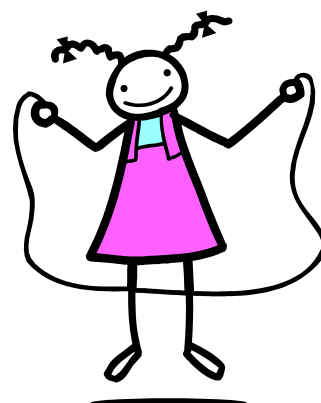
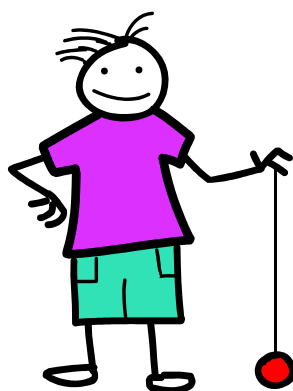


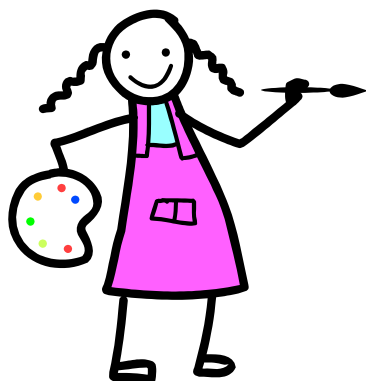
# Modbury School

## Out of School Hours Care



# FAMILY

# HANDBOOK



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# Philosophy

***Modbury School Out of School Hours Care is committed to providing a quality service where:***

- ◆ educators collaborate with children to provide play and leisure opportunities that are meaningful to children and support their wellbeing, learning and development. Children in OSHC have a choice and control over their learning as they collaborate with educators to extend their life skills and develop dispositions towards citizenship.
- ◆ children, parents and educators are treated with respect and their individual uniqueness is acknowledged and valued. We ensure that our practises reflect and encourage core values, such as respect, acceptance, friendliness, kindness, tolerance and co-operation.
- ◆ the service encourages parental and community participation. It welcomes open discussion on all issues relevant to the operation of the service and aims to link with the wider community where possible, and to educate children about the opportunities within their community.

## Statement of Purpose

To provide a relaxed “home away from home” environment where children feel unique, valued, safe and nurtured and a professional program that includes a range of experiences that promotes every child’s physical and intellectual development, self esteem and resilience.

## Goals

We aim to foster children's autonomy and development by providing a program that is reflective of the curriculum framework "My Time Our Place".

As Educators we aim to develop and implement this program through:

- ◆ using each child's thoughts, ideas and skills to enhance and develop their learning
- ◆ providing experiences which promote each child's confidence and self image
- ◆ being inclusive in our approach to support children's identity, self esteem and critical thinking
- ◆ providing a flexible program that builds on and is reflective of children's diverse needs and interests
- ◆ making observations of children and documenting their learning to form the basis of the program
- ◆ providing indoor and outdoor play opportunities to discover, create, improvise and imagine
- ◆ evaluating our program and practices on a regular basis
- ◆ introducing children to a wide range of social and cultural experiences
- ◆ being committed to open and constructive communication with families
- ◆ being empathetic and responsive to family needs and providing support when required
- ◆ encouraging families to engage in the learning program

## Enrolment & Bookings

Modbury School provides an accredited childcare facility staffed by highly experienced and caring individuals. The service provides Out of School Hours Care for before, after and during school holiday periods in a safe, caring and welcoming environment. The non-profit service is designed to suit the needs of the whole school community from full-time working parents through to families in need of casual or emergency care.

The Out of School Hours Care service assists families with primary school aged children (to 13 years of age) and have places available for children aged under 5 years of age. Families who wish to access the service need to complete an Enrolment Form prior to attending.

Bookings are made by completing the booking sheet available in the Centre or by contacting the office by phone on 8396-3148. A Vacation Care program is available for full day sessions during the school holidays with many exciting excursions and in-house activities. Programs and a booking sheet for the up-coming Vacation Care are sent home with the school Newsletter or can be obtained direct from the OSHC centre.

