

# Cambridge Primary School



## Out of School Hours Care

### Parent Handbook

# **CAMBRIDGE PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE**

**Coordinator:**

Tracie McCahill

**Assistant Coordinator:**

Natalie Macdonald

**Casual Assistants:**

Kerri Sherrifs

Romina Wade

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Lochlan McDonald

Jordan Moody

Sara Nagpal

Hannah Meilak

Ally Dillion

Elisha Cassar

Brody Eads

Wendy wright

Sharyn Clifford

**Hours of Operation:**

Before School Care (BSC): 6.45am to 8.45am

After School Care (ASC): 3.15pm to 6.45pm

Vacation Care (VAC): 6.45am to 6.45pm

**Contact Details:**

**Phone:** 9748 8901 / 0475 973 325 (6:45 am – 6:45 pm)

**Email:** [OSHC@cambridgeps.vic.edu.au](mailto:OSHC@cambridgeps.vic.edu.au)

*The OSHC service was assessed and rated Exceeding in October 2018.*

# CAMBRIDGE PRIMARY SCHOOL

## OUT OF HOURS SCHOOL CARE PROGRAM POLICY AND PROGRAM

### Statement of Philosophy

The Cambridge Primary School OSHC Program is committed to providing a stimulating, supportive, safe, friendly and caring environment for all the students who attend. The Program will support the development of the whole child socially, emotionally, physically, aesthetically and intellectually. This will be done in a fun and inclusive manner acknowledging the individuality of the students in out of school hour's care. It will provide affordable, quality care which is accessible by all students and which meets the needs of the families within our community.

### Our philosophy is implemented by the following goals:

*To offer a flexible program that responds to the care, educational and recreational needs of children.*

*To provide an environment, both indoor and outdoor, for children that:*

- is both safe and challenging;
- fosters individuality, recognizing their needs and interests;
- promotes their physical health and well-being;
- acknowledges the importance of the early and middle years of child development;
- values the benefit of play in both structured and self-directed experiences;
- fosters a spirit of equity and inclusion;
- Provides a range of experiences that promote children's learning and development.

*To ensure that the Program accurately reflects the needs of children, parents and the community by:*

- acknowledging the importance of parents in providing direction for the Program;
- encouraging comments and feedback from all parents, leading to trusting relationships;
- acknowledging and being sensitive to the cultural backgrounds of families;
- Acknowledging the importance of our local community and welcoming their participation and contribution at our program by building strong and trusting partnerships.

*To meet the Framework for School Age Care in Australia (My Time, Our Place) and the Victorian Early Years Learning and Development Framework to lead to improvement in practices through an ongoing Quality Improvement Plan and to implement the 5 learning outcomes associated with these frameworks.*

Outcome 1. Children have a strong sense of identity.

Outcome 2. Children are connected with and contribute to their world.

Outcome 3. Children have a strong sense of wellbeing.

Outcome 4. Children are confident and involved learners.

Outcome 5. Children are effective communicators.

*To meet the National Regulations 2011 and the National Law.*

*Strive to achieve the highest level of quality as determined by the National Quality Framework.*

*To ensure that staff are able to:*

- fulfill the role and responsibilities they are employed to undertake;
- have their professional needs met;
- build a team of qualified staff that work effectively to achieve the same goals;
- work collaboratively to build relationships with management and teaching staff;
- develop respectful relationships with children and their families to create a safe environment that encourages the participation of children in the learning program and promoting the children's sense of security and belonging;
- Continue implementing reflective practices to enable the service to strive for an improved quality environment for children's learning and development.

*All our Educators will familiarize themselves with the Code of Ethics and the United Nations Declaration on the Rights of the Child. These documents have provided us with the above principles.*

*To ensure that Policies and Procedures are current, updated and reviewed. These manuals are accessible to all families upon request*

As of January 2012, the Out of School Hours Care program is regulated under three new frameworks being;

- The Early Years Learning Framework (EYLF);
- The Victorian Early years Learning and Development Framework (VEYLDF);
- The “My Time, Our Place” Framework, along with the new National Quality Framework for accreditation and assessment.

