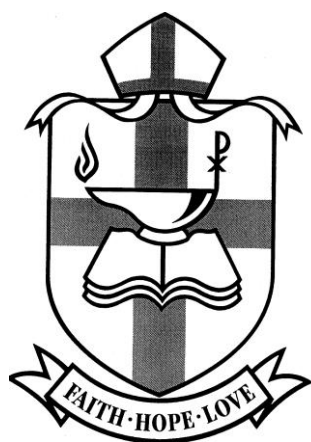


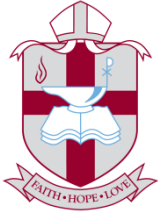
**JOHN SEPTIMUS ROE  
ANGLICAN COMMUNITY SCHOOL**



**OUT OF SCHOOL CARE PROGRAMME  
PARENT INFORMATION BOOKLET**

*To be used in conjunction with the  
JSRACS Parent Handbook*





## JOHN SEPTIMUS ROE ANGLICAN COMMUNITY SCHOOL

### OUT OF SCHOOL CARE PROGRAMME PARENT INFORMATION HANDBOOK

**Welcome to all JSRACS families**

**This School aims to provide Before and After School Care and Vacation Care Programmes of the highest quality to our school families.**

Quality care is provided for Pre-Kindergarten to Year 7 students through the provision of enjoyable, appropriate and inclusive activities before and after school on curriculum days, on pupil free days, and during school holidays. This service enables parents to meet their work and/or study commitments without concerns for the safety and wellbeing of their children.

#### **LICENSING**

The Anglican Schools Commission organises and runs the Outside School Care Programmes in accordance with the requirements of *The Education and Care Services National Law (WA) Act 2012* and *Education and Care Services National Regulations 2012*.

#### **NATIONAL QUALITY FRAMEWORK**

JSRACS Out of School Care Programmes operate within the guidelines of National Quality Framework which includes National Quality Standards for Early Childhood Education and Care and School Age Care and Early Years Learning Framework and Framework for School Age Care in Australia (My Time, Our Place).

JSRACS Out of School Care Programmes aim to ensure that children attending our Centres are provided with high quality care in a stimulating environment that nurtures emotional and intellectual growth with positive experiences and interactions.

#### **LOCATION OF THE PROGRAMMES**

The John Septimus Roe Anglican Community School Out of School Care Programmes are located in the Primary sections of the Beechboro and Mirrabooka Campuses at the School. They are well equipped with secure indoor and outdoor play areas, a kitchen and toilet facilities.

**OSC Supervisor  
Beechboro Campus**

Mrs Fiona Bowers  
Telephone: 9378 8515

**OSC Supervisor  
Mirrabooka Campus**

Ms Cam Huynh  
Telephone: 9247 9360

**Coordinator (Managerial Officer):** Mrs Milijana Korac-Telephone 9247 2242  
Email: [osc@jsracs.wa.edu.au](mailto:osc@jsracs.wa.edu.au)

## PHILOSOPHY

We believe that all **children** who take part in the School's Out of School Care Programme have a right to:

- Safe, secure and caring environments which complement their home, school and community life.
- Supervision, encouragement and support from professional staff programmes which support middle childhood development, and value play based experiences.
- Be heard, respected, valued and included.
- Equity of opportunity.
- Stimulating, balanced and flexible programmes with opportunities for self-directed play.
- Experience which enhance independence, self-esteem and confidence.
- Quality programmes which foster creativity, physical development and social skills.
- Programmes and resources which actively promote the acceptance and inclusion of children of diverse ages, abilities, interests, family structures and cultural heritage.
- Participate in the planning and evaluation of the programmes.

We believe that all **parents** with children who take part in the School's Out of School Care Programme have a right to:

- A responsive service which actively support families' needs.
- Be welcomed, respected and included.
- Comprehensive information about the service, the staff and the programmes.
- Feel confident that their children are safe, supervised, happy and involved.
- Open and respectful interactions with staff and management.
- Offer suggestions relating to the planning and evaluation of the programmes.
- Timely and equitable responses to issues.
- Consideration and support for individual family circumstances.
- A quality service which actively promote the acceptance and inclusion of families of diverse abilities, traditions, structures and cultural heritage.

