



2016

OUT OF SCHOOL

HOURS

PROGRAM





Coburg North Primary School OSHC

Responsible Person: Helen Zull

Service ID: 00005485

Educational Leader/ Primary Nominee
Nominated Supervisor: Kerryn Cilia
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Introduction

Welcome to the Coburg North Primary School Outside School Hours Care (OSHC) Program.

We aim to provide a safe and stimulating environment in which your child can play and relax before and after school. We provide, within this setting, child centred inclusive programs, which focus on developmental, social and recreational activities that are appropriate to the needs of all children.

The program is located at the back of the school hall. The pickup or drop offs are made from the Bishop Street car park entrance.

The children have supervised access to the large gym, two outdoor areas with playground equipment as well as the oval. There is access to the canteen for cooking.

Coburg North Primary School OSHC has a firm commitment to ensure all our services function within the National Quality Framework (NQF).

Coburg North Primary School OSHC prides itself on its ability to offer a high quality service, with continuous improvement and open communication channels for staff, families, students and outside agencies.

As we cater for children with high needs or whose parents are working or studying, fee subsidy is available through the Commonwealth Government Child Care Benefit Scheme. We work cooperatively with Department of Education and Training (DET) and Centrelink. Further information can be obtained by contacting your nearest Centrelink office or www.det.gov.au.

Our family handbook was last reviewed in October 2015 and undergoes an annual review to ensure its relevance and currency.

Philosophy/Objective & Rationale

1. Service Philosophy

To provide a safe and stimulating environment in which primary school children can play and relax before / after school. The service will provide programs which focus on development, social and recreational activities appropriate to the needs of the children.

2. Service Objective

To provide a safe and stimulating environment in which children will be cared for while their parents work, study or seek work, or for parents who wish their children to have access to a range of activities and opportunities for them to play with children of their own age. Access to the programs at the service can either be on a permanent or pre booked casual basis.

3. Rationale

The establishment of this service was a consequence of TRY Australia withdrawing all before and after care services at Victorian schools late in 2013. A working party consisting of the Principal, Assistant Principal, School Council President, School Business Manager and OSHC Coordinator investigated several commercial companies and two schools operating their own services.

The service will offer a maximum of 75 places.

Before School care will operate from 7.00 a.m. to 8.50 a.m. and After School Care from 3.30 pm. to 6.00 pm. each school day.

National Quality Framework (NQF)

In December 2009, all Australian Governments, through the Council of Australian Governments agreed to a partnership to establish National Quality Framework for Early Childhood Education and Care.

The National Quality Framework aims to raise quality and drive continuous improvement in education and child care services through, The National Quality Standard, a national quality rating and assessment process, streamline regulatory arrangements and a new national body called The Australian Children's Education and Care Quality Authority (ACEQUA) to oversee the new system.

The National Quality Standard comprises of seven quality areas:

- 1) Educational program and practice.
- 2) Children's health and safety.
- 3) Physical Environment.
- 4) Staffing arrangements. .
- 5) Relationship with children
- 6) Collaborative partnerships with families and communities.
- 7) Leadership and service management. There are 18 standards with two or three standards in each quality area. Under each standard sit elements that describe the outcome of each standard. There are 58 elements in total. It is the intention of Coburg North Primary School OSHC to work towards or exceed the National Quality Standard.

Management Structure

Coburg North Primary School OSHC has a Committee of Management which is a subcommittee of Coburg North Primary School Council. This subcommittee consists of the school principal, OSHC coordinators, staff and parents. This sub committee meets once a month and reports to school council. Meetings and times are negotiated each year by the subcommittee.

OSHC Services

We aim to provide a safe and stimulating environment in which your child can play and relax at before and after school. We provide, within this setting, child centred inclusive programs, which focus on developmental, social and recreational activities, which are appropriate to the needs and abilities of all children. We recognise that Coburg North Primary School OSHC is made up of families from culturally and linguistically diverse backgrounds and families are encouraged to share their traditions and languages into the OSHC service.

Parent Involvement

All parents are invited to join the OSHC school council subcommittee which meets once a month. Parents are encouraged to participate in any fund raising events which OSHC are involved in. A suggestion box will be set up for suggestions as well as questionnaires and surveys.

