



# ST MARY MACKILLOP SCHOOL WALLAROO



## OSHC FAMILY INFORMATION HANDBOOK

*St Mary MacKillop Catholic School*

*OSHC (Outside School Hours Care)*

*10 Bagot Street, WALLAROO SA 5556*

*Phone: 0437 659 137 (OSHC) or (08) 8823 2549 (School)*



# **St Mary MacKillop**

## **“In all things, Love”**

### **MISSION STATEMENT:**

Inspired by our Catholic faith and in partnership with families and our wider community, St Mary MacKillop School creates opportunities for encountering life in all its richness.

### **VALUES:**

Founded in the Josephite tradition, we value:

- relationships grounded in trust and respect
  - a commitment to learning
  - collaboration and team work
- the courage to work beyond our comfort zones
  - opportunities to celebrate success

### **VISION STATEMENT:**

St Mary MacKillop School provides an innovative and contemporary educational environment that resonates with students and their families leading to a life-long, life-wide love of learning.

In partnership with our Parish we teach the Catholic tradition and provide an invitation to encounter a love of God.

We seek to nurture students to take their place in the world as happy and productive citizens.



## Welcome to St Mary MacKillop School OSHC

### PHILOSOPHY

St Mary MacKillop School OSHC aims to create an environment which fosters a sense of belonging, nurturing, independence, equality and respect amongst our peers, underpinned with Catholic traditions which are the foundations of our school.

We aim to promote sustainability by adapting diverse practices within our service, by encouraging children to recycle, respect and care for our community and the environment that surrounds us.

We aim to provide a program that fosters children's creativity, individuality, interests, abilities, diverse backgrounds and strengths.

The staff will aim to engage in reflective practice and ongoing professional development that will strengthen our Service.

We believe that all of the children in our care are unique and special, and will be treated as such. We aim to provide an environment in which children's spiritual, physical, emotional and social needs are met in a safe, caring and supportive way. The wellbeing of the child is our paramount concern. We provide care in a way that protects the child from harm, respects the child's dignity and privacy, and promotes the child's wellbeing.

We will provide a caring and safe environment from a child's first day of school until the last day of school. We will help children in our care learn through positive experiences and help them to develop personal responsibility. Our focus is on play based learning, with the promotion of the development of life skills and the fostering of a child's sense of self.

Family involvement is also important to us in our service; we encourage a harmonious relationship between all people involved in the care of our children. We believe the children in our care have the right to be happy, to be safe, to be heard, and the right to learn about themselves.



## HISTORY OF THE SERVICE

St Mary MacKillop School OSHC Service was opened on 1st May 2006. The approved provider of our OSHC Service is the South Australian Commission for Catholic Schools. Michelle Miller is the Nominated Supervisor and Educational Leader and Lisa Cooper is the OSHC Director, in charge of the day to day running of the Service.

St Mary MacKillop School OSHC operates with appropriate child ratios according to National Standards. In December 2009, all Australian Governments agreed to a new National Quality Framework, My Time Our Place for Early Childhood Education and Care. This means that all Australian children, regardless of their location, will get the best possible start in life through high quality early childhood education and care and school age care services. The Framework helps providers improve their services in the areas that impact on a child's development and empower families to make informed choices about which service is best for their child.

The National Quality Framework is made up of

- New legislation, the Education and Care Services National Law and Education and Care Services National Regulations.
- A National Quality Standard, which has included more and higher qualified staff to work with your children.
- A National quality assessment and rating process.
- A new national body, the Australian Children's Education and Care Quality Authority (ACECQA), which has oversight of the new system and ensures consistency across Australia.



## WHAT IS THE NATIONAL QUALITY STANDARD?

The Standard sets a new national benchmark for the quality of education and care services. It will also give services and families a better understanding of what a quality service looks like. Outcomes for children are a key focus.

THE NATIONAL QUALITY STANDARD HAS SEVEN 'QUALITY AREAS':

1. EDUCATIONAL PROGRAM AND PRACTICE
2. CHILDREN'S HEALTH AND SAFETY
3. PHYSICAL ENVIRONMENT
4. STAFFING ARRANGEMENTS
5. RELATIONSHIPS WITH CHILDREN
6. COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES
7. LEADERSHIP AND SERVICE MANAGEMENT

## THE NEW RATING LEVELS

There are five rating levels in the quality assessment and rating process:

1. EXCELLENT – Indicates that a service demonstrates excellence and is recognized as a sector leader.
2. EXCEEDS NATIONAL QUALITY STANDARD – Indicates that a service is exceeding the National Quality Standard.
3. MEETS NATIONAL QUALITY STANDARD – Indicates that a service is meeting the National Quality Standard.
4. WORKING TOWARDS NATIONAL QUALITY STANDARD – Indicates that a service is working towards meeting the National Quality Standard.



5. SIGNIFICANT IMPROVEMENT REQUIRED – Indicates that a service is not meeting the National Quality Standard and the regulator is working closely with the service to immediately improve its quality. South Australia has a new independent regulatory authority: the Education and Early Childhood Services Registration and Standards Board of South Australia, which will approve, monitor, assess and rate services.