We believe that all **staff** who are working in the School's Out of School Care Programme have a right to:

- Clearly defined roles and responsibilities.
- Respect and co-operation from children, families, peers and management.
- Safe, healthy and equitable working environments which support the inclusion of staff of diverse ages, abilities, interests, genders, family structures and cultural heritage.
- Access quality resources which actively promote inclusion, diversity and equity.
- Professional support from the staff team and management.
- Timely and equitable responses to issues.
- Regular opportunities for professional development.
- Access to high quality professional resources and programmes.
- Regular performance appraisals and opportunities for feedback to management.

**The diversity of our School Community is highly valued.**

Diversity is recognised as an enriching element of our community. It is important that all families are supported in making decisions regarding the care of their children which are in keeping with their religious, cultural and family norms but also reflect the culture in which they live.

**OBJECTIVES**

We aim to achieve the following:

- To work in partnership with our School families to provide a quality service.
- To provide a caring environment that is accepting of diversity, is complementary to a child's home and school life, and creates a sense of freedom, trust and security.
- To respect the family unit by inviting parents to participate in the programmes, and to offer suggestions that can be included in the planning development and evaluation of the programmes.
- To foster the development of each child's self-esteem and pride in her or his cultural heritage.
- To encourage children to be active, enthusiastic and creative explorers of their environment.
- To encourage and support children to express themselves creatively.
- To assist children to become independent, confident and inquisitive learners, considering the needs of the child as an individual and as a member of a group.
- To provide a service that is flexible and responsive to the changing needs of the children and their families.
- To foster non-discriminatory, non-gender biased environments that are inclusive of all children and families.
- To develop and maintain opportunities for the professional and personal development of the staff/care providers.

## ENROLMENT

Both campuses provide Before School, After School and Vacation Care Programmes for children from Pre- Kindergarten to Year 7. School parents wishing to use this service for their child must complete the "Out of School Care Programme Application for Enrolment Form". Application forms are available from Reception at both campuses, from the OSC Centres and online from the School website. Information provided on these forms must be updated whenever domestic details change including changes to court orders.

### Please note that:

- All children must be enrolled as a student at the School (or be the child of a member of the School staff) in order to enroll for these programmes.
- Pre-Kindergarten must be 3 years old and must be toilet trained before being eligible to attend the Out of School Care Programmes.
- Pre-Kindergarten children can be booked for Vacation Care during holiday breaks, on days that they would normally be at school.
- Pre-Kindergarten can attend Vacation Care Programme only on days of the week that they would normally be at school.

## HOURS OF OPERATION

- School days 7.00 am to 8.30 am and 3.30 pm to 6.00 pm
- Vacation Care 7.00 am to 6.00 pm
- Pupil Free Days 7.00 am to 6.00 pm

### Telephone Numbers:

Beechboro Centre	<b>9378 8515</b>	Mobile	<b>0447 187 757</b>
Mirrabooka Centre	<b>9247 9360</b>	Mobile	<b>0473 962 363</b>

### Please Note:

The Vacation Care Programme does not operate for a period (notified to parents each year) over Christmas/New Year.

## NON-ATTENDANCE

Advising of non-attendance for OSC should be done as follows:

- If your child is **at school**, but will be absent from the Centre on the day that you have booked, you must telephone Main Reception (92472242) to notify the School of your child's absence from the Centre. They will advise the Centre of the absence via email.
- If your child is **absent from school** (and therefore not able to attend the Out of School Care Programme) you must advise the relevant Centre directly, **before 8.00 am** for Before School Care, or After School Care can be notified via Main Reception, relevant Centre directly or by email [oscbookings@jsracs.wa.edu.au](mailto:oscbookings@jsracs.wa.edu.au).
- For **Vacation Care** and **Pupil Free Day** non-attendance, please notify the relevant Centre directly **before 7.00 am**.

