

John Septimus Roe  
Anglican Community School

# OUT OF SCHOOL CARE PARENT INFORMATION BOOKLET

# CONTENTS

Welcome

Objectives

Philosophy

Enrolment Information - Bookings and Fees

Safety - Safety Procedures

Managing Student Behaviours

Health and Safety

Program Information

Procedures

# WELCOME

The School aims to provide Before School and After School Care and Vacation Care Programs (OSC) of the highest quality to our school families. Quality care is provided for Pre-Kindergarten to Year 6 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.

The OSC Program is located within Primary buildings of the School, with access to well-equipped indoor and outdoor play areas, a kitchen and toilet facilities. Parent access is via the Early Childhood drop off point.

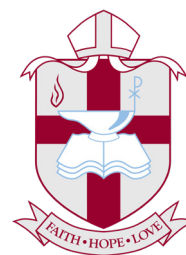
OSC Coordinator  
OSC Supervisor and Educational Leader  
OSC Supervisor

Mrs Milijana Korac  
Ms Cam Huynh  
Mrs Fiona Bowers

Email: [oscbookings@jsracs.wa.edu.au](mailto:oscbookings@jsracs.wa.edu.au)  
Telephone: 9247 9360  
Mobile: 0484 363 230

## Licensing

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







# 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 programs, and to offer suggestions that can be included in the planning, development and evaluation of the programs.
- 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 responsible to the changing needs of the children and their families.
- To develop and maintain opportunities for the professional and personal development of the staff/care providers.

# PHILOSOPHY

We believe that all children who take part in the School's OSC Program have a right to:

- Safe, secure and caring environments which complement their home, school and community life
- Supervision, encouragement and support from professional staff programs which support middle childhood development, and value play based experiences
- Be heard, respected, valued and included
- Equity of opportunity
- Stimulating, balanced and flexible programs with opportunities for self-directed play
- Experience which enhance independence, self-esteem and confidence
- Quality programs which foster creativity, physical development and social skills
- Programs 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 programs

We believe that all parents with children who take part in the School's OSC Program 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 programs
- 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 programs
- 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 OSC Program 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 programs
- 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.



# ENROLMENT

The OSC program provides Before, After School and Vacation Care Programs for children from Pre-Kindergarten to Year 6. Parents wishing to use this service for their child must complete the "Out of School Care Program Application for Enrolment Form". Application forms are available from Main Reception, from the OSC Centre 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 School staff) in order to enrol for these programs.
- Pre-Kindergarten students must be 3 years old and independent with their toileting routine before being eligible to attend the OSC Programs.
- Pre-Kindergarten children can be booked in to Before or After School Care and Vacation Care on days that they would normally be at school.
- Places for Pre-Kindergarten and Kindergarten students are capped due to specific staffing requirements.

## 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

Please Note:

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



# BOOKINGS, FEES AND STATEMENTS

Please refer to the separate hand-out available from Main Reception, the OSC Centre or online for current fees and booking procedures. Casual fees are for families who need more flexibility to suit their schedules. Booking and cancellation rules offer you flexibility so that you can work around life's interruptions with peace of mind. We operate a standing policy that there is no charge for a sick child. Simply let us know when canceling a booking outside of the cancellation window, provide a doctor's certificate and there will be no fee charged. Bookings can be made by completion of the booking form and returning to Reception or the OSC Centre, or via email to [oscbookings@jsracs.wa.edu.au](mailto:oscbookings@jsracs.wa.edu.au)

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 at least 24 hours before you require the care. Emergency care is only available on a day to day basis.

Please note the following:

- Bookings will be invoiced 2 weeks in arrears.
- Routine refers to bookings made with at least 5 working days' notice.
- Casual refers to bookings made with less than 5 working days' notice.
- Please note that 1 week's notice is required when canceling vacation care bookings.
- Cancellation up to 48 hours in advance will be charged unless valid documentation can be provided.
- In extenuating circumstances, the coordinators discretion will be applied.
- Credit Card/Direct Debit details must be provided to the School. Payment for fortnightly accounts as advised will be processed 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.
- Payment enquiries should be directed to the Accounts Office on 9247 2242.

## Child Care Subsidy (CCS)

All programs (Before School, After school and Vacation Care) 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 CCS to which you may be entitled, you must obtain a Customer Reference Number from Centrelink for your child/children and for the person claiming the subsidy.

Centrelink allows 42 absences with CCS each financial year; any absences over this amount will incur the full fee. If you have used your 42 allowable absences, then a medical certificate will need to be supplied to the OSC Coordinator who can code the absence as an Approved Allowable Absence which will then attract a CCS discount.

The subsidy cannot be applied to fees until families are eligible and approved for CCS and this information is received by the School.

## Non-Attendance

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

- To cancel your booking you must email [oscbookings@jsracs.wa.edu.au](mailto:oscbookings@jsracs.wa.edu.au)
- If your child is absent from school you must advise the Centre directly, before 8.00am on the day of absence, for Before School Care, or After School Care can be notified by emailing [oscbookings@jsracs.wa.edu.au](mailto:oscbookings@jsracs.wa.edu.au)
- For Vacation Care and Pupil Free Day non-attendance, please notify the Centre directly before 7.00am.

# SAFETY

## Signing In/Out by parents or members of staff

Parents will sign in using the electronic sign in iPad when they deliver or collect their child from the Centre. Parents will need to set up their login details the first time they use this platform. 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 or if informed by the guardian in writing.

## 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.

## Children absent from 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 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 other than parents/guardians?

