



# Clare OSHC

A vital Link in Education and Caring

FAMILY INFORMATION

HANDBOOK

2018

Before School Care

After School Care

Pupil Free Day Care

Vacation Care



**Location:** Clare Primary School, 137 Main North Road, CLARE SA 5453

**Postal Address** PO BOX 233 CLARE SA 5453

**Email** : clare.oshc528@schools.sa.edu.au

**Phone:**88 421 430

**Fax** : 88 422 129

**Mobile:** 0477 087 327

**Facebook:** Clare OSHC (send a request to join our closed group)

### **Bank Details**

**Account information:**    **BSB:**105 030        **Account number :** 040 525 240

### **Philosophy**

Clare Out of School Hours Care is a quality service founded to support Clare Primary School, St Joseph School, Clare, Vineyard Lutheran School and surrounding communities. Clare OSHC provides Before School Care, After School Care, Pupil Free Day Care and Vacation Care for primary school aged children. (maximum of 13 years of age).

### **Aims**

We provide a child-orientated setting where:

- Children are encouraged to develop to their full potential within a stimulating, safe and supportive environment.
- The value of play is important and we promote this through a range of free choice, structured and challenging activities.
- The recreational, social and educational needs of children are considered at all times.
- Children, families and staff are treated as equal and valued individuals with unique interests and needs.

### **Current OSHC Staff Team**



**Alison Gibson**

~ Director

~ Certified Supervisor

~ Primary Educator (9 to 10 year olds)

~ Diploma of OSHC and Children Services



**Chris Bramley**

~ Assistant Director

~ Certified Supervisor

~ Primary Educator (11 to 13 year olds)

~ Diploma of OSHC

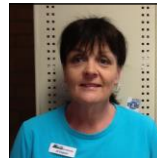


Lucy Hodges

~ Certified Supervisor

~ Primary Educator (7 to 8 year olds)

~ Diploma of Children's Services



Jillian England

~ Certified Supervisor

~ Primary Educator (5 to 6 year olds)

~ Diploma of OSHC



Daniel Light

~ Primary Educator (5 to 6 year olds)

~ Currently Studying Diploma of School Age Education and Care

Will Greenham

~ Educator

~ Certificate 3 of Children's Services

Lucy Stringer

~ Educator

~ Certificate 3 of Children's Services

Hayley Zweck

~ Educator

~ Bachelor of Education

(Junior Primary/ Primary)

Karin Bammann

~ Educator/Certified Supervisor

~ Bachelor of Teaching and Learning

(Early Childhood)

Kelly Shekle

~ Educator

Jodie Whitelaw

~ Educator

Jacqui Garrard

~ Vacation Care Cook

Marg Ryan

~ Cleaner

All staff have complied with a Criminal History Screening and hold a current First Aid Certificate and have completed Responding to Abuse and Neglect Training and regularly attend training to meet the needs of children in their care. eg. Asthma training.

The Clare OSHC staff team are committed, trained professionals who cater for children's individual needs and bring to the program enthusiasm and a range of unique skills and experiences.

The staff team work varied hours and shifts. All Certified Supervisors have sufficient First Aid in line with OSHC standards. All staff will be interviewed by the

Director prior to employment and are required to under-go a Police check in line with service policy at the time of employment.

Professional development is important for staff and the OSHC Committee takes pride in covering costs for some training and development to promote staff's knowledge and contribute towards the quality child care offered. Staff members regularly participate in meetings to promote National Quality Frameworks (Accreditation), professional development and regular staff meetings. OSHC programs are staffed at a recommended ratio of 1:15. Standards require 1 qualified (Certified Supervisor) staff member per every 30 children. Off site excursions recommend a ratio of 1:8 and 1:5 for swimming activities.