## **MANAGEMENT OF CHILDREN'S BEHAVIOUR**

The Centres have procedures in place for the management of children's behaviour which ensure the wellbeing of the children and the smooth operation of the programme.

- Children will not be permitted to leave the Centres boundaries unless they are accompanied by Centre Staff or the person/persons authorised to collect the child from the Centre.
- Children are expected to follow the instructions of the Centre Supervisors and OSC Educators at all times.
- The implementation of School policies and procedures as set out in the School Parent Handbook will be adhered to at all times. Please refer carefully to the current year's School Parent Handbook.

## **THE SAFETY OF YOUR CHILD**

### **Signing In and Out by Parents, or Members of Staff**

Parents will sign their own name, and the time, next to their child's name when they collect them, or when they deliver them in the morning. If a child is brought from the pick-up point by a member of staff, then that member of staff will sign the child into the Centre. In the case of an emergency this daily attendance record provides vital information.

- Daily attendance records are also required for Child Care Subsidy purposes, and used to verify attendance.
- Children can only be collected and signed out by an authorised adult nominated on the enrolment form.
- Children leaving the programme unaccompanied must have written permission from the parent/guardian.

### **Register and Roll-Call**

For the safety of the children, and as required by Government Regulation, attendances will be checked in the Centre register every day, and unexpected absences followed up immediately.

### **Child Not Attending After School Care When Booked**

The Centre will take all reasonable steps to locate a child who is booked into the Centre, but does not arrive within 15 minutes of their expected time of arrival.

- The Centre Supervisor will liaise with the School Office to seek an explanation, and will contact the child's parents or other nominated person immediately.
- If none of these people can be reached, then the Principal or nominee will be notified so that further appropriate action including notifying the Police, if necessary, can be taken.

**It is vitally important that you notify the School if your child is booked in to the Out of School Care Centre but is not going to attend that day.**

## **Who has Authority to Collect the Child?**

Parents/Guardians **must** specify on their child's enrolment form the name/names of the person/persons authorised to collect their child from the Centre on a regular basis, and in the case of an emergency.

Parents/Guardians are responsible to notify the Centre of any changes of acceptance and refusal of authorisations. All changes have to be updated on the enrolment.

A child will not be released to anyone other than the signatories authorised by the child's parents.

## **Child Leaving the Centre Without Permission**

The Centre will make every reasonable effort to locate any child who leaves the Centre without permission. The following procedures will be followed:

- One of the staff will take over the supervision of the rest of the group while the other OSC Educator tries to find out why the child has left the Centre and where they are likely to be if they are out of sight.
- When the OSC Educator finds the child, they will endeavour to comfort the child and identify the reason for leaving and encourage the child to return to the Centre.
- If the OSC Educator is unable to find the child within 10 minutes, the School Principal or nominee will determine a course of action including parent notification.
- If the parent or other nominated person cannot be contacted, action to report the missing to the Police will be initiated.
- The Centre Supervisor will be required to provide a description of the child, their personal details and the circumstances of their disappearance.
- The Centre Supervisor will continue to attempt to contact the child's parents.
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## **Centre Boundaries**

For the safety of the children the Centre boundaries will be marked on a displayed map at each Centre.

Staff will physically show the Centre's boundaries to all children attending the Centre on induction.



## Child Not Collected By Closing Time

It is important that all children are collected by 6.00 pm. The Centre will take the following action if a child is not collected by closing time:

- The Centre Supervisor will make every effort to contact the child/children's parent/parents.
- The Centre Supervisor will wait 10 minutes and then attempt to contact those nominated on the child's contact form.
- The Centre Supervisor will continue to try and contact those people until 6.30 pm.
- At 6.30 pm the OSC Supervisor will contact the OSC Coordinator, advise the School Principal or nominee and contact and report the child has not been collected from the Centre to the following Departments:

1. Department for Child Protection  
Crisis Care Centre  
Ph 9223 1111

2 Police Department  
Mirrabooka Police Station  
Ph 9345 9000

**Please note** that late fees will apply if children are not collected by 6.00 pm.

## BOOKINGS, FEES AND STATEMENTS

Please refer to the separate hand-out available from Main Reception and from the OSC Centres for current fees and booking procedures.

