



WAGGA WAGGA
CHRISTIAN COLLEGE
FORWARD IN FAITH

OUT OF SCHOOL HOURS CARE (OOSH) PROGRAM

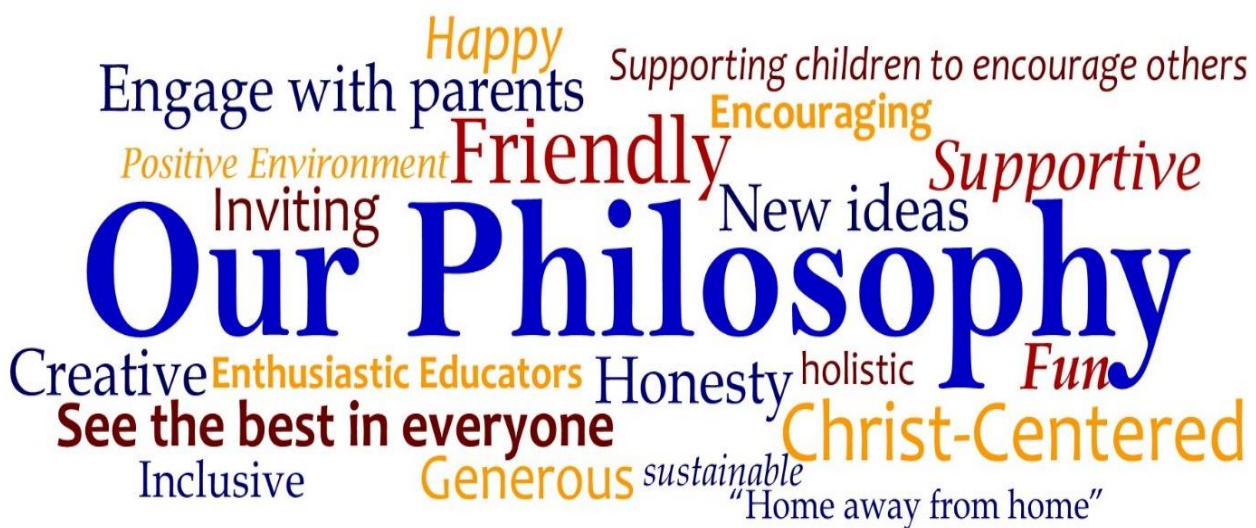


INFORMATION BOOKLET

A caring community, providing quality Christ Centred education

WELCOME

Our OOSH Philosophy:



“Rights of the Child” ‘The child has the right to rest and leisure, to engage in play and recreational activities and to participate in cultural and artistic Life’ – United Nations Convention, Article 31.

Our priorities are that of supporting our working parents and offering children a safe and stimulating place for activities that focus on play and recreation. These recreation programs are based on the interests, abilities and development of the children attending.

We aim to assist the children to achieve their God-given potential by recognising their own unique gifts and abilities.

Operating Hours:

OOSH operates from 7:00am to 8:30am for Before School Care, and then 3:15pm to 6:00pm for After School Care. Vacation Care days operate from 7:00am to 6:00pm.

Before and After School Care Program:

| | | |
|-----------|--------------------------------|--|
| Morning | 7:00 - 8:30am | Breakfast, music, indoor and outdoor play. |
| Afternoon | 3:15 – 4.30pm 3.15 – 6.00pm | Meet and enjoy free time at the Junior school COLA, followed by afternoon tea. We then split into groups for activities which are planned based on the childrens' interests. |

This is a rough guide only, children are often able to stay outside longer or go out again later in the afternoon. Our service is child-driven so the children have a large influence on our schedule. A weekly program is on display in the OOSH room.

Food:

Before School Care: We provide a selection of cereals and toast/spreads for breakfast each morning, on occasion the children will be given the opportunity of a 'treat' breakfast – such as pancakes, crumpets, raisin toast or waffles. Children are also welcome to bring their own breakfast along from home. Please advise our staff on your child's enrolment form of any food allergies or intolerances to ensure we appropriately cater for their needs. **Also be aware that we are a Nut Free service.**

After School Care: The children are provided with fruit and a snack, and water is always available to drink. Please advise our staff on your child's enrolment form of any food allergies or intolerances to ensure we appropriately cater for their needs. **Also be aware that we are a Nut Free service.**

Vacation Care: Morning tea, lunch and drinks will need to be provided by parents. Vacation Care will provide afternoon tea, usually consisting of fruit and a snack. **Products containing nuts are not allowed to be brought to the service as we regularly have children attend who are anaphylactic to these products.** Cooking will be a regular activity included in our Vacation Care program. If there is something your child cannot have, please ensure it is written on your enrolment form and discuss it with the Educators. All children need to bring their own drink bottle of water.

