

Outside School Hours Care Parent Handbook



Drawn by Lucy, 5, Kinder

Updated 1/12/16

Blackmans Bay Childrens Services

The Caring Partnership

MEDICAL ALERT

We are an allergy aware centre – due to children with severe nut allergies we ask that you do NOT pack any nut products in your child's bag

SUN POLICY

(Effective from September to April)

Please ensure your child has the following:

- A broad rimmed or legionnaire hat
- Sun-protective clothing that covers as much skin as possible
 - A drink container

EDUCATION and CARE UNIT

1300 135 513

(ask for the Education and Care Unit)

ecu.comment@education.tas.gov.au

Outside School Hours Care

What is Outside School Hours Care (OSHC)?

OSHC is a program that provides a high quality learning environment for school aged children (4-12 years) before school, after school and during school holidays and student free days.

In the OSHC environment, we recognise that children need a place to engage in a range of play and leisure experiences that allow them to feel happy, safe and relaxed. We also recognise that children need time to interact with friends, practice social skills, challenge themselves, try new activities and learn life skills.

My Time, Our Place; Framework for School Aged Care in Australia

My Time, Our Place has been designed for use by school age care educators working in partnership with children, their families and the community, including schools. It represents Australia's first National Framework for school age care to be used by school age care educators, and aims to extend and enrich children's wellbeing and development at school age care settings.

The Framework acknowledges the importance of play and leisure in children's learning and development and that their learning is not limited to any particular time and place. Developing life skills and a sense of enjoyment are emphasised.

The Framework recognises the importance of social and emotional development and communication in learning through play and leisure, and it forms the foundation for ensuring that children in all school age care settings engage in quality experiences for rich learning, personal development and citizenship opportunities.

The Framework is designed to inspire conversations, improve communication and provide a common language about children's play, leisure and learning among children themselves, their families, the broader community, school age care educators and other professionals.

Learning

The Framework puts children's wellbeing and learning at the core. Working in collaboration with children and in partnerships with families, educators use the Outcomes to guide their planning for children's wellbeing and learning. A continued cycle of planning is used, whereby educators can plan, implement and evaluate ongoing learning journeys for both groups and individual children. In order to engage children actively in this learning, educators identify children's strengths and interests, choose appropriate strategies and design the environment.

OSHC Educators

Blackmans Bay Childrens Services prides itself on providing the highest quality care possible. Educators within OSHC have access to our own Professional Development and Educational Mentor as well as ongoing opportunities for upskilling and further personal growth. By allowing our educators the chance to grow and develop, this enables OSHC to provide high quality care, stimulating environments and better outcomes for children.

Each OSHC site is led by a Coordinator who is fundamental to maintaining an inviting and inspiring program for their Service. They are supported by regular educators who are rostered on to ensure continuity of care to help form safe and secure relationships with children.

Outside School Hours Care

Philosophy

Blackmans Bay Childrens Services aims to provide high quality education and care for all children.

We believe in inclusive and interactive community partnerships, where respect and a supporting learning environment embraces the nature of the child. Through our educator's knowledge of child development, our approach is play-based and full of opportunities for growth. With growth, comes the development of resilience, responsibility, friendships, a sense of social conscience and self-worth.

Our indoor/outdoor spaces will promote and challenge children's curiosity, support sustainable practices and respect for our natural environment through an ongoing process of learning together. Children are given opportunities to grow and develop through messy play, exploration and discovery where the voices of children, educators and families are valued and listened to.

Our philosophy is seen as a living document, continually evolving in the light of new research, the ideas of team members and input from families

Blackmans Bay Outside School Hours Care (BBOSHC)

Our Location

We are situated in a terrapin building (clearly signed) at the rear of Blackmans Bay Primary School. Parking can be found off both Roslyn Avenue and Opal Drive

Our Educators

We have a core group of educators within each service that provide care for your child. These educators come from diverse backgrounds with different qualifications and skill sets, providing a comprehensive approach to providing high quality care. Please refer to staff profiles located at each service for further information.

