no contact on the enrolment form is available to collect the child, the Program staff will call on a senior member of St Leonard's College staff to collect the child or, as a last resort, request assistance from Victoria Police.

Program format

Before School Care

Upon arrival at the Before School Care Program, located in the Library, McMillan House, parents must sign the attendance sheet and report to staff before departing. Children will be provided with a light breakfast consisting of toast and a drink. Children must arrive prior to 8.00am to receive breakfast.

Parents will require a code to access the ELC building, and this code changes twice a year. If you are given the code it is imperative for the safety of all children that you do not share the code with your child. If you do not know the code or you have forgotten it, please ring the doorbell.

After School Care

On arrival at the Program, located in the Music Room, McMillan House, children are signed in by a staff member, and a nutritious afternoon tea - usually consisting of fruit, vegetables and sandwiches - is served. A range of activities are planned by the staff and children for each day. Activities are self-selected by the children and may vary depending on weather and individual interests. If children wish to do homework it is suggested that they do so immediately following afternoon tea.

Holiday Program and Curriculum Days

The Program is conducted in the Music Room, McMillan House. Upon arrival children place their bags neatly in the bag area and are signed in by their parents. Parents must sign their children out at the end of the day.

To view the activities planned for each day, please consult the Holiday Program brochure, which is on display outside the Music Room and available on the College website.

Attendance

Permanent Bookings

A permanent booking is a reservation for a fixed number of days for the term. These will be listed on the enrolment form. Please inform the Director of the OSHC Program in writing of any changes to these days. You will be charged if your child does not attend the Program.

Casual Bookings

Any other booking will be regarded as a casual booking. All bookings are to be made via email at oshc@stleonards.vic.edu.au (preferred) or by phone on 9909 9408. Please provide 24-hours notice, where possible. Casual bookings are subject to availability as there is a limit on the number of places available in the Program.

Emergency Attendance

In circumstances where parents unexpectedly require their child to attend the OSHC program, they should notify Junior School reception. Staff will inform the child of their required attendance at the Program.

NOTE: It is vital that we hold a current enrolment form for all students in ELC to year 6. By law, we cannot accept any child who does not have a current enrolment form, even in the case of an emergency.

Cocurricular activities

If your child attends activities after school and needs to return to After School Care or Holiday Program at the conclusion of these activities, you will still be charged the full rate.

Parents must notify OSHC staff via email at oshc@stleonards.vic.edu.au and give permission for their children to attend cocurricular activities. Please note that children under eight years of age will not be permitted to attend cocurricular classes outside of the Junior School without being accompanied by an adult.

Absenteeism

Before and After School Care

In the event of a child being absent from an OSHC Program, parents must advise the Director or Coordinator of the OSHC Program or Junior School reception of the child's absence prior to 2.30pm on 9909 9408 or oshc@stleonards.vic.edu.au.

Permanent bookings will be charged at the full rate if the child does not attend and notice is not provided.

If your child is registered to attend the Holiday Program and cannot attend, please let the Director or Coordinator know as soon as possible on 9909 9408 or oshc@stleonards.vic.edu.au. You will be required to provide a medical certificate if your child is absent or the full fee will be charged. Where a child has been sent home from the Program due to illness or incident, you may be eligible for a credit if a medical certificate has been provided.

Collection of children

Parents or an authorised nominee listed on enrolment form are responsible for collecting their child before the end of the Program. The collecting adult should report to staff at the time of collection and sign the attendance sheet, noting the time the child is being collected.

Any alteration to information relating to the person(s) responsible for collecting children must be made known to the Director or Coordinator immediately when a change occurs.

No child in attendance will be permitted to leave an OSHC Program alone without written consent of parent(s) or a nominated adult. Permission will only be granted under special circumstances. Where children have written permission to leave the OSHC Program alone a staff member must be notified when the child intends to leave and a member of staff will sign the attendance sheet.

In the case of an emergency that requires that your child be collected by a person not nominated on the enrolment form, please call 9909 9408 and inform two staff members (one will speak to you and then hand the phone to someone else to verify).