Staffing

Coburg North Primary School OSHC staffing requirements are in line with the National Quality Framework. All staff have appropriate or are working towards completing that qualification as per the National Quality Framework guidelines. Staffing is 1:15 students. However we have elected to always have a minimum of 2 staff on at all sessions.

Certified Supervisor, Primary Nominee Educational Leader: Kerry Cilia	Certified Supervisor – Luke Morrow
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The service currently operates an Inclusion Support Program for children with additional needs attending the Aftercare Program every day.

Program and Activities

The coordinator and staff offer a varied and rich program of activities appropriate to the ages, needs and interests of the children. The program is designed to be fun and stimulating, providing a number of structured and open-ended activities that the children can choose from each day, including; art & craft, games, sport, environmental studies, music, dance, indoor games, cooking, videos etc. The activities are in line with AusVELS to enhance learning and developmental outcomes for all students. The five learning outcomes include: 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 and children are effective communicators.

Information to families regarding OSHC issues are included in the weekly school newsletter.

Children are encouraged to write an OSH blog on the school website.

There are also homework areas and help offered each day at OSHC for parents wanting this service.



Food

For breakfast, toast and/or cereal are available. Breakfast will be offered from 7.00-8.15am

Afternoon tea is provided to children on their arrival to the program. The weekly menu changes, but always includes a nutritious mixed fruit and vegetables

Child Care Benefit (CCB) and Child Care Rebate (CCR)

You may be eligible for Government Assistance called Childcare Benefit. This is dependent upon your income and the number of children you have attending childcare.

You must complete the appropriate forms and register with Centrelink. Centrelink will advise the service of any adjustments to be made to the fees being paid. It is important that you complete the forms as soon as possible as Centrelink benefits only apply from the date of application. It is the parent/guardian's responsibility to follow this up. All families are required to register with Centrelink in order to receive the 50% childcare rebate or claim a lump sum at the end of the financial year.

Family Assistance Office (Centrelink): 136150	My Child Information Line: 13 36 84
DET Child Care Contact Centre: 1800 809 834	Child Care Access Hotline: 1800 670 305

Enrolling your child into the OHSC program

Children can attend the program on a permanent full-time, part-time or casual basis. For your child/ren to use the program, families first need to enrol into the program, by filling out an enrolment form which can be obtained from the school reception or the OSHC Service. We recommend that even if you use the service on a very irregular or emergency basis, you complete this form so that you can access the program when necessary or at the last minute.

The enrolment form provides us with important information regarding the care of your child/ren, including; health information, cultural and religious background, details of people authorised by you to collect your child from the program and contact names in the event of an emergency, access; medical needs, languages spoken, food allergies, etc. All information collected will be kept private and confidential. Enrolment forms are renewed at the end of each year.

A \$40 enrolment fee per year per family must be paid when lodging enrolment forms.

A new enrolment form **MUST** be completed every year.

Permanent/Emergency/Casual Bookings

On the enrolment form you are asked to nominate permanent sessions for your child or indicate possible casual usage.

Children can only attend if bookings have been made and confirmed, and an enrolment form has been received by the program. Bookings and cancellations are absolutely necessary to ensure the safety of the children and the smooth administration of the program.

It is the responsibility of the parent/guardian to inform the program coordinator of bookings and cancellations. **No bookings can be accepted by the school office.**

All days booked will be charged.

Casual Bookings

Casual bookings can be made by ringing the OSHC coordinator directly. The school cannot make these bookings for you. A casual booking is a booking that occurs occasionally, it is not part of the permanent booking schedule for that child.

The cost of a casual booking at **Before Care is \$17 and After Care is \$20.** For children to be accepted on a casual booking, enrolment details need to be lodged with the program before this can happen.

Children left after school cannot be taken to OSHC unless already registered.

Fees

The current fee schedule is:

Permanent bookings: Before Care 7 am to 8.50 am -\$15.00 Aftercare 3.30 pm to 6.00 pm -\$18.00	Early Finish days (End of term)& Final Day of Year Hourly Rate
Casual booking: Before Care- \$17.00 After Care- \$20.00	Curriculum Days: \$60 including provision of lunch

Payment of Fees

Statements will be issued on a fortnightly basis at the end of the fortnight. Fees may be paid with cash, cheque, credit card or EFTPOS.

