



CENTRE PHILOSOPHY

**OUR COMMITMENT IS TO PROVIDE HIGH QUALITY CHILD CARE
IN A SAFE, CARING, STIMULATING AND ENJOYABLE ENVIRONMENT FOR ALL
SCHOOL AGED CHILDREN.**

PARENT INFORMATION

Parents and Guardians are invited to discuss the activities and experiences provided as part of our learning programs and the goals achieved through our programs. Please ask the Coordinator or your child's group leader for more detailed information about your child's development, how we provide opportunities to foster your child's development and our underpinning philosophy of learning that informs our programs. Parent & Community notice boards and monthly newsletters display current information.

PROGRAM

A wide variety of activities are offered to the children from which they can make decisions about the worthwhile use of their time. Activities include Art & Craft, Sport, Outdoor and Indoor Games, Cooking, Homework, Adventure Play, Free Play, Excursions and Incursions (Vacation Care only). The Vacation Care Programs and Booking Forms are available 4 - 5 weeks prior to each holiday period.

PRIVACY

We are committed to upholding the Privacy Act 1988 and the National Privacy Principles 2001, which govern how we collect, use, disclose and handle your personal information. For more information please ask to see a copy of our Privacy Policy.

STAFF / CHILD RATIOS

Normal sessions - 1 staff : 15 school-age children

Excursions - 1 staff : 8 school-age children

Swimming Excursions - 1 staff : 5 school-age children

One qualified staff per 30 children will be present at all times.

All staff have current first aid qualifications. All staff are recipients of current suitability cards or relevant registration.

PARENT PARTICIPATION

The Centre encourages communication with & participation of parents / guardians to assist us to continually improve our service. Parents are welcome to visit the Centre to view the programs at work. Discussions / feedback / participation in community / centre based activities are encouraged and welcomed. Feedback sheets are available in the foyer.

GRIEVANCES

Grievances will be referred to the Coordinator in the first instance. If unable to be resolved with the Coordinator, the grievance must be put in writing and submitted to the Chairperson of the Management Committee. (For our full Policy please refer to the Parent Noticeboard or Policy & Procedures File.)

HOURS - MONDAY TO FRIDAY

Before School Care - 6.45am – 8.45am

After School Care - 3.00pm - 6.00pm

Vacation Care & Pupil-Free Days - 7.00am - 6.00pm

WE ARE CLOSED FOR PUBLIC HOLIDAYS AND FOR APPROX. TWO WEEKS DEC / JAN.

Outside School Hours Care

Manly State School



FEES effective 05 April 2010

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|-----------------------|---|
| Enrolment Fee | - \$10.00 per child / one off charge |
| Before School Care | - \$8.00 Permanent; \$10.00 Casual |
| After School Care | - \$13.50 Permanent; \$15.50 Casual |
| Vacation Care & PFD's | - \$33.50 |
| LATE FEE | - \$15.00 per 10 minutes after 6.00pm applies. Parent must sign a Late Collection Form and repeated occurrences will be referred to the Management Committee. |

PAYMENT

Accounts are to be paid weekly, on or before Thursday night. If fortnightly payments are made, pay one week in advance. Account statements will be placed in parent files on Monday or emailed as requested. Fee payment options are: cash, cheque, EFTPOS, credit card or direct deposit. MOSHC bank details can be obtained from the office or are displayed on weekly statements.

Email direct deposit details to mosh@bigpond.net.au.

Procedure for cash & cheque payments:

1. Complete Payment Advice Slip.
2. A staff member must initial cash payments before money packet is sealed
3. Enclose and seal in plastic money packet.
4. Place payment in Fees Box.
5. Complete Fee Payment Register.

BOOKINGS

BEFORE & AFTER SCHOOL CARE

Parents are charged for days booked permanent or casual. Staffing is arranged according to the number of children booked. If notification is given by Friday of the week before of impending absence/s, a fee will not be charged. (This applies to BSC and ASC only).

VACATION CARE

Fees are charged according to days booked as indicated by parent on Vacation Care Booking Form. Fees will not be charged if changes are made prior to the designated change date. Check Vacation Care program and Parent News. A place created by an absence during the week of care, may be able to be reallocated when waiting lists apply.

ABSENCES

IT IS VITAL THAT YOU PHONE THE CENTRE FOR NOTIFICATION OF ALL ABSENCES.

Each child under the CCB scheme is entitled to 42 days of allowable absences per financial year whereby CCB component is paid by the FAO. The parent is still required to pay the gap fee. Absence days taken show on your weekly fee statement.