### **Hours of Operation**

*Before School Care* 7.00am ~ 9.00am

*After School Care* 3.15pm ~ 6.15pm (Non - working families must collect children by 6pm)

*Vacation Care and Pupil Free Days*

*Full Day*

*Half Day*

7.00am ~ 6.15pm

7.00am ~ 12.30pm

12.45pm ~ 6.15pm

*No half days are available on Excursion days*

**Centre closed if Catastrophic (Total Fire Ban) is declared** (refer to policy)

### **Fees**

Fees shown are the maximum you can be charged per session. Most families will be eligible for a fee reduction by applying through Centrelink for the Child Care Benefit. (see Child Care Benefit on the next page)

Fees are revised and set annually by the Clare OSHC Advisory Committee.

*The current fees are effective from 1<sup>st</sup> May 2017*

Before School Care - \$12.00 per session

After School Care - \$21.00 per session

Early Closures (Last day of each term) - \$28.00 per child per session

Vacation Care - \$60.00 - \$70.00 full day      \$30.00 half day sessions

Pupil Free Days - \$60.00 full day      \$35.00 half day

## **MISCELLANEOUS FEES**

### Bonds

New Family Bonds are required to pay \$50.00

*To be paid when first enrolled with the Service*

Vacation Care Bond (voluntary) \$50.00

*Either Bond can be collected upon leaving OSHC with a written request within 2 weeks.*

### Vacation Care Booking Fee

If Vac Care Bond is not paid, you will be required to pay a \$2.00 per child, per day booking fee, which will be credited to your account.

### Vacation Care Cancellation Fee

If bookings are cancelled at any time, the \$2.00 booking fee will be charged to your account

### Late Collection Fee

From 6.15pm - 6.30pm \$20.00

6.30pm till child is picked up - \$20.00 plus wages of Certified Supervisor

### Monthly Account Keeping Fee

\$5.00 per month

### Vacation Care - V-Swim

\$2.00 per child, per day - charged to weekly

### Public Holidays / Catastrophic Closures

Families will be charged an Allowable Absence and the Child Care Benefit and Child Care Rebate will be claimed by the centre and the out of pocket expense will be re-funded to accounts. See Director for more info

**When paying account through EFT** please include your child/ren's names in the description.—Thank you

### Child Care Benefit and Child Care Rebate

Child Care benefit and Child Care Rebate reduces the cost of child care for eligible families who use approved services, (Clare OSHC is approved). Families are entitled to claim the Child Care Benefit and Child Care Rebate during the year or claim a rebate at the end of the financial year. The rate of Child Care Benefit and Child Care Rebate can be assessed by contacting Family Assistance Office on 13 61 50. Children must be registered with the Clare OSHC service through the FAC. Registration numbers are below. For more information, please read the 'Child Care Benefit' brochure available from OSHC.

**Registration Numbers**

After School / Before School Care / Pupil Free Day ~555009377L

Vacation Care ~555009579T

**Cancellations**

To cancel a booking, contact the service 48 business hours prior to the OSHC booking. See table below

**Allowable Absences** are issued when a booking is not cancelled 48 business hours prior to the OSHC booking. Child Care Benefit Rebate is applied to Allowable Absences. Each family is entitled to 30 per child per financial year.

For more information, please read the 'Child Care Benefit' brochure available from OSHC.

	No Charge (Term Time) \$2 cancellation Fee (Vac Care Time)	Allowance Absence
Monday Booking	Cancellation must be before 6pm the Wednesday prior to the booking to not be charged an Allowance Absence	Cancellation after 6pm the Wednesday prior to the booking you will be charged an Allowance Absence
Tuesday Booking	Cancellation must be before 6pm the Thursday prior to the booking to not be charged an Allowance Absence	Cancellation after 6pm the Thursday prior to the booking you will be charged an Allowance Absence
Wednesday Booking	Cancellation must be before 6pm the Friday prior to the booking to not be charged an Allowance Absence	Cancellation after 6pm the Friday prior to the booking you will be charged an Allowance Absence
Thursday Booking	Cancellation must be before 6pm the Monday prior to the booking to not be charged an Allowance Absence	Cancellation after 6pm the Monday prior to the booking you will be charged an Allowance Absence
Friday Booking	Cancellation must be before 6pm the Tuesday prior to the booking to not be charged an Allowance Absence	Cancellation after 6pm the Tuesday prior to the booking you will be charged an Allowance Absence