The service is also guided through the National Quality Standards. Please contact the program Coordinator or refer to the following websites for more information: [www.acecqa.gov.au](http://www.acecqa.gov.au)  
[www.deewr.gov.au/earlychildhood](http://www.deewr.gov.au/earlychildhood)

## ACCESS TO CARE

- The OSHC Program will provide access to children attending Cambridge Primary School, subject to availability.
- The OSHC Program must be equally accessible and have planned Educational Program for all children regardless of nationality, income, special needs or disabilities.
- Priority of access will be implemented according to Commonwealth Government Guidelines.
- All children must be enrolled prior to attending.
- No child will be accepted into the service without a completed enrolment form.
- The information contained on the Enrolment forms will be treated **confidentially** and will only be used for the allocation of educators and resources.
- No child will be re-enrolled if OSHC Program fees are outstanding.
- All children must be re enrolled at the beginning of the year.
- Parents will have the opportunity to enrol their children in case of emergency. This can be done by telephoning the OSHC mobile number on **0475 973 325** or the OSHC office on 9748 8901 during school hours 8:45 am – 3:15 pm. The OSHC Coordinator may use some discretion with regard to accepting enrolments prior to completion of an enrolment form in such circumstances
- Children can access the service on a permanent or casual basis subject to availability of placements.
- The Before School Care program will operate Monday to Friday from 6:45 am to 8:45 am.
- The After School Care program will operate Monday to Friday from 3:15 pm to 6:45 pm.
- The Vacation Care Program will operate during school holidays (a minimum of 8 weeks per school year) from 6:45 am to 6:45 pm.
- The program will cater for end of term early dismissals, as well as early dismissal days due to Parent Teacher Interviews.
- The program **may** cater for Curriculum Days (Pupil Free Days).

**FEE STRUCTURE AND COSTS****What is a “Permanent Rate”?**

A permanent rate means your child is booked into a day (or days) each week and will be expected to attend each week on these specific days. If your child/ren does not attend, charges may apply, including when you are absent.

**When do no charges apply?**

- You provide us a Medical Certificate within 5 days of the booked day.
- Your child/ren are sent home by the school or us due to illness.
- Your family is going on holidays and 2 weeks written notice is provided on our holiday form.
- Your day falls on a Public holiday and our service is closed.
- Any cancellations for a permanent after school care booking prior to 10:30 am (on the day of the booking) or a before school care booking before 6.45am (on the day of the booking) – Centrelink approved absence (no charges apply).

**When do charges apply?**

- Any cancellations after 6.45am (BSC) and 10:30am (ASC) - \$18
- Anyone that does not cancel at all - \$21

**What is a “Casual Rate”?**

A casual rate means your child is booked into a day (or days) by you on an “as needed” basis. If your child/ren does not attend, charges will apply, including when they are absent.

Note: Any absent days recorded will still be eligible for childcare subsidy (as per parent eligibility) up to 42 days per financial year per child.

**CANCELLATIONS:**

**ALL booking cancellations must be received in writing** via email or text to [OSHC@cambridgeps.vic.edu.au](mailto:OSHC@cambridgeps.vic.edu.au), via SMS to **0475 973 325** or in the **cancellation book**. Verbal cancellations cannot be accepted.

Pricing (before child care subsidy is applied) will be as follows:

<b>Fee Name</b>	<b>Price as at 01/01/2021</b>
Before School Care - Permanent Rate	\$15
Before School Care - Casual Rate	\$18
After School Care – Permanent Rate	\$18
After School Care – Casual Rate	\$21
Early Dismissal School Days – Permanent & Casual Rate	\$30
Curriculum Day	\$60

Vacation Care rates are as follows:- Rate before child care subsidy is applied

\$60-\$85 - At school incursions and activities or excursions Dependant on excursion destination

- Vacation Care Enrolments must be received prior to the closing date, as places are subject to availability.
- Families and children enrolled in the program must apply for a Family Customer Reference Number (CRN) and a CRN for each child enrolled from Centrelink and provide their date of birth and their child’s date of birth in order to claim Child Care Subsidy. Please note our Service Provider Number is **555 0082 441**.
- Lunch and snacks needs to be provided, by families, for Vacation Care (breakfast will be provided).

**Full Time and Part Time Care**

- An invoice will be issued weekly via email, to be paid by the following Friday. A receipt will be issued on payment.
- The following payment options are available:-
- EFTPOS payment is available at the OSHC office or at the school office.