Additional absence days can be taken as long as for specified reasons and supporting documentation is supplied.

NATIONAL PRIORITY OF ACCESS

OSHC services must give school children priority over children who have not yet started school.

Placement of children at our Centre will follow these guidelines:

Priority 1 – A child at risk of serious abuse or neglect

Priority 2 – A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*.

Outside School Hours Care

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Priority 3 – any other child.

Within these main categories priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in low income families
- Children in families with a non-english speaking background
- Children in socially isolated families
- Children of single parents

ENROLMENT

Children must be enrolled with us before they can attend. Enrolment Forms are available from the Centre office or on the website. Acceptance of enrolment is dependent on parent's ability to provide ALL necessary information as indicated on Enrolment Form. All contact details must subsequently be kept up to date.

POLICIES & PROCEDURES

Policies and procedures reflect compliance to the Child Care Act 2002, Child Care Regulations 2003, OSHC QA Standards and Child Care Management System. Our Policy and Procedures Folder is available in the Centre's foyer.

DUTY OF CARE / CHILD PROTECTION

All staffs owe a 'duty of care' to the children and to each other in the Service. It is our responsibility to ensure all possible steps are taken to protect children from harm by avoiding all unreasonable risks. Policies and Procedures as stated in the Centre Manual will be enforced to ensure protection.

WHAT TO BRING TO ALL PROGRAMS

- **HATS** - A hat is required for all outdoor activities. A child cannot participate in outdoor activities without his/her hat.
NO HAT - NO OUTDOOR PLAY.
- **SHOES** - Fully covered shoes and socks are also necessary. Thongs, scuffs / sandals are not permitted.
- **SHIRTS** - Garments worn must have a sleeve. The neck, tops of shoulders and arms must be covered. Singlet or sleeveless tops are not permitted.
- **SWIMMING SHIRTS** - A shirt with a sleeve in it must be worn for all swimming and water play activities. Lycra tops are preferred because of their greater UV protection.
- **SUNSCREEN** - It is recommended that children bring their own sunscreen suitable to their skin type.
- **LUNCH** - On days specified on holiday program.
- **DRINKS** - Parents should provide their children with drinks on excursion days.

CHILD CARE BENEFIT / CCMS

Child Care Benefit is available to all eligible families irrespective of income. The Family Assistance Office administers CCB.

Your CCB can be passed on as a weekly fee reduction on your fees or you may choose to pay full fees and claim CCB as a lump sum payment at the end of the financial year. If choosing to pay Full Fees please see the Outside School Hours Care office for a *Notification of Full Fee Paying Customer*.

PLEASE PHONE THE FAO ON 13 61 50 TO APPLY FOR YOUR CCB % AND OR TO REGISTER OUR CENTRE AS YOUR CURRENT CHILDCARE PROVIDER.

Families with work related commitments of more than 15 hours per week are entitled to 50 hours of CCB per week. 24 hours of care per week is given for non-work related commitments.

If you require further information please see the OSHC office.

Note: your family must be registered with the FAO to receive either CCB (Child Care Benefit) and / or CCTR (Child Care Tax Rebate).

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MEDICATION

Medication will only be administered to a child if it is a **PRESCRIBED ORAL MEDICATION**, and all of the following are provided, and is dependent upon agreement of the Centre:

1. Accompanied by a letter from a medical practitioner stating the time it is to be administered.
2. In its original package with a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing and expiry date.
3. Accompanied by a letter of authority from the parent / guardian.
4. Entered on the Manly OSHC medication register detailing the medication used, the date, time and dosage, & person who administered it.

For asthma, diabetes or other ongoing medications, parents will be required to advise the Coordinator in writing whether their child will be responsible for administering their own medication or will require supervision. If supervision is required the above 4 requirements must be met.

Anaphylaxis medication must be signed in and out of the centre daily or arrangements made to leave in Medication Cupboard. Current Action Plans are required to be held in OSHC office.

Non-prescribed oral medications, such as analgesics/over the counter medications, cannot be administered unless the above 4 requirements are met.

FOOD (refer to each Term's Menu)

- **BEFORE SCHOOL CARE** - Breakfast of toast or cereal and juice / milk is supplied to the children at 7.30am to 8.00am
- **AFTER SCHOOL CARE** - A nutritious afternoon tea is supplied which consists of water, fruit, vegetables and sandwiches/ biscuits/ cheese/ nibbles.
- **VACATION CARE** - Breakfast, Morning Tea and Afternoon Tea are supplied. On some days, lunches are provided at a minimal cost. Check your Vacation Care program for details of lunch options.