**Child Enrolment**

Each child must have an enrolment form completed by a Parent or Guardian and the Service must sight and sign this document prior to child/ren attending. Please make sure you read the consents and fill in all sections accurately. A new enrolment form is required to be completed annually to ensure details are kept up to date. Enrolment forms can be collected from OSHC. Please alert staff to any change in personal

details (phone or address etc) and changes to health or medication details.  
*All information is strictly confidential.*

## **Curriculum**

The 'curriculum' includes everything that happens during the day - all of the experiences, routines and interactions. Our curriculum uses the My Time, Our Place (MTOP), which is a framework specifically for children aged 5-13 that places the most importance on the development of your child as a whole, prioritising social and emotional wellbeing, life skills and relationships. Working within this framework helps all children become successful learners, creative and confident individuals and sets the foundations for them to become active and informed citizens. Through the fundamental principles of 'MTOP, staff will program for your child using 5 Learning Outcomes.

*Children have a strong sense of identity*

*Children are connected with and contribute to their world*

*Children have a strong sense of wellbeing*

*Children are confident and involved learners*

*Children are effective communicators*

Children grow and learn best in a safe and caring environment. Staff use the daily routines, planned experiences and child initiated play as learning opportunities. Routines include times for group play, individual play, eating, life skills, and cleaning up. The staff meet regularly to discuss and plan for children and for the group as a whole. Observation records are regularly updated for each child and we welcome the opportunity to share these with the child's parents/caregivers. Each child's Primary Educator will develop with your child a Learning Record.

It is important for parents of children of all ages to be involved in and contribute to their learning. It is extremely valuable if you are able to provide us with information about your child, share your knowledge and expertise and get involved in the life of the centre. The more input you have and the more that your child sees you being involved the better the outcomes for your child.

The National Child Care Accreditation Council Quality Improvement and Accreditation System (QIAS) processes ensure a culture of continuous improvement.



## **Primary Age Groups**

Throughout the centre we use a primary age group system, which is designed to ensure that children are linked to one special person who assumes major responsibility for their care. We believe this system helps children settle quickly, feel safer and helps develop deeper relationships. Parents feel reassured and staff feel more rewarded. Matching a primary caregiver with a age group enables genuine connections to develop. Primary caregivers actively seek to develop an intimate knowledge of interests, development and temperament of the child and care-giving styles of parents. With time and purposeful communication, meaningful relationships develop between caregivers, children and families forming the basis for trusting and secure attachments. To help these relationship we write regular Observations and Programming Tools to assist with programming. The aim is to maintain these relationships during the child's time in care, whenever possible.

Our current grouping are: 5 to 6 years olds, 7 to 8 year olds, 9 to 10 years olds and 11 to 13 year olds

## **OSHC Procedures and Routines**

The Clare OSHC program is licensed to cater for 45 children at any given time. Funding provides 20 Before School Care places, 45 After School Care and Vacation Care places.

### **Before School Care**

Breakfast is supplied between 7.00 and 8.00am.

Parents are required to sign their children into the program. At 8.30am Clare Primary School children are signed out of the program by the educator on duty and make their way to school class rooms. Children who attend St Joseph's and Vineyard schools are escorted across the road and wait with the educator until they are safely on the school bus.

### **After School Care**

Children are signed into the program by staff each night. Parents must sign child/ren out of the program upon departure.

A nutritious, healthy afternoon tea snack is provided at approximately 3.45pm each night. The menu is on display and emailed out weekly.

A program is also located on the desk and emailed out weekly. It details activities on offer. The program is evaluated daily and recorded observations and children's ideas

are used to program future activities and events. We encourage families to assist our programming by adding ideas to the comments page as well as on the program, and encourage children in group and individual discussion to express interests while at OSHC. Please see the Director if you wish to view programs or observations.

