

Beechworth Primary School

Out of School Hours Care Program

*Incorporating: -
Before School Care
After School Care
Vacation Care*

Information Booklet

2018

Beechworth Primary School
17 Junction Road
Beechworth 3747

Phone: School Hours 03 5728 1066 For Bookings, Cancellations and all other Enquires Or After Hours Direct Line to Care Program: 03 5728 2902(Please leave a message for all bookings or cancellations)
or Email: osch17jun@gmail.com

Educators:

Before School Care: Cheryl Norman
After School Care: Susan Greenhill & Rickie
Vacation Care: Rickie Robinson

Welcome to the Beechworth Primary School Out of School Hours Care Program.

The School's Values are: Respect, Pride, Safety, Inclusiveness and Trust.

The aim of the Beechworth Primary School Out of School Hours Care (OSHC) Program is to provide a high quality Before and After School Care Program and Vacation Care Program, which meets the recreational, social and developmental needs of primary school aged children within the local and surrounding community.

The Program aims to provide children with the opportunity to interact and co-operate in a safe environment with their peers and to provide a relaxing and enjoyable atmosphere in which children can participate in activities relevant to their needs

The Program objectives and strategies can be found in the Beechworth Primary School Out of School Hours Care Program Policy Document. Various policies are referred to within this handbook; however parents/guardians are invited to view the Policy Document for a complete listing of the Policies pertaining to the operation of the OSHC Program. Copies of the Policy Document are available from the OSHC Room and the Primary School Office.

Management Structure.

The OSHC Program is managed by the Beechworth Primary School Council. The program has an open door policy that encourages parents/guardians into the program at any time. Entry by you at anytime is your guarantee of the continuing quality of the program work practices.

The OSHC is an accredited service provider under the National Quality Standards.

Operational Information.

Location: The OSHC Program is located in the Art Room area of the main building. When entering from the Junction Road entrance of the school, the Art Room is located in the left side wing of the school.

Session Times and Fees.

Our program holds a Licence for 50 places. This number cannot be exceeded in any circumstances. Bookings are taken on a first come basis. Once 50 places are reached, applications are closed.

Before School Care:	7.00am – 8.45am	Monday to Friday	\$10.00 per session
After School Care:	3.25pm – 6pm	Monday to Friday	\$14.00 per session
Vacation Care:	8.00am – 6pm	\$33.00 (8am to 3pm)	\$38.00 (8am to 6pm)

Victorian School Term Calendar

2018

Term 1: January 30 – March 29

Term 2: April 16 – June 29

Term 3: July 16 – September 21

Term 4: October 8 – December 21

Public Holidays

Please note that OSHC Program does not operate on public holidays.

Bookings:

To assist with staffing arrangements all bookings need to be made as soon as possible prior to the day/session required.

Families may choose to make a permanent booking or to use the program on a more casual basis.

Permanent bookings are positions guaranteed for the full term. It is expected that parents will notify the Program Educator if your child will be absent from a session. Permanent bookings must be advised each year.

Casual Bookings are available on request and will be subject to there being availability in that session. Casual booking requests cannot always be met as positions in sessions are limited to 50 places.

Before School Care:

Students from Schools other than Beechworth Primary School are still able to access Before School Care. The program operates between the hours of 7am and 8.45am. Students from Beechworth Primary School will be dismissed into the school yard at 8.45am. Students from St Joseph's and Montessori will be escorted to the bus at approximately 8.40am. The Beechworth Bus lines will transport the students to their appropriate schools. Bus tickets for this service are available from Beechworth Bus Lines at a cost of \$2 per ticket.

Vacation Care:

Bookings for placement in sessions during term breaks should be made by the last Monday before the end of term to assist with staffing arrangements.

Where families have permanent bookings for Before and/or After School care it is important to note that this does not mean children are automatically booked into Vacation Care. Bookings must be made ahead where families require this service.

Notice must be given for all Vacation Care cancellations or the appropriate charges will be made.

For days when excursions have been planned, 48 hours notice must be given for cancellations. For all other Vacation Care days, 24 hours notice of cancellation is considered appropriate.

Priority Bookings: Whilst Vacation Care are available to all Primary School aged children from the local and surrounding areas, priority will be given to students enrolled in Year Prep to 6 at Beechworth Primary School, St Joseph's Primary School and Beechworth Montessori School.

Enrolment:

All families must complete an Enrolment, prior to any bookings being accepted. These forms are essential as they contain emergency contact information and medical information relevant to each child. Any Custody and Access Orders must also be made available to the Coordinator.

Any changes to details or emergency contacts should be advised immediately.

Child Care Benefit.

