Parent and Caregiver Information

Blyth Primary School
Out of School Hours Care Service
Creative Leisure & Fun

After School Care reference number:
407152394V
PHILOSOPHY

Blyth Primary School Out of School Hours Care service offers quality childcare with a focus on creative leisure and fun. Operating under the Blyth Primary School Governing Council, this After School Hours Care service holds a Vision for the children in its care: to maximise their personal development in the interconnected areas of Identity, Interdependence, Thinking, Futures and Communication. The detail of our Vision A Blyth student...is included in the parent information package.

SERVICE GOALS

An integral part of the Blyth Primary School, our child-orientated OSHC setting aims to achieve these broad goals:

• Value all children, and to encourage them to develop to their full potential within our safe, friendly and stimulating environment.

• Engage children in safe, creative leisure activities and to maximise their enjoyment of play.

• To offer holistic play and leisure opportunities to meet the varied developmental needs of the children in our care.

• Children, families and staff develop a sense of belonging and ownership as our community oriented service strives to be responsive to individual voices, seeks opportunities for participatory decision making and actively promotes shared communication.

• Develop mutually respectful relationships between children, families, staff and volunteers.

At the Blyth Primary School Out of School Hours Care (OSHC) service we work hard to build and maintain a store of materials and resources to enable staff to offer children a diverse range of recreational experiences.

This service operates within the Department for Education and Child Development (DECD) OSHC Standards and meets the accountability requirements of the Commonwealth.
BELIEFS, VALUES & ATTITUDES

Children learn and come to understand the world they live in through play. Essential to the holistic development of the child, play provides opportunities for children to grow socially, emotionally, physically and intellectually. Through interacting with their environment, objects, ideas and people, children become engaged in their learning development. They may experience a range of opportunities to practice skills, to enhance their self-esteem, to interact with others socially, thereby also learning about themselves and how to communicate, to problem solve and negotiate. Through play experiences children can also learn to be resilient, to learn skills of collaboration and independence, to explore new materials, be creative and to develop a respectful relationship with the natural environment.

Based on the foundation values of DECS Cooperation, Excellence, Fairness, Integrity, Respect and Responsibility our OSHC service will proactively support the local Blyth PS community values of Respect, Equity, Quality Learning and a Safe, Friendly environment.

HISTORY OF THE SERVICE:

Blyth Primary School Out of School Hours Care (OSHC) service opened in January 2005. The service is operated by the Governing Council of the school with the intention to support the needs of the community and to strengthen the school’s role within the community.

Deb Tobin became Director in Term 1 2007.
VENUE
The service primarily operates out of the comfortable general-purpose room in the Administration block of the school and utilises the school’s kitchen area as needed. Children have access to the extensive playground and aesthetically pleasing grassed areas.

The service has 15 CCB places for After School Care. Therefore, we cannot offer care for more than these numbers. Care may also be limited by the availability of appropriate staff.

SERVICE STAFF
Deb Tobin, Director of the OSHC service, has experience in Family Day Care and as a mother. She has completed her first aid, asthma and mandated notification training.

The Director is responsible for the day to day operation of the service - this includes preparing and implementing children’s programs, overseeing children’s wellbeing and managing behaviour, booking and billing, maintaining resources and equipment, monitoring the budget and reporting to the Governing Council regularly.

Other staff members support the Director with the provision of the children’s activities and from time to time are required to reduce the child staff ratio to facilitate the inclusion of children with additional needs. Primarily our Relief Staff include Di Chivell, Sharyn Burford and Pamela Doroch.
HOURS OF OPERATION

<table>
<thead>
<tr>
<th>Monday to Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>After School - 3.45 pm to 6.00pm</td>
</tr>
</tbody>
</table>

Pupil Free Days & School Closure Day -
please check availability

Care will be provided on these days and fees will be charged accordingly. No care will be provided on Public Holidays. OSHC provides a nutritional snack and drink.

FEES
Parents/Caregivers are reminded that fees are charged for care and that the service policy relating to the collection of these fees and a debt management policy can be located the Managing To Support Quality Policy under the heading Financial Policy.

All parents/caregivers are encouraged to register with Centrelink for an assessment notice to enable staff to adjust the fees for services in accordance with your family income. Please speak to the Director for further information.

The current fees are

AFTER SCHOOL HOURS:
$15.00 FOR A FULL SESSION OR PART THERE OF

Fees may be paid to the Director or the school front office within 7 days after receiving the account. A receipt will be provided for each payment.
CANCELATIONS / NON ATTENDANCE

Parents/Caregivers should tell the service of their child’s inability to attend as soon as this is known and by no later than 9.30am the day of the booking.