Social skills are the responsible behaviour expectations we encourage and promote in the children. They are displayed in the OSHC room for all to see. (see Behaviour Management Policy attached)

A bus-link service is available for children at St Joseph, Vineyard School and Auburn Primary for children to be delivered to OSHC each afternoon. The children are collected and supervised as they leave the bus drop-off point. Please discuss bus-link services with your school if required.

### **Vacation Care**

**Vacation Care booking policy is different from ASC & BSC booking policy – please read carefully for more information**

Parents are required to sign their children in and out of the program at the time of arrival or departure respectively.

Vacation Care programs are available two weeks prior to school holidays starting. Programs show detailed events and activities planned, however, a range of free choice, structured and challenging activities are on offer daily.

Children can not attend unless a booking has been made.

Bookings must be made with staff at the OSHC Service and can be taken **two** weeks before holidays actually start.

Excursions are part of the program and may be an added cost to families. We try to keep costs as low as possible.

A consent form must be filled in by families on or preferably before the day of an excursion.

All meals are provided unless stated otherwise on the program if your child/ren will not eat what is on the menu, you will need to provide them with lunch or snack.

We do ask that all children have a water bottle, sun safe hat, appropriate Footwear and sleeves.

Please read the program information on the back of the programmed activities.

## Pupil Free Days / School Closure Days

Please check with staff or the school for dates and details.

## PRIORITY OF ACCESS POLICY

### **Priority of Access Guidelines**

(Australian Government, Department of Education, Employment and Workplace Relations, Child Care Service Handbook 2011-2012)

Access must be granted to families in this order:

**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:

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families on lower incomes
- children in families with a non-English speaking background
- children in socially isolated families
- children of single parents

There are some circumstances in which a child who is already in a child care service may be required to leave the service.

Any child care service that has no vacant places and is providing care for a child who is a third priority may require that child to leave the service in order for the service to provide a place for a higher priority child.

Outside School Hours Care Services must give school children priority over children who have not yet commenced school. Where an Outside School Hours Care service has no vacant places and is providing care for a child who has not yet commenced school, the service may require that child to leave the service in order for the

service to provide a place for a school child.

If demand exceeds available supply of funded places, the service will activate a waiting list to fulfill care responsibilities. The waiting list will be in relation to priority of access guidelines above. It is at the discretion of the Director and OSHC Advisory Committee. Clare OSHC is advertised locally and families are encouraged to use the Clare OSHC Service within the Clare Valley and surrounding region.

### **Bookings**

Bookings must be made at the OSHC service via OSHC staff members. Staff will be available to make bookings from 3.00pm - 6.00pm weeknights and all day excluding excursion times during Vacation Care. Please note that bookings are at the discretion of the Director and staff team, according to the priority of access policy and the waiting list policy currently in place. (See priority of access, waiting list, hours of operation, bookings and cancellations/ cancellation fees details)

Emergency Bookings - It is acceptable to contact the service on the phone or answering machines and place bookings at short notice during the school term for both After School Care and Before School Care.

**It is the families' duty to alert child/ren of short notice bookings for After School Care through their school.**

*Due to full bookings in Vacation Care periods, please do not leave short notice bookings on the answering machine but speak directly to a staff member.*

### **Child/ age attendance**

Children who are in primary school attendance are able to attend the Clare OSHC service according to availability of spaces. Children who are four and three quarter years of age can attend the vacation care holidays provided they are due to start school the following term and there are booking spaces.

## **BOOKING & CANCELLATIONS**

### **BEFORE SCHOOL CARE & AFTER SCHOOL CARE BOOKINGS**

Permanent bookings can be recorded on the Permanent bookings slips on the OSHC desk.

Casual bookings need to be made as early as possible to ensure places. These can be left on our answering machine anytime or in person when the Centre is open. Parents/Guardians must leave a contact number in case no places are available.