Contact Details:

Blackmans Bay Outside School Hours Care

0418 267 200 or 62294199

BBOSHC@bbchildcare.org

Please note all administration duties are based at:

Blackmans Bay Childrens Services

177b Roslyn Avenue

Blackmans Bay

oceanview@bbchildcare.org

Operating Hours:

During the school terms:

7:15 - 8:30 am Before School Care

3:00 - 6:15 pm After School Care

2.40 - 6.15 pm Kindergarten (Tue and Thurs)

1.15 - 6.15 pm Kindergarten (Wed)

Our Vacation Care program is run during school holidays from 7:15 am to 6:15 pm. Venues and age groups are detailed on the Booking Form. We also provide care for student free days.

Our Daily Routine

7:15-8:30 am	Before School Care
1:15 pm	Wednesday only – Kindergarten pick up
2:40 pm	Tuesday and Thursday only – Kindergarten pick up
2:55 pm	Children arrive from school and are signed in. Children have the choice to spend time outside for active play (weather permitting)
3:15 pm	Children wash hands and enjoy a healthy afternoon tea which includes fresh fruit, cheese, dips, crackers, vegetables, sandwiches, muffins and occasionally a “treat”. Water is readily available. During this time, children and staff members share ideas, talk about upcoming events, routines, safety issues and plans for the day
3:30 pm	Children have the opportunity to take part in programmed daily activities which include engaging in nature, sporting activities, art programs, craft, cooking, dance, drama, games and construction or children make take part in activities of their own choosing (inside or outside)
6:15 pm	Close

A quiet homework area is also available for children

Illawarra Outside School Hours Care (IOSHC)

Our Location

We are situated in a terrapin building behind Illawarra Primary School. For best access and parking, use Thornton Close (off Illawarra Road).

Our educators

We have a core group of educators within each service that provide care for your child. These educators come from diverse backgrounds with different qualifications and skill sets, providing a comprehensive approach to providing high quality care. Please refer to staff profiles located at each service for further information.

Contact Details:

Illawarra Outside School Hours Care

0408 294 917

IOSHC@bbchildcare.org

Please note all administration duties are based at:

Blackmans Bay Childrens Services

177b Roslyn Avenue

Blackmans Bay

oceanview@bbchildcare.org

Operating Hours:

During the school terms:

7:15 - 8:30 am Before School Care

3:00 - 6:15 pm After School Care

Our Vacation Care program is run during school holidays from 7:15 am to 6:15 pm. Venues and age groups are detailed on the Booking Form. We also provide care for student free days.

Our Daily Routine

7:15-8:30 am	Before School Care
3:00 pm	Kindergarten and Prep children are collected from their class room and all children are signed in.
3:10 pm	Group time; children are given the opportunity to share their day with educators and other children and information such as daily activities, lost property, expectations etc. is shared with children
A/noon tea	Children are provided with a nutritious snack which can include dips, slices, sandwiches and muffins. Fresh fruit and/or vegetables and water are offered everyday
3:30 pm	Indoor and outdoor programmed experiences are available for children, along with free choice and spontaneous activities. Educators provide a relaxed and happy atmosphere
6:15 pm	Close

A quiet homework area is also available for children

Kingston Outside School Hours Care (KOSHC)

Our Location

We are situated in the building next to Mountain View Child Care Centre in the grounds of Kingston Primary School.

Our Educators

We have a core group of educators within each service that provide care for your child. These educators come from diverse backgrounds with different qualifications and skill sets, providing a comprehensive approach to providing high quality care. Please refer to staff profiles located at each service for further information.

Contact Details:

Kingston Outside School Hours Care

0427 294 196 or 62294196

KOSHC@bbchildcare.org

Please note all administration duties are based at:

Blackmans Bay Childrens Services

177b Roslyn Avenue

Blackmans Bay

oceanview@bbchildcare.org

Operating Hours:

During the school terms:

7:15 - 8:30 am Before School Care

3:00 - 6:15 pm After School Care

Our Vacation Care program is run during school holidays from 7:15 am to 6:15 pm. Venues and age groups are detailed on the Booking Form. We also provide care for student free days.