This can be done by ringing the front office at school (PH 88 445 195) and leaving a message.

Late notification will incur the usual fee.

We realise that sometimes children get sick in the morning and you cannot give 24 hours notice. We regret that the same policy must still apply.

CASUAL BOOKINGS

Casual bookings can be made if a vacancy exists. An enrolment form must be filled out prior to the child attending the service. Casual emergency care is to be paid for in full at the time of care.

COLLECTION OF CHILDREN

To ensure the safety of children and to fulfil the duty of care, the following procedure will be strictly adhered to:

- All children will be placed on the roll
- All children will need to be signed in by staff and signed out by the authorised collection person
- A staff member must be notified of a child’s departure.

No child will be permitted to leave the OSHC boundaries until this procedure is completed.
LATE PICKUP

Please phone OSHC, when possible, if you know you are going to be late.

All children must be collected by 6.00 PM.

When a child is left after 6.00 pm the Director will:

- Contact the parent/guardian
- Contact the nominated emergency contact person and arrange for collection

If steps 1 and 2 have been unsuccessful, the Director will contact Crisis Care who will work with the local Police to locate the parent/guardian.

LATE FEE

A late fee of $5.00 for every 15 minutes will be incurred if children are collected more than 15 minutes after closing time.
ACCESS

The program will be available to all members of the community. Care is available for children of primary school age (primarily from 5 -12 years however several 4 year old children are able to attend depending on staff:child ratios)

PRIORITY OF ACCESS

Priority 1  Children 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 Family Assistance Act
Priority 3  Any other child

Within these main categories priority should be given to the following children in:
• Aboriginal and Torres Strait Islander families
• families which include a disabled person
• families on lower incomes
• families with a non-English speaking background
• socially isolated families
• single parents

OSHC - RESOURCE FOLDER

This resource is available for all parents/guardians and carers. It is located in the OSHC room. It contains DECS OSHC Standards that are minimum standards for the provision of OSHC in South Australia.
**SERVICE POLICIES AND PROCEDURES**

Blyth Primary School Out of School Hours Care (OSHC) service refers to the policies as outlined in the School Parent Handbook. This is available for parents/caregivers to peruse. It is important that parents are familiar with policies. The Service welcomes your feedback on policies and procedures at any time.

**CHILDREN’S BEHAVIOUR**

We do have Codes of Cooperation consistent with those of the school to ensure that all children feel safe, secure and free from harassment. The Code of Cooperation is displayed in the OSHC room and made known to all children.

If a child displays inappropriate behaviour:

**Step 1** Child is given a warning

*If behaviour persists*

**Step 2** Child is removed from the situation to play elsewhere

**Step 3** Child is given 5 minutes time out

**Step 4** Child must play alone until collected.

If the behaviour persists, the child will not be able to return to the program until the Director has negotiated a behaviour contract with the parents and the child. This will be done at a mutually convenient time.

The Governing Council reserves the right to exclude the child from the service.

If your child is attending other activities such as tennis practice or gymnastics please inform the Director of their approximate time of departure and any other arrangements.
SIGNING ON / SIGNING OFF

Children will notify the Director of their arrival and the Director will ensure that all children's names are entered into the day book.

All Parents/Caregivers must sign out their children and inform staff when taking their children.

Only those people listed on the enrolment form may collect children and children will not be released to anyone else unless written or personal consent has been given to the Director by the parent/guardian.

CLOTHING AND SPECIAL ITEMS FROM HOME

Whilst every care will be taken with children's personal belongings, we do ask that you and your child assist us by ensuring all personal belongings and clothing are labelled.

As the service provides a wide range of games, entertainment and activities for children they will be encouraged to keep toys or precious things from home in their school bags.
**SUNSMART POLICY**

As an After School Hours Care Service, all outdoor activities are consequently scheduled for after 3.45pm. Therefore children will be required to wear a hat, which protects their face, neck and ears whenever they are outside. All children will be encouraged to wear 30+ sunscreen.

The service provides a hat for each child attending and the hats remain at the service.

**MEDICATIONS**

Prescribed medications can only be administered on receipt of a written request and if it is prescribed by a doctor and has the original label detailing the child’s name, required dosage and storage requirements; it is an over-the-counter medicine that has been authorised by the child’s parent; the parent has completed and signed the service’s *Request to Administer Prescribed Medication* form; or as directed by medical personnel in an emergency situation.

Medication is kept in a locked cupboard.