The OSHC Program is an approved child care service provider. All program users are eligible to apply for Child Care Benefits (CCB). To claim CCB families need to be assessed and approved by the Family Assistance Office (FAO). The FAO issues Customer Reference Numbers (CRNs) for you and your child/ren. You must provide the CRN and the date of birth of the parent who is claiming CCB and the CRN and the date of birth of your child/ren. This information is requested on the enrolment form. With this information, we then report your child's attendance information through to the Child Care Management system (CCMS), which links electronically with the FAO to apply fee reductions to your account. It is the responsibility of the program user to register for such benefits through the FAO.

Payment of Fees:

Fees for all OSHC sessions will be invoiced to the family fortnightly. Payments should be made to the Beechworth Primary School office regularly. Receipts will be issued with the next invoice following payment.

Cheques can be made payable to "Beechworth Primary School".

Families wishing to make direct deposit:

BSB: 063637 Account Number 10026363. Account Name: Beechworth Primary School Council.

Please ensure you include your family name and OSHC in the reference field.

Account enquiries can be made by contacting the school either in person or by phone. Accounts should be kept current, no more than 14 days in arrears.

Overdue Fees:

Should a situation occur where difficulty is experienced in paying an account, an appointment should be made with the School Principal to discuss the situation. This must be done immediately or further participation in the program may be suspended.

Any family who is more than 30 days in arrears and has not reached an agreement with the School Principal may find the debt being referred to a debt recovery agency. Any charges associated with debt recovery will be passed on to the family. Please refer to our Bookings and Payments Policy for further details.

Cancellation:

As a matter of courtesy and to assist in staffing requirements, any expected absence from the Program should be advised on the day prior to the booking.

Late Pick Up Fees

The OSHC program closes at 6pm. We understand that unavoidable situations may occur where you may be late to collect your child. If this is the case, please ring ahead so the Coordinator knows you will be late. If late pick up occurs more than twice, a late fee will be levied. The late pick up fees are calculated **at \$1.00 per minute per child.**

Dishonoured Cheques.

Any bank fees that are associated with dishonoured cheques, will be passed on to the relevant families.

Program Administration.

Drop off and Pick-up of children.

All children are to be dropped off and collected from the Art Room area by an authorised adult (as nominated on the enrolment form). Contact must be made with a member of staff by this authorised person before leaving or collecting the child.

Parents/Guardians must sign the attendance register.

Children attending After School Care will meet in the Art Room at 3.25pm. Those students who arrive by bus will go directly to the Art Room once disembarking from the bus.

A list of authorised adults nominated to collect each child is to be detailed on the enrolment form and staff will strictly adhere to this list. In the event an unauthorised person arrives to collect a child, the child will not be handed over until phone contact has been made with the parent/guardian and authorisation given for that person to collect the child. That person's name can then be added to the enrolment form, with parent/guardian permission.

In the event of failure to collect a child, or any emergency, the contact details as listed on the enrolment form will be used. It is vital that if your contact details change at any time, the School must be notified.

Attendance Register.

Parents/Guardians must sign the Attendance Register accurately, noting the time that their child/ren are being left in or collected from the program. Please refer to the Arrivals and Departures Policy.

Sun Smart Policy

Beechworth Primary School is a Sun Smart School. Children attending the OSHC programs will be required to wear a wide brimmed hat (no caps permitted) and are not permitted to wear singlet tops. This is to ensure children have maximum protection from the sun at all times.

Clothing.

Children should be in their normal School Uniform whilst attending Before and After School Care Programs. If a child is attending Vacation Care, children should wear clothing appropriate to the weather, and any planned excursions or activities. In line with our Sun Smart Policy, singlet tops are not considered appropriate due to the lack of sun protection. Due to safety issues, no thongs or scuff type shoes are to be worn.

Food and Nutrition.

Afternoon tea and drinks are provided during After School Care.

Vacation Care morning/afternoon tea snacks and drinks are provided.

Morning/afternoon tea consists of fruit and a drink, prepared in line with current food hygiene regulations. Children with food allergies are catered for upon advice from families as detailed in the enrolment form.

Each child is to bring their own lunch during Vacation care.

Children attending Before School Care will be provided with a warm milo or water if preferred. A breakfast of toast will be provided for those children who arrive between 7.00am and 7.45am.

Behaviour Guidance.

The behaviour guidance techniques adopted by staff will focus on reinforcement, positive role modelling by adults, intervention techniques and redirection.

Our School Values are Respect, Pride, Safety, Inclusiveness and Trust. It is expected that all students who attend OSHC Programs demonstrate these values through their behaviour.

When behaviour problems arise, staff will look at the routines, the environment and the individual needs of the child. If a child engages in inappropriate behaviour, parents will be notified and possible solutions discussed. Where behaviour continues and all options have been exhausted, the child will be suspended from the OSHC Program, for a period determined appropriate by the Principal of Beechworth Primary School in consultation with the OSHC Educator.