- Bookings will be invoiced 2 weeks in arrears.
- Bookings not cancelled 1 week prior to the booking date will be charged
- Credit Card/Direct Debit details must be provided to the School. Payment for fortnightly accounts as advised will be process by Credit Card or Direct Debit by the School
- Parents/Guardians will receive a statement of fees charged and paid on a fortnightly basis. In addition, parents/guardians can access all statements via their Hubworks account.
- Bookings can be made by completion of the booking form and returning to Reception or Out of School Care Centre at either campus, or by email to [oscbookings@jsracs.wa.edu.au](mailto:oscbookings@jsracs.wa.edu.au).
- Payment enquiries to the Accounts Office on 9247 2242.

Casual bookings can only be made where vacancies exist. As places cannot exceed the child/staff ratios, please confirm that a vacancy exists by booking directly with the Supervising Officer of the Centre 24 hours before you require the care. Emergency care is only available on a day to day basis.

## **CHILD CARE SUBSIDY (CCS)**

All programmes offer Child Care Subsidy (CCS) from the Australian Government Family Assistance Office to eligible families. Families must register with Centrelink and will then receive an Income Assessment Notice and a reduction in the cost of care.

In order to process any Child Care Subsidy to which you may be entitled, you must obtain a Customer Reference Number (CRN) from Centrelink for your child/children and an CRN for the person claiming the Child Care Subsidy.

**The Child Care Subsidy cannot be applied to the fees UNTIL this information is received by the School.**

## **STAFFING**

John Septimus Roe Anglican Community Out of School Care Programme employs people from a wide range of backgrounds with child care experience and/or qualifications.

A pre-specified staff/child ratio is set down in *The Education and Care Services National (WA) Law Act 2012 and Education and Care Services National Regulations 20126*. Each Centre has sufficient staff on duty at all times to meet that requirement.

All staff have current *Working With Children Check* and *National Police Clearance Check*.

## **RELIEF STAFF**

You may notice that from time to time permanent staff members caring for your child may be away, and relief staff will be in attendance. We believe that continuity of care is important for children, therefore, every endeavour is made to use the same relief staff so that the children know them. This, though, is not always possible.

Relief staff are employed when staff are absent for the following reasons:

- Sickness.
- Training.
- Annual or study leave.

All relief staff will be required to provide evidence of current *Working With Children* accreditation.

## PROGRAMME INFORMATION

In every programme our most important goal is to provide a warm and friendly environment where children can enjoy a wide variety of supervised play and recreational activities. As all children have different needs, activities are planned according to their interests.

- Children are encouraged to help in planning their programme, which includes varied arts and craft activities, adventurous and challenging play, cooking, games and sport, drama, excursions, etc, or just having fun with other children.
- Play is vital to a child's growth and development. Our programmes aim to guide children to relate more effectively with others, to develop a sense of responsibility towards people and property, to be resourceful in their use of materials, to be an effective and contributing member of a group and to make creative and worthwhile use of their time.
- Through play, children learn about themselves, how to get along with other people, and are able to practice a range of skills.
- A programme plan, providing information on the daily activities, is displayed at each Centre.
- Please take the opportunity to discuss your child's activities with the OSC Supervisor.
- Ongoing communication between parents and staff is most helpful and always encouraged.

## NUTRITION

A nutritious and varied afternoon snack is provided each day. All meals are eaten at the table with due consideration being given to table manners, consideration of the needs of others, and appropriate conversation. Meal times play an important part in each child's social awareness and development.

- If your child has particular dietary needs, please inform the OSC Supervisor of the child's requirements.
- Breakfast and lunch are **NOT** provided and must be supplied by the parent.
- Please note that John Septimus Roe Anglican Community School is a nut free school.

## STUDENT INPUT

Students will have input into the Centre's activities. The students will be actively encouraged to put forward their ideas about:

- The activities which are offered in the programme.
- The Centre's procedures for the management of children's behaviour.
- The way in which the Centre functions day by day.