*Only the Director will administer medication and times and doses will be recorded in the First Aid record book.*

*No invasive procedures (e.g. insulin injections) are to be administered by staff.*
ALLERGIES AND SPECIAL MEDICAL CONDITIONS

Children’s privacy and dignity must be safeguarded. A list of children with special medical conditions and allergies will be maintained in the First Aid Records in the OSHC confidential files. Medication plans and Health Support plans will be kept as necessary for individual children.

ACCIDENT PROCEDURES

In the event of an accident, the staff will provide first aid in accordance with their first aid training.

In the event of a minor accident, an accident report sheet will be completed and the nominated collection adult will be given the accident report sheet when they collect the child from the centre.

In the event of a serious injury or illness, the staff will seek assistance from S.A Ambulance for transportation to the Clare Hospital or Health Services, as necessary, for consultation with a Medical Officer.

In the event of an accident, the staff will notify parents as soon as possible.
EMERGENCY PROCEDURES

The Director is to phone for help and take the first aid kit, Roll book, School’s Sign in Register, mobile telephone and student and emergency contact details before evacuation.

On hearing the Emergency warning signal, staff are responsible for ensuring that all children and visitors proceed in an orderly fashion to the small oval as directed, where they will remain until the all clear is given by the Director.

The Director or a staff member must make sure that any children playing in any other area or in any other building including toilets, are taken to the oval with the rest of the group, where the Director will ensure that all children, visitors and staff are accounted for using the Roll book and School’s Sign-in Register.

The Signing off procedure is still to be observed if children are collected from another area.

Under no circumstances will any person re-enter the building without permission from the Co-ordinator until the all clear is given.

Should there be a risk to children outside the building the children will be brought inside the building, the roll checked to ensure all are present. The Director will phone for help and keep children calm until the all clear is given. In such situations children will be kept away from doors and windows until danger has passed.
MISSING CHILD

A search of the school grounds will be made for children who are booked in but are not in attendance, and Parents/Caregivers notified if the child cannot be found. For this reason it is imperative that the Director be notified of non-attendance.

If Parents/Caregivers cannot be located within 15 minutes of school closure, it will be assumed that the children should be in attendance, and are missing and the Police will be contacted.

ILLNESS AND ACCIDENT

Children who are ill or suffering from a contagious disease will not be able to attend the program. There are documented periods of time for such exclusion (see the service policy: Health, Nutrition & Well Being for information)

In the event of a child becoming unwell during the program, he or she will be comforted and cared for, and the parents/guardians or emergency contacts will be advised to come and collect the child as soon as possible.

OSHC staff will undertake to ensure appropriate hygiene standards are observed for all children. These measures, combined with responsible supervision are sufficient to safeguard the health and well being of all children attending services.

TOILET

It is the policy of the service that a minimum of two children go to the toilet at any one time. Children must notify staff when they are leaving and when they return.
**NUTRITION**

The focus of the program regarding food consumed will revolve around a healthy and nutritional diet. This includes after school snacks. Any allergies or special diets must be made known to staff on the enrolment form.

**HYGIENE**

Food will be prepared and eaten in a hygienic environment. Children are asked to wash their hands before and after eating or preparing food, after outdoor activities and going to the toilet.

**THE CHILDREN’S PROGRAM**

We will plan a variety of activities for children and offer freedom of choice for their age level. Children will be encouraged to develop personal interests and use free time creatively through exposure to open-ended experiences which foster responsibility and resourcefulness.

We believe that school age children in care need opportunities for physical activity, self-expression and socialisation with peers. We will provide a program where children can have fun.

The program may include:

- arts and crafts
- outdoor play
- table top games
- hobbies
- reading
- cooking
- sewing
- quiet areas

The weekly programme is displayed for your information and includes input from the children. Your feedback is always welcome.
PARENTS/CAREGIVERS INVOLVEMENT

It would be appreciated if Parents and Caregivers could support the programme at any level that they feel comfortable.

Opportunities include:

- helping as a volunteer at the service
- contributing ideas, resources such as craft raw materials etc
- volunteering to be an OSHC representative on the Governing Council or Management Committee.
- providing feedback to the service on its policies, programmes or procedures
- participating in organised parent activities eg busy bees and child based events.

Dear Parents and Caregivers,

You can help us provide the best possible quality care for your child by ensuring

on-going, clear communication with the Director regarding their physical, social and mental well being and of their attendance needs

children are collected on time

fees are paid in a timely manner

asking the Director any questions which may assist you and your child to maximise the benefits gained from our community care service.

Yours sincerely,

Blyth PS OSHC Management Committee