All early childhood education and care services will receive a rating for “quality areas” as well as an overall rating.

## STAFFING

The children are cared for by committed, enthusiastic staff, who are all experienced and qualified to cater for children's individual needs. All staff members hold a current First Aid Certificate.

Staff are committed to programming and implementing a variety of activities that facilitate fun, excitement and discovery within a safe and caring environment.

The Director is responsible for the overall conduct of the program and is the person with whom parents should communicate with regarding the program and matters affecting their children.

OSHC comprises After School Care (ASC), Pupil Free Days and Vacation Care (VAC) during school holidays.

## HOURS OF OPERATION

AFTER SCHOOL CARE	3.00PM ~ 6.00 PM
PUPIL FREE DAYS	8.00AM ~ 6.00 PM
VACATION CARE	8.00AM ~ 6.00 PM

## LOCATION

The OSHC Service is located in the School Hall. Outside areas include the school oval and playground.



## ENROLLING YOUR CHILD

An enrolment form must be completed by parents/carers before a child can attend After School Care, Pupil Free Days and Vacation Care. The enrolment form must be updated annually. Enrolment Forms and Information Newsletters are available from the Service and the Front Office.

## BOOKINGS

Permanent bookings can be made by contacting the Director 0437 659 137 and completing the necessary enrolment forms. If your child has a permanent booking and your child will not be attending OSHC you must inform the Service no later than 1.00pm, otherwise you will be charged for that session.

Casual bookings can also be made by contacting the Director. A note will be sent to the child's classroom via the Office Box if the child is unaware they are attending. Parents/carers should have completed an enrolment form prior to their attendance.

## VACATION CARE

Bookings must be made on a Booking Slip that accompanies the Vacation Care Program prior to the commencement of each school holiday period. Casual bookings for Vacation Care can be made by contacting the OSHC Service during the holiday period. Cancellations must be made before 1:00pm on the weekday prior to your booking or it will result in a full day fee being charged.

## AFTER SCHOOL CARE ROUTINE

Children meet in a designated area, the School Library, and are signed in by an OSHC staff member immediately after school before crossing Bagot Street and going to the hall. A light nutritious snack will be served. After snack time, homework is encouraged followed by a variety of children's choice and programmed activities, such as: cooking, craft, sports and music. An opportunity for unstructured play is also available to all children. At 5.15pm children



are encouraged to help with pack-up of structured activities and quiet time is then encouraged: games, reading, drawing, or watching a DVD.

## **CHILDREN MUST BE SIGNED OUT BEFORE LEAVING THE SERVICE**

Children are not permitted to leave the Service premises until an authorised person collects them. We will need to be advised if a person other than an 'authorised person' is to collect the child.

## **CANCELLATION AND NON-ATTENDANCE**

It is expected that parents/carers will notify the Director or school office of a cancellation as soon as possible. As staffing and catering relies directly upon numbers of children, it is essential we have prior knowledge of children attending, to ensure adequate care is provided. It is preferred that 24 hours notice be given when cancelling care, however, in the case of an emergency, cancellations can occur up to 1.00pm on the day of the booked session. Cancellation is still required for children who are absent from school.

## **LATE COLLECTION FEE**

**A LATE COLLECTION FEE** will be applied to your account if you are late in collecting your child. A parent/carer is regarded as being late when they arrive to collect their child ONE MINUTE after the collection time 6.00pm. **THE LATE FEE CHARGE IS \$20.00.**

We ask that departure is within 5 minutes of signing your child/children out.

## **SERVICE POLICIES**

The Service Policies and Procedures for St Mary MacKillop School OSHC are available for parent/carer information. It is encouraged for parents/carers to be familiar with the Services' Policies. The Policy Folder is displayed in the Kitchen area of the Hall.

## **ALLERGIES AND MEDICAL CONDITIONS**

Children's privacy and dignity must be safeguarded. A list of children with special medical conditions and allergies will be maintained and discretely displayed for staff only.





It is the responsibility of parents to keep the Service up to date about such information by informing the Director of any changes immediately.

## **BEHAVIOUR EDUCATION**

We believe children have the right to feel safe physically and emotionally. The St Mary MacKillop School OSHC programme follows the Behaviour Education Policy set by the School. In OSHC we will have Behaviour Education strategies in place, which we will implement when dealing with inappropriate behaviour.

We strive to:

- Reinforce positive behaviour
- Be consistent
- Have clearly established expectations
- Ensure that rules/behaviour guidelines are clearly known and understood by children, parents and staff by ongoing discussion and review

We expect Staff and Children will:

- Respect each other
- Respect other people's property and that of OSHC and the school
- Promote a friendly and positive environment

In the case of a continually disruptive child, the Director will discuss the situation with the parents/carers of the child. The Principal/Director reserves the right to terminate the enrolment if inappropriate behaviour persists after reasonable measures have been taken to involve the child positively, or if the safety and security of the other children is threatened.

## **CHILD PROTECTION**

This Service sees its role in the protection of children in its care as its most important duty. This includes the Service's moral and legal duties to care for children associated with the Service whilst not in the care of their parents or primary carers.