Enrolment Fee

There is a \$40 enrolment fee per family at Coburg North Primary School OSHC.

Overdue Fees

When fees are 14 days overdue the child care place will be cancelled and debit recovery procedures will be implemented.

Attendance

Once an enrolment and booking form has been completed and provided to the OSH program the family can access the program.

Attendance Wrist Bands

The wrist bands have been designed for safety, they will help children and teachers identify which children are booked into the OSH program on that particular day. It is the parent’s responsibility to place band on the child before leaving home. Bands can be purchased from the program for \$2.00.

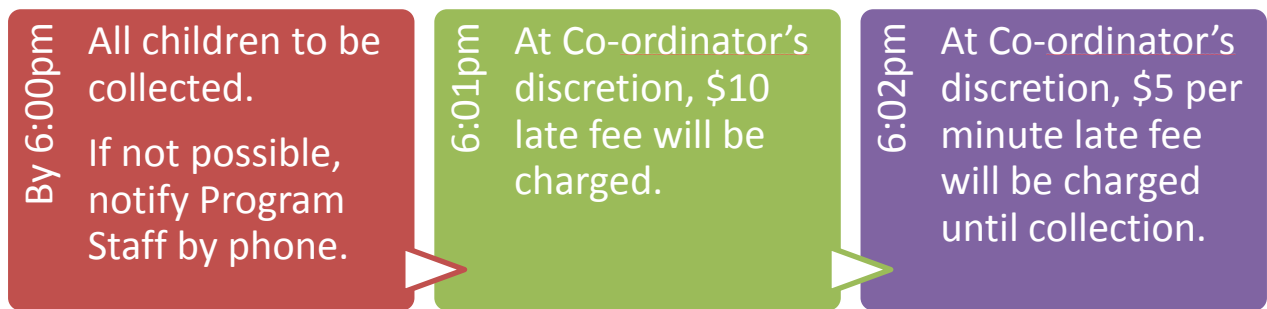
Child Collection

Children will not be released by the program to non-authorized persons. Authorized persons are those listed on the enrolment form, or authorized in writing by either the child’s parents or guardian, For safety and security, children will only be released to authorized adults over the age of 18 or as named on the enrolment forms, **Siblings under the age of 18 are unable to collect or sign for a child out of the program.**