NOTE: Unauthorised persons will NOT be permitted to collect children.

Discipline policy

It is the College's policy that all children and staff have the right to a safe environment. This means an environment that actively promotes respect, tolerance and acceptance, and where issues are effectively and responsibly resolved.

Children in the OSHC service will be expected to behave in a respectful way with their peers. Staff are expected to deal with inappropriate behaviour with respect

No child will be subjected to any form of corporal punishment, immobilisation or any other humiliating or frightening techniques.

Practices such as a 'naughty chair' or 'naughty corner' are archaic and disrespectful and simply will not be tolerated

All OSHC Programs adhere to the College's Student Discipline Policy. It is expected that children will have a clear understanding of the College's rules and how they apply to the OSHC Program. Children will be given reminders if rules are broken and continuing misbehaviour will be recorded.

In the event that ongoing unacceptable behaviour occurs, parents will be contacted and the child may be removed from the Program for a time agreed upon by the Principal and Director of the Program. Should it become necessary to exclude a child from a Program, great care will be taken to ensure that the rights of the child, parents and the Program staff are taken into account. The Principal will inform the parents in writing of a decision to exclude a child.

Health and safety

Throughout all activities, staff will supervise all children. All staff members at the Program have Senior Level 2 First Aid qualifications and if a child becomes ill or is injured during a Program immediate care will be given. All injuries and incidents are recorded on an Accident Form and in serious incidents, parents or emergency contacts will be notified immediately.

Strict procedures apply when a child requires medication while attending a Program. The medication must be clearly labelled in its original packaging with the child's name, dosage and times of administration. Parents must complete a medication form to allow us to give their child medication.

The wearing of hats is mandatory in terms 1 and 4. It is also desirable for all students to wear sunscreen, with sunscreen being available for use at the Program. If a child attending does not have a hat they will not be permitted to play outdoors or will be restricted to staying undercover.

All children should have sufficient food with them at the Holiday Program and a refillable water bottle. All children at After School Care should have a water bottle, hat and snacks.

All equipment provided is deemed suitable for use by primary school-aged children and is maintained in a good and safe state of repair.

NOTE: Paracetamol will NOT be available for general consumption. Should a situation arise where staff members deem that paracetamol is necessary, parents or emergency contacts will be contacted prior to administration and two staff members will verify the information in regards to the amount given. Parents will be given a copy of the relevant policy.

Child Care Benefits (CCB) and Tax Rebates

To receive CCB please contact the Family Assistance Office on 13 61 50 to make sure your CCB details are current or for new families to obtain a Customer Reference Number (CRN).

In order for us to link you with our service, please provide us with both yours and your child's CRN and date of birth. This information enables us to link your details to the Child Care Management System, otherwise we are obliged to charge full fees. This information is also required to enable families to apply for the Child Care Tax Rebate (CCTR 50%). All families eligible for the tax rebate will receive 50% of all out of pocket costs from attending the program. CCTR will be paid directly into families accounts quarterly.

Staffing and management

Staff ratios:

- One staff member for every 15 children or fraction of that number
- One qualified staff member for every 30 children or fraction of that number
- Excursions - one staff member for every eight children
- Water activities - one staff member for every five children

Feedback and complaints

The OSHC Program is always glad to receive feedback and suggestions regarding our programs. Minor queries or concerns should be raised directly with staff members and every effort will be made to ensure a quick resolution. Issues of serious concern should be put in writing and sent to the Director of the OSHC Program for full investigation.

Director of OSHC Program: Lisa Leggett

St Leonard's College

163 South Road, Brighton East VIC 3187

oshc@stleonards.vic.edu.au

9909 9408 or 0409 406 991

Alternatively please contact:

Department of Education and Early Childhood Development, Southern Metropolitan Region

GPO Box 4367

MELBOURNE VIC 3001

9765 5787 or 1300 307 415

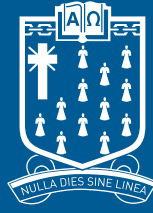
licensed.childrens.services@edumail.vic.gov.au

www.education.vic.gov.au/licensedchildservices/






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