Parents/Guardians **must** specify on their child's enrolment form the names of the persons authorised to collect their child from the Centre, and in the case of an emergency when parents or guardians are unable to be contacted. Parents/Guardians are responsible to notify the Centre of any changes of acceptance and refusal of authorisations. All changes have to be updated in writing on the enrolment form.

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

## 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.



### **Children 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 Staff tries to find out why the child has left the Centre and where they are likely to be if they are out of sight.
- 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 child to the Police will be initiated.
- The Centre Supervisor will continue to attempt to contact the child's parents and emergency contact.

### **Children not collected by closing time**

It is important that all children are collected by 6.00pm. 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 and/or emergency contact.
- After a reasonable time the OSC Supervisor will contact the OSC Coordinator, advise the School Principal or nominee and report the child has not been collected from the Centre to the following Departments:
  - Department for Communities – 1800 199 008
  - Police Department – Mirrabooka Police Station – 13 14 44
  - Crisis Care Centre - 1800 199 008

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



# PROCEDURES

All procedures and policies of the Centre mirror those of John Septimus Roe Anglican Community School and may differ slightly to reflect the specific context of Out of School Care.

## MANAGING CHILDREN'S BEHAVIOUR

The Centre has procedures in place for the management of children's behaviour in accordance with JSRACS policies which ensure the wellbeing of the children and the smooth operation of the program.

- Children will not be permitted to leave the Centre 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 School Parent Handbook.

### 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 program is maintained, and to ensure the service is able to meet its objectives without undue disruption. The management of student behaviour is consistent with that of JSRACS policy and procedure.

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 program's code on behaviour, including the design of positive behaviour strategies, as well as strategies for unacceptable behaviour.

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



## HEALTH AND SAFETY

### Illness and Accidents

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

- An ill or injured child will be kept under staff supervision until the parent/guardian or 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.
- The School has Student Accident Insurance cover for all JSRACS students enrolled in the Centre. Further enquiries about this facility can be made at Main Reception.

### Infectious Diseases

In order to protect the health of both children and staff, the OSC 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, and it will be expected that children who are ill will be picked up by their parents or authorised persons as soon as possible.

### Medication

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

- Medication is current, in the original packaging, and prescribed for the particular child.
- The child's parent/guardian provides written consent and instructions.

### Nutrition

Meal times play an important part in each child's social awareness and development with due consideration being given to table manners, including others and appropriate conversation.

- If your child has particular dietary needs, please inform the OSC Supervisor of the child's requirements.
- We are happy to support children who may need to bring breakfast from home to eat at the Centre on school days. Breakfast, morning tea and lunch are NOT provided during Vacation care and must be supplied by the parent.
- A nutritious and varied afternoon snack is provided each day for After School and Vacation Care.
- Please note that JSRACS is a nut aware school.



## **Complaints Procedure**

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

- If you do not feel they are being addressed satisfactorily you may first contact the Coordinator, Mrs Milijana Korac [mkorac@jsracs.wa.edu.au](mailto:mkorac@jsracs.wa.edu.au).
- If you are still not satisfied you may then contact the Associate Principal Early Childhood, Mrs Georga Gratteri at the School on [ggratteri@jsracs.wa.edu.au](mailto:ggratteri@jsracs.wa.edu.au).

## **Excursions**

The Vacation Care Program will 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.

## **Safety and Emergency Procedures**

Emergency evacuation procedures are displayed in the Centre. Staff are trained to deal with such emergencies, and at regular intervals Evacuation and Lockdown drills are practiced with the children.

## **Student Dress during Vacation Care**

For any School Program run by JSRACS 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 Programs are no exception to this request.

To support sun safety, students should wear shirts or tops that cover the shoulders. It is recommended that students wear sneakers, covered or flat shoes appropriate for playing outdoors. Shirts with unacceptable/offensive slogans are not permitted. Students attending excursions during Vacation Care are required to wear their JSRACS sport polo shirt (Grey or White) for identification purposes.

## **Student Personal Equipment**

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 clothing, bags, lunch boxes, etc.

## **Sunsmart Policy**

Children are 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.





# PROGRAM INFORMATION

In every program 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.

- Through play, children learn about themselves, how to get along with other people, and are able to practice a range of skills.
- Play is vital to a child's growth and development. Our programs 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. Children are encouraged to help in planning their program, which includes varied arts and craft activities, adventurous and challenging play, cooking, games and sport, drama, excursions or just having fun with other children.
- A program 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.

## Program Planning and Evaluation

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

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.

Working in partnership with families, OSC Educators will use the My Time, Our Place framework to guide their planning. To engage children actively in learning, play and leisure activities educators will identify children's strengths and interests.

## Staffing

John Septimus Roe Anglican Community OSC Program 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 2012. The Centre has sufficient staff on duty at all times to meet that requirement.

All staff have, as a minimum, a current Working With Children Check and Nationally Coordinated Criminal History 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.



# PARENT INVOLVEMENT

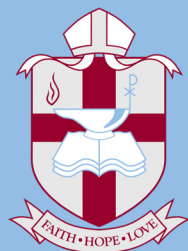
In order to ensure our programs are responsive to the needs and desires of parents we encourage parents to visit the Centre whenever this is convenient. The OSC Supervisor is available to discuss any information parents may require or may wish to pass on to the staff concerning their child. Ideas or suggestions for the program 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 any matters of concern.
- The noticeboard at the Centre will display the weekly program of activities, school term dates, any excursions or special materials required for use by the children, reminders, etc.

## Parent Events

The Centre will facilitate opportunities for families and siblings to get together in a social capacity. This information will be advised through separate newsletters or invitations.





# John Septimus Roe

Anglican Community School