The staff will facilitate the children's input by:

- Holding regular group meetings where all children are encouraged to voice their ideas.
- Placing a suggestion box in the Centre where the children (and parents are encouraged to put their ideas and suggestions.
- Developing a warm, open and friendly relationship with the children where they feel free to chat about their opinions and ideas.
- An area, and a time, will be made available for children who wish to complete homework whilst at the Centre, however, **there is no onus on the Centre or Centre staff to ensure homework is done.**

## PROGRAMME PLANNING AND EVALUATION

An ongoing cycle of planning, documenting children's learning and skills development underpins our educational programme.

Planning will involve observing, gathering and interpreting information about children to inform the preparation of environments and experiences that engage them and are meaningful for them.

It will also involve reflection and documenting children's experiences and learning.

Working in partnership with families, educators will use the learning outcomes to guide their planning. To engage children actively in learning, play and leisure activities educators will identify children's strengths and interests.

## **DISPLAYING THE PROGRAMME**

The weekly programme of activities will be displayed on the Centres' noticeboard.

Parents should familiarise themselves with the programme each week and inform the staff if they do not wish their child to participate in any of the planned activities. Unless staff are notified in writing, **all** children will participate in planned activities.

## **BEHAVIOUR GUIDANCE**

Acceptable standards of behaviour need to be maintained at all times to ensure that the physical and emotional health of all children and staff in the programme is maintained, and to ensure the service is able to meet its objectives without undue disruption.

In accordance with National Standards, appropriate strategies for managing challenging behaviours are maintained using positive guidance directed towards acceptable behaviour.

Children are encouraged to understand and participate in the development of the programme's code of behaviour, including the design of positive behaviour strategies, as well as strategies for unacceptable behaviour.

As far as possible, we aim for consistency between behaviour guidance policies within the Out of School Care Programme and that set out in the School classrooms.

The safety and wellbeing of all children and staff attending the programme is a high priority. Unacceptable behaviour, which endangers the safety or wellbeing of staff or children, may warrant exclusion from the programme. Exclusion from the Centre is the prerogative of the School Principal.

## **INFECTIOUS DISEASES**

In order to protect the health of both children and staff, the OSC Centre reserves the right to exclude children with an infectious disease.

- Children who are ill should not attend the Centre until they are well.
- Because of the health risk to other children, the Centre will not be able to care for children with contagious diseases such as chicken pox, head lice and impetigo.
- A sick bay area will be formed if necessary, and will contain cushions and blanket.
- A child who comes to the Centre unwell, or becomes ill at the Centre, will be cared for until the parent is able to collect them.
- The child's parents will be notified as soon as possible when their child is ill.

## **ILLNESS AND ACCIDENTS**

If your child becomes ill or suffers an accident whilst attending the Out of School Care Centre Programme every effort will be made to contact the parent/guardian or emergency contacts as soon as possible. All programmes have staff that possess a current First Aid qualification, and a first aid kit is maintained at both Centres.

- An ill or injured child will be kept under staff supervision until the parent/guardian/emergency contact arrives.
- If immediate medical aid or hospitalisation is required; staff will initiate the process and make every effort to notify the parent/guardian or emergency contact.
- An accident report will be completed by staff.
- Parents/Guardians are responsible for all medical costs incurred to the child/children, including ambulance, as stated on the enrolment form.

## **INSURANCE**

The School has Student Accident Insurance cover for all students enrolled in the School. Further enquiries about this facility can be made at Main Reception.

## **MEDICATION**

Medication can only be administered to a child in the following circumstances:

- Medication is current, in the original container, and prescribed for the particular child.
- The child's parent/guardian provides written consent and instructions.
- Staff complete all relevant details in the Administration Medication Form Record.
- In an emergency, when a child's parent/guardian/emergency contact are unable to be contacted, if permission is given by a medical practitioner.