Staff have been made aware of the Safe Environments Child Protection Policy of the Service through induction and training procedures. No student, volunteer or visitor will be left in charge of a group of children.

All visitors to our Service are required to operate within our philosophy and policies.

## CHILD CODE OF CONDUCT

As part of our commitment to quality care for the children, we have basic rules for the children to follow:

- We will walk inside
- We will respect ourselves and others
- We will speak to others the way we want to be spoken to, with respect and dignity
- We will open our eyes to new things, and give them a go!
- We will stay where we can see staff (and they can see us) at all times
- We have the right to feel safe
- We say **NO** to bullying

## CUSTODY ORDERS

Family members must notify the Service of any custody arrangements or court orders that impact on the collection of children and a copy of any court orders must be made available to the Service Director upon enrolment.

## DAMAGE TO EQUIPMENT OR FACILITIES

As part of everyday experiences involving children, we recognise that fair wear and tear will occur. However, if damage is done that cannot be attributed to fair wear and tear but can be attributed to a malicious or intentional act of the part of a child, replacement or repair will become an expense to the parent/carer.



## FOOD AND NUTRITION

Our Service has a focus on a varied, healthy and nutritional diet. This includes after school snacks provided on arrival after school and cooking activities.

Water is available at all times.

Children have the opportunity to help prepare afternoon tea.

## HYGIENE

Food will be prepared and eaten in a hygienic environment.

Children are asked to wash their hands before eating, cooking, after handling animals, and when going to the toilet. Staff will remind children if needed.

## ILLNESS

Children who are ill or suffering from a contagious disease will not be able to attend OSHC. In the event of a child becoming unwell during the program, he or she will be comforted and cared for and the parent/carer or emergency contact will be advised to come and collect the child as soon as possible.

## FEES AND CHARGES

Families are able to apply for Child Care Subsidy (CCS) through Centrelink to reduce their fees. The Child Care Subsidy will be paid directly to Service Providers to be passed on to families as a fee reduction. Families will make a co-contribution to their fees and pay to the provider the difference between the fee charged and the subsidy amount. The full cost for care before CCS reductions are outlined below.

After School Care - \$18.00 (flat rate)

Pupil Free Days and Vacation Care - \$60.00 (per day)

Accounts are calculated on a weekly basis. Payment of fees is expected weekly and may be paid using cash or cheque and can also be accepted via electronic funds transfer (EFT) into the school bank account.



**All OSHC payments that are made via EFT have to be paid separately from School Fees.**

This is due to the OSHC Service operating as a separate entity from the school with a different accounting and reporting system.

To ensure a smooth payment is processed please comply with the following procedure:

**SCHOOL BANK ACCOUNT DETAILS:**

ACCOUNT NAME: St Mary MacKillop School

BSB NO: 105-020

ACCOUNT NO: 102 048 240

**PYMT REF: OSHC – Family Surname (on OSHC a/c)**

**PLEASE EMAIL THE OSHC SERVICE AT:**

oshc@stmm.catholic.edu.au advising of the payment date and amount. Receipts will be issued on weekly statements. Outstanding accounts may result in the forfeit of enrolment in the program.

The School reserves the right to enforce this if fees are not paid on a regular basis.

## **PROGRAMMING**

In order to ensure that our programmes are effective to deliver the values, aims and objectives of the Service, we intend to regularly evaluate the structure, process and content of our programs, by actively seeking feedback from parents and children.

Using 'My Time, Our Place', each child has an activity or series of activities planned for them over each term.

## **SUN PROTECTION**

The OSHC Service adopts the St Mary MacKillop School Sun Smart Policy which operates throughout the entire year.

Children **MUST** wear a hat for all outdoor activities.

Sun screen is available for all children and an OSHC hat is given to each child when they commence at the Service.



## GOALS OF ST MARY MACKILLOP SCHOOL OSHC

The Staff have made a commitment to implementing the following goals:

- Valuing the contribution each individual and family makes and brings to the service.
- Assisting all children to achieve their full potential.
- Welcoming and accepting all children and families including individual family structure, ethnic and cultural background.
- Developing a 'home-like' environment for all children at OSHC, so they feel welcome and comfortable.
- Continuing to grow and improve our service through effective communication and providing opportunities for all staff to develop and further their skills.
- Maintaining a team of sensitive, warm and caring staff who continue to provide a high level of quality care at all times.
- Maintaining confidentiality at all times between parents, carers, families and friends.
- Developing self-esteem by fostering, valuing and celebrating gifts, strengths and achievements.
- Ensuring learning happens in a safe, caring, active and positive environment.
- Encouraging respect of the environment as God's creation.
- Nurturing emotional, physical, academic and spiritual needs.

## FAMILY INVOLVEMENT

We appreciate family support of the programme at any level that you feel comfortable with.

This could be:

- Contributing ideas or suggestions to the programmes.
- Bringing in resources, such as craft, raw materials, etc.
- Filling out parent surveys for OSHC Quality Assurance.
- Attending Management Committee Meetings.
- Donating time and skills in any specialised areas.
- Sharing relevant knowledge and experience.

**We look forward to supporting you and working in relationship with you to ensure our OSHC Service is the best it can be.**