- Direct Debit (available through the OSHC Coordinator).
- BPay facilities are available to families of students that attend Cambridge primary school.
- If payments are made to the school office, please also email the OSHC coordinator details of the payment.
- Cash payments should be handed directly to the OSHC Coordinator or via the school office.
- **A Non-Cancellation fee in addition to the session fee will be charged to families if the school is not contacted in writing, by 10:30 am on the day the care is required for ASC or on the day before care is required for BSC. This is to ensure that appropriate staffing arrangements can be made.**
- **Regular fortnightly payments** must be made, to allow for the children to continue to access the program.
- **Parents picking up children after 6:45 pm will incur a late pick up fee of \$30 per 15 minutes or part thereof. This includes ASC and Vacation Care.**
- All fees are inclusive and cover normal program activities.

#### **THE CHILDREN'S PROGRAM**

- The programs will provide quality care and appropriate recreational and educational opportunities for all the children enrolled.
- All children attending the program have the opportunity to assist in the planning of the program.
- A variety of activities will be made available to cater for the various age groups attending the program.
- Activities are planned to meet diverse needs of each individual child
- A written note signed by the parent will exclude the child from any activity.
- Activities are planned regularly by staff and children at planning meetings.
- A copy of the weekly plan will be displayed in the OSHC Program's room.
- Breakfast for BSC and afternoon tea for ASC are provided to meet children's dietary requirements i.e. vegetarian, halal etc, and children are encouraged to practise healthy eating habits. Alternatively, children may bring snacks from home.
- Emphasis is placed on reinforcing positive behaviour. Child participation in decision making will be an integral part of developing a positive discipline policy where all children are aware of the parameters of the program. All children will be made aware of the consequences of their actions.
- A quiet rest/study area will be made available, encouraging the completion of homework with support.
- When required, the service will make use of the school newsletter, email, social media, community noticeboard and school assemblies, to provide information to parents.

**OSHC POLICIES**

This handbook and the OSHC policies are available on the Cambridge Primary School Website.

Policies on the website include:-

- Acceptance and Refusal of Authorisations Policy.
- Additional Needs Policy.
- Administration of Medication Policy.
- Ambulance (CPS) Policy
- Animals and Pet Policy.
- Bike Safety Policy.
- Cambridge Primary School Child Safety Code of Conduct
- Chemical Spills Policy.
- Child Protection Policy.
- Child Safe Environment.
- Continuity of Education and Care Policy.
- Cystic Fibrosis Policy.
- Death of a Child Policy.
- Death of an Educator Policy.
- Delivery and Collection of Children Policy.
- Education, Curriculum and Learning Policy.
- Educator and Management Policy.
- Emergency Management and Evacuation Policy.
- Emergency Service Contact Policy.
- Enrolment Policy.
- Environmental Sustainability Policy.
- Epilepsy Policy.
- Excursion Policy.
- Family Law and Access Policy.
- Fees Policy.
- Food and Nutrition Policy.
- Governance Policy.
- Health, Hygiene and Safe Food Policy.
- HIV AIDS Policy.
- Immunisation and Disease Prevention Policy.
- Incident, Injury, Trauma and Illness Policy.
- Infectious Diseases Policy.
- Lock Up Policy.
- Lockdown Policy.
- Medical Conditions Policy.
- National Quality Framework Policy.
- Parental Interaction and Involvement Policy.
- Photography Policy.
- Physical Activity Promotion Policy.
- Physical Environment (Workplace Safety) Policy.
- Policy and Procedure Review Policy.
- Privacy and Confidentiality.
- Record Keeping and Retention Policy.
- Relationships with Children Policy
- Rest, Relaxation and Clothing Policy.
- Social Media Policy.
- Staffing Arrangements Policy.
- Supervision of Children Policy.
- Technology Usage Policy.
- Tobacco, Drugs and Alcohol Policy.
- Transportation Policy.
- Unenrolled Children Policy.
- Work Health and Safety Policy.

All policies are reviewed by the OSHC Educators and the OSHC subcommittee and we would greatly value your input. Please speak to the coordinator if you are interested in joining the subcommittee or being involved in the reviewing the policies.