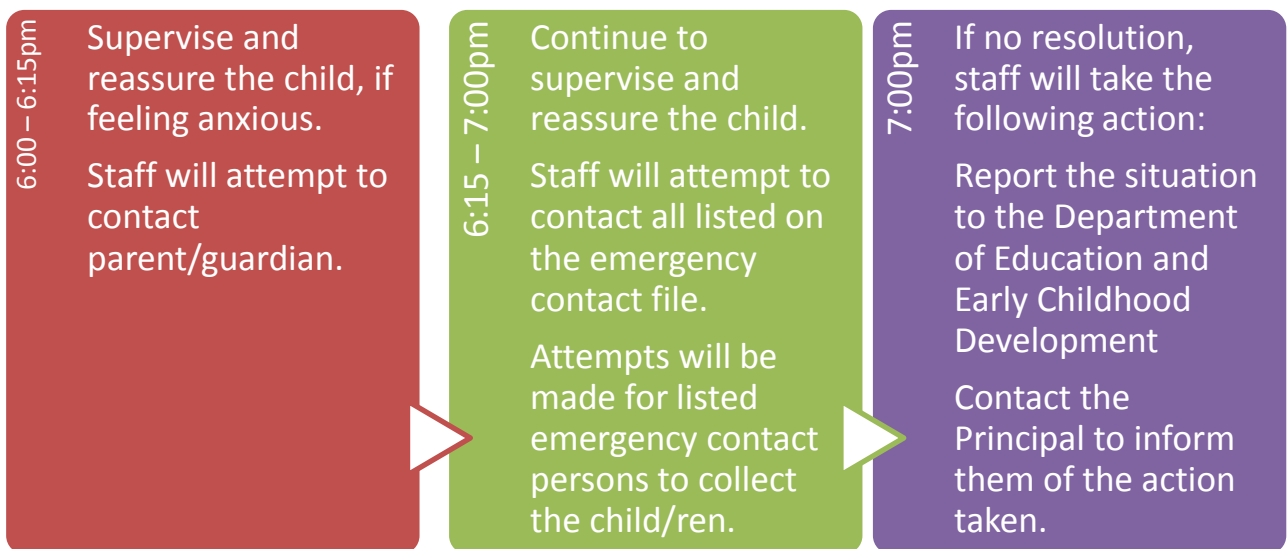
Late Pick Up

A late pick up will be charged at the rate of \$10 for the first minute and \$5 every minute thereafter. This fine will be shown on your next statement. To set your child’s mind at ease, please advise the OSHC coordinator if you are running late. Late fee charges will be up to the discretion of the Coordinator

OSHP LATE FEE FLOW CHART



ACTION TO BE TAKEN BY STAFF



THANK YOU FOR YOUR EFFORTS IN ENSURING TIMELY COLLECTION OF CHILDREN

Change of Details

It is most important that the program coordinator has on hand at ALL times the current address and phone number of the child's parent/guardians home a work and mobile number and also a current email address. Notification is required immediately if there is a change. Any changes to your child/ren's medical details must also be amended on your enrolment forms.

Cancellations

If a parent/guardian has a booking and needs to cancel a session, they are required to provide the OSHC coordinator with at least 6 hrs prior notice. Places booked will be charged.

OSHC Program Policies with National Quality Framework

The following policies form the basis for how Coburg North Primary School OSHC operates in line with National Quality Framework and the Australian Children's Education & Care Quality Authority (ACECQA) Regulation 168.

Please refer to the Coburg North PS OSHC Policy Manual located in the OSHC room for more in depth information. All policies have been prepared in accordance with Regulation 168, ratified by School Council and reviewed on a regular basis by Coburg North PS School Council.

Diversity and Inclusion

Coburg North Primary School OSHC program will provide quality, childcare before and after school for all children and families who use the program, regardless of culture, religion, gender or disability.

Staff will treat all children equally and work to include everyone in all aspects of the program. The coordinator is responsible for ensuring that all 58 elements from the National Quality Standard are met.

- Each child is supported to participate in the program
- Activities cater to the various needs of all children
- Activities do not discriminate against any child/family or staff member
- There is opportunities for children to share their knowledge, ideas, culture, abilities and interests

Children with Additional Needs

Children with additional needs and disabilities are included in all dimensions of the OSHC program. It is the responsibility of the parent/guardian to ensure that all staff are equipped with the relevant information and resources regarding their child's special needs.

Complaints Procedure

Customer Feedback Procedure

Coburg North PS OSHC customer feedback is sought each year. It is an opportunity for improvement and helps build stronger positive relationships with families.

Verbal Customer Complaints

All verbal feedback from children and families should be responded to by the coordinator, or staff member directly receiving the feedback.

Written Customer Feedback

All written customer feedback or complaint is reviewed at the fortnightly OSHC meeting with OSHC coordinator, principal and business manager.

Behaviour Guidance

Behaviour expectations at Coburg North Primary School OSHC will follow the same guidelines as the Coburg North Code of Conduct, including consequence (See notice board). When a child's behaviour is unsatisfactory as per Code of Conduct, staff will investigate the cause and support the child to make more appropriate choices. Unsafe or intrusive behaviour including bullying, harassment, physical or verbal abuse will not be tolerated at OSHC.

Accident/Injuries

Appropriate first aid will be applied to any child that has an accident or injury. All staff at OSHC are trained in first aid as per National Quality Framework Guidelines. Staff will document and keep a record of accidents/injuries. Any injury or accident will be reported to parent/guardian when they are picked up at end of the session. Serious injuries and all head injuries are to be reported to parent/guardian as soon as possible by telephone. OSHC reserves the right not to accept a child whilst suffering from any infectious disease or illness.

Medication

It is the parent/guardian's responsibility to ensure that a current medical form has been completed; all information on the form is correct and attached to the child's enrolment form.