Modbury School Out of School Hours Care uses the *Dietary Guidelines for Children and Adolescents*, developed by the National Health and Medical Research Council. Snacks are provided at After School Care and an optional breakfast is provided at Before School Care. All other meals i.e. recess and lunch are to be provided by families. Parents are encouraged to view and comply with the Dietary Guidelines whilst children are attending the service. Modbury School Out of School Hours Care is a nut free service therefore menu choices are nut free and all families are asked not to bring nut products into the centre. Water is available at all times.

## Opening Times

Before School Care	(BSC)	7.00am - 8.35am
After School Care	(ASC)	3.05pm - 6.00pm
Vacation Care	(Vac Care)	7.00am - 6.00pm
Pupil Free Day	(PFD)	7.00am - 6.00pm
Early Closure Day	(ECD)	2.05pm - 6.00pm

## Cost

An initial one-off enrolment fee of \$20 per family is required prior to commencing with the service.

### **Cost per session:**

Before School Care	-	\$13.50	Breakfast provided
After School Care	-	\$22.00	Healthy snack and fruit provided
Vacation Care	-	\$53.00	Excursions and healthy snack and fruit provided
Pupil Free Day	-	\$53.00	Excursions and healthy snack and fruit provided
Early Closure Day	-	\$25.50	Healthy snack and fruit provided

The Out of School Hours Care service requires prompt payment of accounts to ensure that the delivery of quality service is maintained. Accounts can be paid by cash to the educators at OSHC or the school front office, by credit card, online at [www.modburyc7.sa.edu.au](http://www.modburyc7.sa.edu.au) or direct debt through Bank SA BSB 105-135 Account number 061944340 use surname as reference.

Failure to settle accounts within 4 weeks will result in the withdrawal of your child's enrolment until payment has been received and may be referred to a Debt Collection agency.

If you are experiencing financial difficulties, please speak to the OSHC Director or the school office as soon as possible. All matters will be handled confidentially.

The costs involved in caring for your child are maintained at an affordable level. The Child Care Benefit (CCB) is a payment from the Australian Government that helps you with the cost of child care. You can get the CCB if you are a parent, foster parent or grandparent with a child in your care who is attending our OSHC centre. You must meet certain requirements to receive the CCB, full details of which are obtained from a Centrelink Office or Family Assistance website. On receipt of your Customer Reference Number (CRN) the payment you are responsible for at OSHC will be reduced in line with any allowed government funding. Optional arrangements can be made with Centrelink for OSHC accounts to be paid direct to us.

The Child Care Rebate (CCR) is paid in addition to Child Care Benefit (CCB) and covers 50% of your out-of-pocket child care expenses, up to a maximum amount per child per year. If you are eligible for the Child Care Benefit for approved child care, even if you earn too much to receive payment, and you and your partner meet the 'work, training, study test' or are exempt from it you may be eligible for the Child Care Rebate. Please contact a Centrelink Office or view the Family Assistance website for full details.

## Program

In addition to challenging, interesting and age appropriate experiences, the children have ready access to a variety of equipment, resources and computer/gaming consoles.

During Vacation Care we also offer a variety of excursions and outdoor sports programs. A comprehensive program is produced for each holiday period and is varied to maintain interest for regular attendees.

## Duty of Care

Modbury School Out of School Hours Care takes every endeavour to ensure our duty of care to every child is at the highest level. Families are required to advise the educators of any change in a child's circumstances or personal details throughout the year. Additionally, it is vital that we are advised as soon as possible when any of the following changes occur:

- name
- contact information such as phone, mobile phone or email
- emergency contacts that we have been given
- the collection authorisation
- responsibility for the account

Please note that all educators at the service are mandated to notify suspicion, on reasonable grounds, of child abuse and/or neglect. This responsibility is part of the broad duty of care that educators and volunteers have towards the safety and wellbeing of children and young people.

## Signing In and Out

Parents **must sign** their children in and out of the centre **each morning and afternoon**. Please also inform an educator that you are collecting your child/ren. If another person not listed on the enrolment form is picking up your child/ren please phone the centre to inform them and ensure the person has available an acceptable form of identification e.g. drivers licence

## **Absences**

To ensure the safety of your child and assist in the smooth running of the service it is extremely important that you notify the program in the event of a child's absence. Notification of non attendance **must be provided:**

- by 5.30pm the evening prior to the booked Before School Care session
- by 8.00am the morning prior to the booked After School Care session
- 48 hours notice prior to any booked Vacation Care session

Notification must be made by phoning the OSHC Centre on 8396-3148 and leaving a message on the answering machine or by email to [nicola.evans716@schools.sa.edu.au](mailto:nicola.evans716@schools.sa.edu.au). Notifications made after the required times shown above will incur a normal fee charge for the session.