Emergency bookings can be arranged by contacting the Service anytime on or before the day of use. The relevant school must be notified so that the child/ren can be advised on change of plans.

Children are not permitted to book themselves into the Service.

No child will be turned away from the Service if they can not find their Parent/Guardian after school. Front office will be informed and Parents/Guardian contacted.

**If a child does not turn up to a booking when expected, the Director or Certified Supervisor will make contact with a Parent/Guardian to discover the child's location to ensure their safety.**

If a child hasn't arrived to OSHC within 10 minutes of School finishing, Staff will search Clare Primary School grounds or ring the appropriate school for support and information and then contact Parent / Guardians.

### **VACATION CARE BOOKINGS**

Vacation Care bookings can be booked 3 weeks prior to Vacation Care starting

All Vacation Care bookings come with a redeemable \$2 per day/child booking fee.

Permanent Vacation Care bookings are available with a redeemable \$50 Bond per family.

5 places will be held for shift workers until 1 week before each holiday period starts.

### **AFTER SCHOOL CARE & BEFORE SCHOOL CARE CANCELLATIONS**

Once a child has been booked in, Parents/Guardians need to contact the centre 48 OSHC hours before the booking before to cancel. (see table on page 6)

(See FEE and CANCELLATION POLICY)

### **VACATION CARE CANCELLATIONS**

Once a child has been booked in, Parents/Guardians need to contact the centre 48 OSHC hours before the booking before to cancel. (see table on page 6)

(See FEE and CANCELLATION POLICY)

A \$2 cancellation fee per day per child will be charged to accounts if you cancel a booking more than 48 OSHC hours before the booking

### **Single staff Operation**

Clare OSHC Service will operate with a single staff member when there are 15 or less children in the service at one time. The single staff person on duty will be a Certified Supervisor, hold a current First Aid Certificate and have completed Responding to Abuse and Neglect training. There will be emergency/relief staff on call and the children will be restricted to an area which enables the staff person to supervise the whole group at once.

### **Payment of Fees**

Your account will be available at the service, located alphabetically in the 'account pockets'. It is the family's responsibility to collect the account weekly. Please note accounts may have messages attached or messages typed on the account. Please take

the time to read all messages to keep yourself and family members informed and up to date with the latest news. If you use the service for occasional care or Vacation Care only, we will send your account to you in the post or send it home via your child if at Clare Primary School. You may also select to have your account emailed to your nominated email address.

**\*\*\*We accept cash, cheques, money orders or electronic funds transfers.**

***We do not carry change \*\*\****

**Cheques payable to: Clare Primary School OSHC**

**When paying account through EFT please include your child/ren's names in the description**

Please refer to the Centre's details for account information

Payment of fees for Before School Care and After School Care is required within 7 working days unless other arrangements are organised. Vacation Care accounts must be paid within 14 working days after the school holidays.

Please see the Director if you experience difficulties with payments.

**Non payment of fees will result in cancellation of bookings and refusal of taking bookings until fees are paid. Once all steps of the Outstanding Fee Policy have been complete the outstanding account will be placed in the hands of a Debt Collection Agency**

### **Waiting List**

The waiting list ensures all families waiting to use the Service are placed in order of booking request. This procedure is at the discretion of the Director and Priority of Access policy details.

### **Absence from the program**

To ensure the safety of your child and to assist in the smooth running of the program, it is essential that you notify us in the event of your child's absence prior to 6pm the night 48 hours before the booking to avoid cancellation fees. (see cancellations above) If notice is not received, we will attempt to contact you or all emergency contacts listed on the child's enrolment form if necessary, to ensure your child has not been collected from school. One staff member will check Clare Primary school class rooms and yard or subsequently ring St Joseph and Vineyard Schools.

### Sport/ other commitments during the program

If your child has other commitments before, during or after the program, you will be required to submit a written consent form to staff so we can safely escort your child/ren to their activity. We will only be able to provide this service if we have the available staff.