## **SAFETY AND EMERGENCY PROCEDURES**

Emergency evacuation procedures in the case of fire, etc are displayed at each Centre. Staff are trained to deal with such emergencies, and at regular intervals Evacuation Drills are practiced with the children.

## **SUNSMART POLICY**

Children are to be protected from the harmful effects of the sun by wearing a hat when outdoors and by applying sunscreen. **NO HAT – NO PLAY.** Children are encouraged to use available areas of shade for outdoor play activities where possible. Staff are expected to model appropriate behaviour by wearing hats when outdoors and by applying sunscreen.

## PARENT INVOLVEMENT

In order to ensure our programmes are responsive to the needs and desires of parents we encourage parents to visit the Centres whenever this is convenient.

The OSC Supervisor is available to discuss any information parents may require or may wish to pass on to the Centre concerning their child. Ideas or suggestions for the programme are always welcome.

Staff will make every effort to have regular contact with all parents regarding their child's participation at the Centre.

- Staff will endeavour to speak to each parent regularly to comment on their child's participation at the Centre. This regular communication is a vital daily link for the parents and child.
- The staff will ensure that parents are informed of matters of concern.
- The noticeboard at the Centre will display the weekly programme of activities, school term dates, any excursions or special materials required for use by the children, reminders, etc.

**It is the parents' own responsibility to read the noticeboard, and not the responsibility of the staff to speak to each parent about each notice.**

## BBQ Events

BBQ's to which families and siblings are invited are regular and popular events at both campuses. These are opportunities not only for socialising with other parents and children, but also to meet and raise any issues with the Managerial Officer and/or the OSC Supervisors.

## STUDENT DRESS – VACATION CARE ONLY

### Neat Casual Dress

For any School Programme run by John Septimus Roe Anglican Community School that requires casual dress, we ask you to ensure that your child's clothing is modest, neat, casual and non-offensive. The Out of School and Vacation Care Programmes are no exception to this request.

**Excursions: Students attending excursions during Vacation Care are required to wear their JSRACS white sports Polo shirt.**

The following guidelines for casual dress must be followed.

- Shirts/tops must **not be low cut or revealing**, and must be long enough to cover the midriff and meet the lower clothing line.
- Dresses or skirts must be of modest length.
- Shirts, tops or tee shirts must cover both shoulders.
- For safety reasons it is recommended that students wear school shoes, sports shoes or a flat shoe, which is similar in style to either of these. **Under no circumstances are students permitted to wear shoes with heels or platforms higher than 3 cm.**
- For safety reasons covered footwear must be worn. Sandals of the School uniform style may be worn.

- Shirts with **unacceptable/offensive slogans are not permitted.**
- Make-up and coloured hair spray are not permitted.

## **COMPLAINTS PROCEDURE**

Should you have any concerns regarding the programme, please discuss these concerns with the OSC Supervisor. All concerns will be taken very seriously.

- If you do not feel they are being addressed satisfactorily you may first contact the Coordinator (Managerial Officer), Mrs Milijana Korac.
- If you are still not satisfied you may then contact the Assistant Principals for Primary: Ms Paula Martin for the Beechboro Campus and Mrs Georga Gratteri for the Mirrabooka Campus at the School on 9247 2242.

## **PERSONAL EQUIPMENT OF THE STUDENT**

Students are discouraged from bringing their own toys and games to the Centre. They bring these items at their own risk, and the Centre will accept no responsibility for loss, damage or theft. Electronic toys and mobile phones are not welcome. Please do not allow your child to bring them.

Parents are responsible for the naming of all items of uniform, bags, lunch boxes, etc.

## **EXCURSIONS**

The Vacation Care Programme may include excursions off campus travelling by private bus hire.

- Parents will be notified of these excursions before they occur.
- Parental permission will be required before a student is permitted to take part in such an activity.
- An alternative activity will **not** be provided at the Centre on those days.
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## **SMOKING AND ALCOHOL**

Smoking is not permitted in the grounds or buildings of John Septimus Roe Anglican Community School at any time. Alcohol is allowed in "Staff Only" areas of the School with the permission of the School Principal. Alcohol is not allowed in student areas.