Our Daily Routine

7:15-8:30 am	Before School Care
3:00 pm	Children are signed in and then supervised indoors and outdoors for free play, craft activities and structured games
3:50 pm	Group time; children are given the opportunity to share their day with educators and other children
A/noon tea	Children are provided with a nutritious snack which can include dips, slices, sandwiches and muffins. Fresh fruit and/or vegetables and water are offered everyday
4:10 pm	Free choice
5:30 pm	Packing up time commences and quiet activities and games are available
6:15 pm	Close

A quiet homework area is also available for children

St Aloysius Outside School Hours Care (SAOSHC)

Our Location

We are situated at the rear of St Aloysius School grounds. We have two buildings, the Terrapin and the Cottage, which we can utilise daily.

Our Educators

We have a core group of educators within each service that provide care for your child. These educators come from diverse backgrounds with different qualifications and skill sets, providing a comprehensive approach to providing high quality care. Please refer to staff profiles located at each service for further information.

Contact Details:

St Aloysius Outside School Hours Care

0400 294 914

SAOSHC@bbchildcare.org

Please note all administration duties are based at:

Blackmans Bay Childrens Services

177b Roslyn Avenue

Blackmans Bay

oceanview@bbchildcare.org

Operating Hours:

During the school terms:

7:15 - 8:30 am Before School Care

3:00 - 6:15 pm After School Care

2.40 - 6.15 pm Kindergarten

Our Vacation Care program is run during school holidays from 7:15 am to 6:15 pm. Venues and age groups are detailed on the Booking Forms. We also provide care for student free days.

Our Daily Routine

7:15-8:30 am	Before School Care
2:40 pm	Kindergarten children are collected from their class
2:55 pm	Prep children are collected from their class and other children arrive
3:10 pm	Group discussion; children and educators share information regarding routines, safety issues and plans for the afternoon
3:40 pm	All children are supported to join in a variety of active games/walk for 30mins. The remainder of the afternoon is left to the children's choice, where a variety of experiences are able to be accessed
5:30 pm	Packing up commences and children are encouraged to choose a quiet experience until pick up time
6:15 pm	Close

A quiet homework area is also available for children

New Town Outside School Hours Care (NTOSHC)

Our Location

We are situated in the grounds of the New Town Primary School.

Our Educators

We have a core group of educators within each service that provide care for your child. These educators come from diverse backgrounds with different qualifications and skill sets, providing a comprehensive approach to providing high quality care. Please refer to staff profiles located at each service for further information.

Contact Details:

New Town Outside School Hours Care

0499 975 066

NTOSHC@bbchildcare.org

Please note all administration duties are based at:

Blackmans Bay Childrens Services

177b Roslyn Avenue

Blackmans Bay

oceanview@bbchildcare.org

Operating Hours:

During the school terms:

7:15 - 8:30 am Before School Care

2:45 - 6:15 pm After School Care

2.40 - 6.15 pm Kindergarten

Our Vacation Care program is run during school holidays from 7:15 am to 6:15 pm. Venues and age groups are detailed on the Booking Forms. We also provide care for student free days.

Our Daily Routine

7:15-8:30 am	Before School Care
2:40 pm	Kindergarten children are collected from their class
2:55 pm	Prep children are collected from their class and other children arrive
3:10 pm	Group discussion; children and educators share information regarding routines, safety issues and plans for the afternoon
3:40 pm	All children are supported to join in a variety of active games/walk for 30mins. The remainder of the afternoon is left to the children's choice, where a variety of experiences are able to be accessed
5:30 pm	Packing up commences and children are encouraged to choose a quiet experience until pick up time
6:15 pm	Close

A quiet homework area is also available for children

Outside School Hours Care

Regulatory Authority/Assessment and Rating

Outside School Hours Care is regulated by the Education and Care Unit with a key focus being to promote continuous quality improvement through an Assessment and Rating process. Services are rated against the National Quality Standard (NQS), which was informed by research on best practice and the way in which high-quality education and care contributes to positive outcomes for children. The 7 quality areas in the NQS are Educational program and practice, Children's health and safety, Physical environment, Staffing arrangements, Relationships with children, Collaborative partnerships with families and communities and Leadership and service management.