Please contact the centre for consent form if required.

### Signing your child in/ out of the program

Children must be signed in/out of the OSHC program on the attendance record provided, by an enrolling Parent or Guardian or a contact person listed on the child's enrolment form. The exact time of arrival and departure must be noted and then initialed.

### Child collection

If your child/ren need to be collected by persons not listed on the child's enrolment form, you must contact the OSHC Service and alert staff to collection changes, time child/ren to be collected and person's full name collecting the child/ren. Staff will request that unknown persons display photo identification for staff to view.

***We will not allow a child/ren to be escorted from the service without verbal or written notification.***

### **Inclusion Support**

The Inclusion Support (IS) provides funding to Child Care Services for additional staffing, advice, resources, training & equipment. GowrieSA is available to assist OSHC to assist families and provide inclusion for children with special additional needs.

### Parent Notice Corner

The parent notice board is located in 7A OSHC room. Please take the time to read and view valuable information. We are also collecting a number of books that can be borrowed by parents if they wish. We also display school Newsletters from all schools for you to check for up coming events

## **OSHC Advisory Committee**

The Clare OSHC service is managed by a voluntary Advisory Committee which is a Sub Committee of the Clare Primary School Governing Council. The OSHC Advisory Committee meets twice a term and is responsible for making general decisions, setting fees, financial management, revising and setting policies and procedures as well as ensuring that quality child care is maintained. The Advisory Committee is made up of parent representatives from Clare Primary School, St Josephs School and Vineyard Lutheran School, OSHC staff, Clare Primary School staff and Governing Council Rep. All parents are invited to attend meetings. Please see the OSHC Director to schedule an appointment or obtain meeting dates

Policies & Procedures are available to view, please ask the Director or staff for assistance.

## **LATE COLLECTION POLICY**

Parents/Guardians are responsible for collecting children from the OSHC Service within the hours of operation listed.

- Parents who are unavoidably detained and unable to collect their child at the collection time must telephone the service to advise of their lateness and expected time of arrival. If a parent is unable to collect their child before closing time, they should arrange for another responsible adult to collect the child and advise the service of this arrangement, if other than an authorised person on the enrolment form. This advice should be in writing if at all possible.
- If the parent has not contacted the service and the child has not been collected by 10 minutes after the closing time, the service will attempt to telephone the parent or, if this is not possible, telephone the emergency contact people listed on the child's enrolment form to arrange for the child's immediate collection.
- The Service will seek the assistance of local Police to help in locating the Parents/Guardians.
- The children may be required to leave the Centre with persons nominated on their enrolment form
- Detailed signage will be left on the OSHC door if staff and children eventually leave the service.
- If no-one can be contacted and the child has not been collected 30 minutes after the service's normal closing time, Crisis Care will be contacted and asked to take responsibility for the child. A notice about this will be posted on the service's entrance with the relevant telephone contact numbers.



- Late Collection Fees will apply. (See Fees Policy)
- Further Childcare will not be provided until this fee has been paid.
- See FEES POLICY for applicable charges

### **Medication**

If your child/ren requires any prescribed medication, our staff will be able to administer it under the following conditions:

An action plan from a doctor is available and must be retained by the Service if medication is for a long term condition or complaint, such as asthma, ADHD or epilepsy.

It is prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements and is in date.

The parent has completed the Service's Request to Administer Prescribed Medication form.

Parents are responsible for providing all equipment needed to administrate medication

eg. Spacers, measuring cups

**Please ensure you have removed medication from the child's bag and given it to staff.**

**Please also ensure you have completed the medication form at the service.**

### **Child Illness**

You will be contacted if your child becomes ill while in care at the Service and you will be required to collect your child if requested by staff to do so. Please note we do not have extra staff available to care for sick children.