Behaviour Guidelines

All staff members will be considerate in their use of language, their tone of voice and the manner of speech used when interacting with children. All communication will be targeted at the level of the children and be clear and positive. Staff should also show sensitivity to the child's background and current home situation, please feel free to discuss any issues with the Educator.

Staff will endeavour to create a positive relationship with children at all times. In a situation of conflict the staff member and child will endeavour to mutually agree on a positive outcome. Consequences for a child's unacceptable behaviour will be immediate and directly related to the behaviour.

To prevent unacceptable behaviour staff will follow these steps:

- Ensure the children are engaged in enjoyable activities relevant to their needs.
- Interact with the children using descriptive encouragement and positive reinforcement.
- Ensure that all communication channels are open between staff and children.

Program Activities.

The Program aims to provide quality childcare with a range of stimulating recreational activities for all children in attendance.

Care is provided in a safe, comfortable, relaxed and fun environment.

The program consists of a variety of activities which include indoor and outdoor games, art, craft music, sport and cooking.

Outdoor play is supervised at all times.

Vacation Care:

A planned activities program is available for each session. The program is a guide only and may need to be varied dependant on children's attendance, and weather conditions.

Children are not to bring bikes, skateboards or rollerblades to sessions.

Excursions.

Excursions during the Vacation Care program are planned from time to time. The mode of transportation will be either by foot or bus. In each case a permission form will be issued and must be signed by the parent/guardian before the child can participate.

At no time will children be transported in staff private cars.

Excursions during the Vacation Care are at an extra cost to families and you will be notified of any additional costs prior to the excursion taking place.

Parent Involvement.

The OSHC Program encourages parent participation in the program at any time. Entry is guaranteed at any time, please feel free to visit and view the activities.

Where parents would like to speak to the Educator regarding their child's needs or development, it is requested that the parent makes an appointment, so that the Educator is free to talk. This ensures staff are focussed on care provision to all participants during sessions.

Lost Property

All clothing and individual items should be properly labelled. If any item is lost families will be directed to the "Lost Property Box". Where items are not claimed at the end of each School Term, they will be donated to a local charity.

The Beechworth Primary School OHSC does not accept any responsibility for items of value that are brought to the program. We highly recommend that students do not bring items of value to the sessions.

Medication, Illness, Accident and Emergency.

Medical Records

A medical records book will be maintained by staff to record all accidents or injuries. All accidents and injuries will be followed through to establish how the injury occurred.

All medication must be signed in and will be administered by OSHC Staff only. Any medications given will be recorded in the medications book.

The OSHC Policy document details a "Medication Policy". The following steps will be adhered to for all staff administering medication: -

1. The Medication must be in the manufacturer's container bearing the makers label.
2. The Medication is used for the child for whom it has been prescribed.
3. The medication book has been completed and a staff member informed.
4. The medication must be placed in a lockable drawer/cabinet or refrigerator
5. The medication book may be updated daily by both staff and parents.
6. Parents are responsible for collecting the medication at the end of the session.
7. Medication must not be left in children's bags.

Asthma Management Plan

Children who suffer with Asthma are required to have an Asthma Management Plan completed by the parent. The plan should detail the emergency procedures and medications to be administered in the event of an asthma attack. This plan must be kept current at all times.

Illness and Injury

In the event of an accident or illness, the parent or nominated emergency contact person will be contacted immediately. All details relevant to the accident/illness will be recorded in the accident/illness book.

Staff will be fully equipped to deal with minor injuries and will carry out basic First Aid procedures. Provision will be made for the comfort of the child until they are collected. The child's right to privacy will be respected. In the event of major injury or illness, relevant emergency services will be contacted.

Communicable Diseases

Please refer to the Communicable Diseases document for information regarding infections that may exclude your child from the OSHC program.

Privacy Policy and Confidentiality of Records Policy

OSHC staff will respect everyone's right to privacy and will maintain confidentiality at all times. All staff are required by law to protect the personal and health information the OSHC program collects and holds.

Complaints Process.

Beechworth Primary school OSHC prides itself on ensuring that we cater for the needs of every child. In the event that you have a complaint regarding any aspect of our OSHC program, we ask that you advise us of this as soon as possible so we may deal with your concerns in an expedient manner.

We ask that you approach the designated Educator of the service and outline your concerns or complaint. If you feel that your concern has not been addressed to your satisfaction, we encourage you to contact the School Principal. If you wish you may put your concerns in writing, addressed to the School Principal.

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

(Public Health and Wellbeing Regulations 2009)

Statutory Rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- (a) specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or
- (b) specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs are marked in the table with an asterisk (*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

Schedule 7 — Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where	Not excluded

	possible	
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illness	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not Excluded

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Measles*	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria –other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visit the www.health.vic.gov.au/ideas.