Activities:

Children will be free to choose from a variety of fun and educational activities, both inside and outside the service. Activities will range from a reading corner, library visits, drawing/colouring in/worksheets, hands-on activities such as play dough and Lego, puzzles, craft, sport etc. Children are asked to not bring their own toys, unless asked to do so for a particular reason. We try to support and be involved in our local community as much as possible and plan activities accordingly. We enjoy participation from community members and families at any time so please feel free to be involved (just ask one of the Educators). OOSH has a weekly program on display for parents to read and comment on. There is also a Parent Communication Book for ideas, comments and feedback.

Excursions:

Children booked into the service on an excursion day must take part in the excursion, due to child to educator ratios. Where this presents an issue please speak with the Team Leader in order to negotiate the possibility of an alternative. The number and costs of excursions during Vacation Care periods will be kept to a minimum. Spending money is not encouraged on excursion days as food and drink will be included in the price, however if you feel it is appropriate please speak to an Educator on the morning of the excursion. Children will travel to and from excursions via bus, mini bus, private cars or walk.

Permission notes are to be submitted with booking forms to OOSH@wwcc.nsw.edu.au, or be given into the OOSH or College Office to ensure all arrangements can be made to conduct a safe and enjoyable excursion. Excursion costs will be added to each family's statement and can be paid as usual with normal service charges.

Clothing:

Before and After School Care: Children can continue to wear their school uniforms. If you would prefer they changed into play clothes, please send these with your child in a labelled plastic bag, and ensure **ALL** pieces of clothing are labelled and appropriate enclosed shoes are worn.

Vacation Care: Please ensure that your child is wearing appropriate clothing according to the weather and daily activities on the program.

For all activities at OOSH, shirts that cover the shoulders and a wide brimmed hat are to be worn in line with our Sun Protection Policy. Enclosed footwear needs to be worn each day, as physical activities will be a large part of our program. It is recommended that children bring with them a spare change of clothes.

Arrivals/Departures:

All children need to be signed in and out of the service each day. You will need to drop off and pick up your children at the designated place - this will provide security and comfort to the children.

It is important to note that any persons collecting your child must be over the age of 18, have appropriate identification, and notification must be provided to the service in writing if anyone other than the nominated contacts are collecting your child.

OOSH / Vacation Care Fees:

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|----------------|---|
| Before School: | \$10.50 per session (7.00am-8:30am) |
| After School: | \$10.50 (3:15pm-4:30pm) or \$18.50 (3:15pm-6:00pm) per session |
| Vacation Care: | \$38.50 per day* for school aged children \$52.30 per day* for preschool aged children |

*please note: excursion costs are an additional fee. More information will be provided with each Vacation Care booking form.

Late Pickup Fee: Wherever possible, parents should advise the Service if they will be late to collect their child. If families do not collect their children prior to 6pm, they will be charged a late fee to meet the additional cost to retain staff to supervise the child as set by management – unless prior arrangements have been made between the College Business Manager and the Preschool Administration Officer, and written confirmation has been provided. If caregivers continue to collect their child after 6pm, the College will discuss alternative options and suitable arrangements will be made or the child's place in the Service may be cancelled.

Child Care Subsidy:

The OOSH service is approved to offer Government Childcare Subsidy to eligible families. This benefit is paid directly from Centrelink and parents are invoiced the 'gap' fee. Centrelink CRNs (Customer Reference Numbers) are required to claim the rebate. Should these not be provided at enrolment parents will be invoiced the full fee amount. Eligible parents may claim their rebates at the end of the financial year. Rebates are paid for sick days, up to 42 days' allowable absences per year, and for Public Holidays.

Absences:

If your child is expected to be absent from a booked session at OOSH, you must give at least 48 hours' notice or your account will be charged the absent fee. All absences must be notified to the service via the following:

Email: OOSH@wwcc.nsw.edu.au

Phone: 02 6923 8888 (College office) during office hours (8.30am-4.30pm)
or 0429 303 951 outside College office hours.

For those families registered for Child Care Subsidy, CCS will be paid for a maximum of 30 absences per child each financial year. Further information on CCS can be viewed on the following website: www.familyassist.gov.au

Cessation of Care:

If a child is absent on either their first or last day of enrolment at OOSH, the Government will not apply the childcare rebate to those sessions only. As such families will incur the full service absent fee for these days.

Enrolment Process:

Every child intending to attend Before / After School Care, or Vacation Care must be enrolled in the OOSH program. Re-enrolment must take place at the beginning of each school year to ensure OOSH records remain current. Vacation Care bookings are flexible to allow children to spend as much time as possible with family over holiday periods, with booking forms available prior to each Vacation Care period. *Note: Children who attend OOSH during term time are welcome to attend Vacation Care, however bookings are essential.*

Enrolment and booking forms for Before and After School Care are included in this package, with Vacation Care booking forms available prior to each school holiday period. Please return the completed forms to the College Office for processing. A one-off registration fee of \$30 per family is payable upon application. This fee covers your family's enrolment in the service.