Policies and Procedure

The Education and Care Services National Regulations state that an education and care service must have policies in place. A copy of BBCS Policies and Procedure Folder is readily accessible and available to view by all parents.

Medication

Please advise staff about any medication your child requires. A Medication Consent Form is required to be completed before we/your child administers any medication.

It is a regulation that Action Plans for ASTHMA and ANAPHYLAXIS are provided PRIOR to commencement of care

Accidents

Accidents can occur within the education and care service. Our services roster educators so that OSHC environments have educators with nationally recognised first aid qualifications on at all times. More serious accidents require an educator to inform parents of the details of the accident and complete an Accident Report Form. This form is to be sighted and signed by a parent or guardian.

Behaviour Guidance

Techniques used by educators reinforce positive behaviour (i.e. positive role modelling by adults, intervention and redirection). We aim to foster socially acceptable behaviour and encourage children to take responsibility for their own actions.

Personal Belongings

Children are encouraged to take responsibility for these and therefore bringing special items from home is not encouraged because these items may get broken or go missing and the staff take no responsibility for these items.

Parent Information

- www.bbchildcare.org
- www.acecqa.gov.au
- www.education.gov.au/early-childhood-and-child-care
- www.mychild.gov.au
- Documentation about each child's program and progress is available to families.
- Educators are available to talk about your child's day or assist with any enquiries.

Outside School Hours Care

Outside School Hours Care – Fees (as at 03/01/17)

<u>Permanent Rates:</u>	
Before School Care (7:15-8:30am).....	\$11.00
After School Care (3:00-6:15pm).....	\$24.00
Kinder children 4-5 years of age.....	\$28.00
Kinder children (1:15-6:15pm)	\$35.00

<u>Casual rates:</u>	
Before School Care (7:15-8:30am).....	\$16.00
After School Care (3:00-6:15pm).....	\$28.00
Kinder children 4-5 years of age.....	\$33.00
Kinder children (1:15-6:15pm)	\$39.00

Vacation Care – Fees (as at 03/01/17)

Full Day.....	\$54.00 per child (includes excursion costs unless otherwise stated)
Half Day.....	\$32.00 per child using under 4 hours (excludes excursion days)

Vacation Care Programs are available approximately 3 weeks before vacation care commences.

Casual Bookings

Casual bookings are available dependent on space within the service. To make a booking, please ring the **service coordinator** at your earliest convenience to ensure a spot is available. Children who turn up without prior agreement with service coordinator will not be accepted into care. This enables the service to maintain legal ratios to ensure the safety of children at the service.

Sign In/Out

Parents are required to sign their child/children in and out each day. Absences are also required to be signed by an authorised person as stated on the enrolment form.

Absences

If your child will be away from the Service, it is important that you ring that Service and let them know. An Allowable Absence will be recorded (75% of the normal fee less your CCB component). Initial absences can be used for any reason without any supporting documentation. Every child is eligible for 42 absences in each financial year. Absences over 42 days will be charged at full fees.

This applies to both permanent and casual bookings once a booking has been made.

Search Fee

A fee of \$10.00 applies if your child/ren does not attend their booked day without prior notification, as an educator undertakes a lengthy process to ensure the safety of the absent child/ren.

Withdrawal of Care

The service shall at all times have the right to withdraw the availability of care with notice. Reasons for withdrawal of care can include:

- Non-payment of fees
- Physical or verbal abuse directed at children or staff by parent/guardian or child; and
- Failure to comply with service policies and procedures

Withdrawal from Service

We ask that you give 2 weeks' notice on withdrawing from any of our services.



Blackmans Bay Childrens Services