## **Late Collection of Children**

Parents who are unavoidably delayed and unable to collect their child prior to closing time are required to phone the centre and advise their expected time of arrival. Failure to collect your child prior to closing time may result in additional service costs to the family.

## **Illness**

Children cannot attend Out of School Hours Care or Vacation Care with an infectious disease. If a child presents with symptoms the child will be isolated and parents contacted for immediate collection from the service. Parents are requested to inform Out of School Hours Care immediately of any diagnosed infectious diseases. These will be displayed on the Information Board for parents. At all times a trained senior first aid educator will be available. OSHC educators can ask for a doctor's medical certificate as proof of illness when required.

Parents are advised that OSHC educators cannot be responsible for administering daily short-term medication to students. Any short-term medication sent to OSHC with children must be sent in its original container, clearly marked with the child's name and the dosage and dosage time. Non prescription medication (paracetamol) will only be administered with the permission of the guardian.

## **Guiding Children's Behaviour**

All children who attend Modbury Out of School Hours Care have the right to enjoy their play and friendship within a supportive environment. They participate in the activity program and among people who are caring and co-operative.

We ensure that our program reflects and encourages core values, such as respect, acceptance, friendliness, kindness, tolerance and co-operation. The service will assist children in establishing a network of people they trust to discuss concerns. Educators will always listen to children and deal with inappropriate behaviour choices or incidences promptly and respectfully.

Modbury School Out of School Hours Care has a 'Bill of Rights' system for every child that attends this service. These rules are negotiated with students and written in their language. The 'Bill of Rights' are reviewed with each new group of children to ensure they have input into the rules and so it is understood and agreed with.

Children and parents are always able to speak with OSHC educators to discuss issues or inappropriate behaviours.

## **Homework**

Modbury School Out of School Hours Care endeavours to provide a fun and stimulating program with a focus on learning life skills. As part of this focus primary children will be encouraged to self guide their time management and incorporate homework into the session. OSHC educators will encourage and support children to complete their homework and schedule quiet time when possible in a quiet area for independent homework

## **Personal Property**

To avoid lost property accumulating we ask that all clothing, school bags, lunch boxes and lids, drink bottles and other belongings be clearly named.

Children who bring mobile phones, electronic music devices and hand-held games do so at their own risk; OSHC can not accept any responsibility for loss or damage to such items.

## **Sun Safe & Inclement Weather**

Modbury School Out of School Hours Care aligns its policy with Modbury School Sun Safe & Inclement Weather policies.

This means:

- Children will wear hats when playing outside all year round. Children without hats will be supervised to play in the shade
- Children need to provide their own sun safe hat and dress in sun safe clothing
- Families wanting children to wear sunscreen need to provide and apply the sunscreen
- During water-based activities educators will remind children to re-apply sunscreen every 2 hours
- When temperatures are forecasted at more than 36° there will be no outdoor play after 11a.m.
- When temperatures are forecasted at more than 40° there will be no outdoor play at all
- When the forecasted temperature the night before is 36° or more excursions will be cancelled unless permission is given by the Governing Council Chairperson
- When storm conditions are predicted the night before excursions they will be cancelled unless permission is given by the Governing Council Chairperson
- Other extreme weather conditions such as wind or storm affecting outside activities will be cancelled at the discretion of the Director

## **Working Together**

We believe that parents are a vital part of our school community and warmly welcome parents to participate in the operation of OSHC. We know that you have unique knowledge and understanding of your child and are committed to active participation of parents, children and educators in decision-making.

Parents are encouraged to visit our centre when and as often as they desire; to make suggestions regarding any and all aspects of the daily program and to participate on the OSHC Management Committee.

## **Emergencies**

In the event of an emergency if the OSHC centre or Nicola Evans cannot be contacted please call Liz Allen on 0412 132922.