**Recommended exclusion periods from child care, kindergarten and school:**

**As per You've Got What? (A copy can be found in the parent corner)**

<b>Disease or Condition</b>	<b>Incubation Period</b>	<b>Period of Exclusion from Centre</b>
<b>Chickenpox</b>	14-17 days	Exclude for at least 7 days after first rash appears and until all blisters have dried.
<b>Conjunctivitis</b>		Exclude until discharge from eyes has ceased.
<b>Diarrhoea</b>		It can be contagious. The centre reserves the right to ask that a child be removed from the centre after 2 consecutive diarrhoea motions. Exclude for 24 hours after return of normal bowel motion.

<b>Disease or Condition</b>	<b>Incubation Period</b>	<b>Period of Exclusion from Centre</b>
<b>German Measles (Rubella)</b>		Exclude until fully recovered or for at least four days after the onset of the rash.
<b>Hand foot and mouth disease</b>		Exclude until blisters have disappeared.
<b>Head lice (pediculosis)</b>		Exclude until effective treatment has been given and the scalp is completely cleared of both the Lice and the nits (the eggs).
<b>Infectious Hepatitis</b>	14- 60 days	Exclude until medical certificate certifies recovery
<b>Herpes simplex (cold sores, fever blisters)</b>		If sores are around the mouth, exclude until all sores have healed.
<b>Influenza and influenza-like illnesses</b>		Exclude until well.
<b>Measles</b>	10-14 days	Exclude for at least 7 days after the first day of appearance of rash.
<b>Meningitis (bacterial)</b>		Exclude until well.
<b>Meningococcal infection</b>		Exclude until medical certificate certifies recovery.
<b>Mumps</b>	14-21 days	Exclude for 9 days or until swelling goes down
<b>Ringworm / tinea &amp; Threadworm</b>		Exclude until the day after appropriate treatment has commenced. Not excluded if lesions are on part of the body that can be covered.
<b>Scabies</b>		Exclude until medical certificate certifies recovery
<b>School Sores (Impetigo)</b>		Exclude until sores are healed and have faded.
<b>Thrush (a fungal infection of the mouth caused by the overgrowth of <i>Candida Albicans</i>)</b>		Need not be excluded if spots are covered.
<b>Vomiting</b>		The Centre reserves the right to exclude a child that has vomited once. Vomiting can lead to the spread of infection and dehydration. Children can return after 24 hours have elapsed since cessation.
<b>Whooping cough (pertussis)</b>		Exclude for 14 days after the last exposure to infection, or until they have completed at least 5 days of a 10 day course of antibiotics or, until Medical Certificate of recovery produced.

## **Additional Information**

- You will be required to sign the consent on the Enrolment Form to say you understand and have read all information contained in this book.
- Please notify us of any changes to your child's enrolment form. Details such as change in phone numbers, addresses, emergency contacts, medical and family details.
- Please ask children to leave toys at home unless otherwise requested. We accept **NO** responsibility for broken personal toys at OSHC.
- Children must abide by a reasonable code of behaviour, respect school property, OSHC property and comply with staff requests at all times. (See Behaviour Management policy)
- "No hat ~ No play" (See Sun Safety policy)
- Children are encouraged to participate in outside school activities, then proceed to OSHC upon completion, however we can not accept responsibility for children while they are involved in activities or while child/ren are making their way to OSHC or away from OSHC.
- Please provide a spare change of clothes for children.
- Recyclable and natural items are greatly appreciated for children's craft activities.
- Occasionally we invite you to participate in fundraising activities.
- Electrical Devices eg PSP, Ipad, MP3, Ipad are brought to OSHC at own risk. Staff will not be responsible for these devices. Children can only use at specific times (See Electronics Policy) and we are unable to re-charge devices at OSHC unless the charger has been Tag Tested.

### Attachments:

- Grievance Policy and Dealing with Complaints Policy
- Behaviour Management Policy
- Dress Code Policy
- Sun Protection Policy
- Bushfire Procedure
- Map of School
- Compliment, Complaint & Suggestion Form
- OSHC Code of Conduct
- ASC Weekly Program and Menu
- Enrolment Form