Custody Matters:

It is necessary for staff to sight a court order if that order refuses a parent's access to a child.

Cancellations:

When you have decided that you no longer need the services of OOSH, please complete and return a Departure Form, available from the service or at the College Office. This will enable us to keep our rolls up to date and prevent you from being charged fees when you are no longer using the service. *Your child's enrolment will automatically be cancelled at the end of each calendar year unless you re-enrol your child.*

Children's Property:

Any toys, games etc. brought to the service are not the responsibility of the staff members, and are only to be brought to the service on specific 'theme' days. Please make sure that all items belonging to your children are labelled. No trading of toys will be permitted.

Discipline and Behaviour:

For the benefit of all children and the effective operation of the service, a certain level of behaviour is expected from each child. The OOSH service adheres to appropriate policies and procedures which are in place and reviewed to handle any behaviour issues that may occur. Our Educators also adhere to a Behaviour Management Plan to ensure consistency.

Parent Communication Book:

This can be found on the small cupboard in the foyer area, and has a three-fold purpose. It is a place where you can write down:

- any non-urgent messages for the staff (urgent messages should be emailed); and/or
- information for the staff to review and consider; and/or
- any grievances you may have.

Please Note; All OOSH policies are available for Parents and Carers to read at your convenience. Any suggestions and comments on our policies are always welcome. Our policies are reviewed and updated regularly.

Health and Safety Policies:

Please note we have a number of Health and Safety policies available for Parents and Carers to read and comment on.

Homework:

While the OOSH Educators realise that Before and After School Care is a perfect opportunity to complete homework tasks, particularly when parents are working long hours, it is not seen by the College Management as part of the educator's responsibility to ensure homework is completed while your child is at the service as our OOSH educators are not classroom (curriculum) teachers. We are quite happy to suggest to the children that if they need to do homework, we will support them, but we will not insist on this taking place.

Medications:

A medication authorisation form will need to be completed each day that medication is to be administered. Medications must arrive in their original containers with a clear label as we are obliged under our regulations to check dosage and expiry details, otherwise we are unable to administer the medication. **Under no circumstances is medication to be left in a child's bag** – it is to be handed directly to an Educator.

Please advise how you will be communicating information regarding medication requirements to OOSH by completing the appropriate paperwork. This is now a requirement necessary to comply with Regulation 90 section 1-iv-(B) Education and Care Services National Regulations.

Sick Children:

We aim to provide a safe and hygienic environment that will promote the health of children, and if a child is unwell while at the service our staff will try to care for them as best they can. As the care needs of a sick child cannot be adequately met without dramatically reducing the level of supervision to other children, or risking another child's health, parents will be contacted and asked to collect their child as quickly as possible. Children should stay home until they are well, or in the case of an infectious disease they must stay away from the service for the period of time recommended by the NSW Department of Health.

There are numerous Government laws regarding vaccination, and the OOSH service is similar to Preschool in that Pre-school aged children must be immunised before attending. Exceptions exist for children who cannot be fully vaccinated due to a medical condition or who are on a recognised catch-up schedule. Proof of immunisation will be sought at the enrolment stage and recorded in the enrolment form.

As far as possible, we will ensure the safety and wellbeing of staff, children and visitors within the service and on excursions. In the event of an accident, the service will make every attempt to ensure sound management of the injury to prevent worsening of the situation. Parent or emergency contacts will be informed immediately where an accident is serious. These procedures are in line with the OOSH Illness and Infection Disease Policy.

Photography:

From time to time children participating in OOSH will be photographed for use in school publications and advertising. If you do not wish your child to appear in promotional material, please discuss this with the Nominated Supervisor, Team Leader or Mrs Jane Greenlees. There will also be opportunity for you to note this on the enrolment form.

Sun Smart:

It is OOSH's policy that all children must be wearing a wide brimmed hat and sunscreen when playing in the sun. Please pack a wide brimmed hat (clearly labelled) with your child and apply sunscreen before arriving. Sunscreen is re-applied throughout the day and outside activities are kept to a minimum between 11am and 3pm (Vacation Care). The 'No Hat No Play!' policy will be enforced.

Contact Details:

If you have any more questions about the service, please contact the staff through the Wagga Wagga Christian College office on 02 6923 8888, or email oosh@wwcc.nsw.edu.au . Parents are also free to contact the Head of Junior School, Mrs Jane Greenlees, through the Wagga Christian College Office on 6923 8888.