If a child requires medication whilst attending the program, a parent/guardian needs to hand medication to the coordinator along with the medication form instructing the correct dosage and times medication is to be administered. Medications must be in their original container, with the expiry date and the child's name clearly labelled.

Staff will not administer any medication if it has passed its expiry date. Medication will be administered by one staff member and checked by a second staff member who will both sign the form.

Anaphylaxis

Parent/guardians are responsible for providing an UP-TO-DATE individual anaphylaxis management plan signed by a medical practitioner and an up-to-date EpiPen if their child is at risk of anaphylaxis.

Anaphylaxis management plans must be signed within the last 12 months of enrolment commencing and the management plans must be updated annually or whenever changes occur to the child's management plan. The management plan should include an outline of the prescribed anaphylaxis medication to be administered, should the child have a reaction. Parent/guardians with a child at risk of anaphylaxis should be given a copy of Coburg North Primary Schools Anaphylaxis policy on enrolment or commencement to the OSHC program. The OSHC coordinator will be responsible for the ongoing management of the Risk Minimisation Plan and communication plan with regards to children at risk of anaphylaxis. Parents/Guardians are most welcome to discuss any concerns about anaphylaxis with OSHC coordinator.

Asthma

Parent/guardians are responsible for providing an UP-TO-DATE individual asthma management plan and an up to date inhaler if their child is at risk of asthma.

Asthma management plans must be signed within the last 12 months of enrolment commencing and the management plans must be updated annually or whenever changes occur to the child's management plan. The management plan should include an outline of the prescribed medication to be administered, should the child have an asthma attack. Parent/guardians with a child with asthma should be given a copy of Coburg North Primary Schools Asthma policy on enrolment or commencement to the OSHC program. The OSHC coordinator will be responsible for the ongoing management of asthma management with children at risk of asthma.

Parents/guardians are most welcome to discuss any concerns about asthma with OSHC coordinator

Review of Handbook and Policies

This Coburg North Primary School OSHC Handbook will be reviewed annually by the OSHC committee. Parent feedback is welcome at any time with regards to information that should be included in this handbook.

The OSHC Policy Manual will be reviewed annually and we recommend parents/guardians refer to this manual for more comprehensive information pertaining to the OSHC program.

See Kerryn at the program.

Food menu will be displayed on the OSHC notice board.



Sun Smart Policy

As part of Coburg North Primary School Sun Smart Policy all children attending Before and Aftercare programs must have an appropriate wide brim or bucket hat. Children who do not have an appropriate hat will only be allowed to play under shaded areas outside. Hats are to be worn from September 1st to April 30th. Children must provide own sunscreen during the Sun Smart months.



SunSmart Policy for OSHC

Coburg North Primary School

This policy applies to all service events on and off site.

Rationale

A healthy balance of ultraviolet radiation (UV) exposure is important for health. Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Overexposure to UV during childhood and adolescence is a major factor in determining future skin cancer risk. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is necessary for the development and maintenance of healthy bones and muscles, and for general health.

Objectives

This SunSmart Policy has been developed to:

- Ensure all children and staff maintain a healthy UV exposure balance.
- Encourage all children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above.
- Work towards a safe service environment that provides shade for children and staff at appropriate times.
- Assist children to be responsible for their own sun protection.
- Ensure that families and new staff are informed of the service's SunSmart policy.

Staff are encouraged to access the daily SunSmart UV Alert at sunsmart.com.au to find out daily sun protection times to assist with the implementation of this policy.

From September to April in Victoria

When average UV Index levels reach 3 and above a combination of sun protection measures are used whenever outdoors, including:

- 1. Shade:** Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area. The availability of shade is considered when planning excursions and all other outdoor activities.
 - Children are encouraged to use available areas of shade when outside.
 - Children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

- 2. Clothing:** When outside, children are required to wear clothing that covers as much skin as possible. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best. Rash vests or t-shirts are also required for outdoor swimming.

- 3. Hats:** Children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed or bucket hats, whenever they are outside.

4. Sunglasses [SUGGESTED]:

Children are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

5. Sunscreen:

- SPF 30+ broad spectrum, water resistant sunscreen is available for children's use.
- Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours if outdoors.
- Strategies are in place to remind children to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).
- With parental consent, children with naturally very dark skin are not required to wear sunscreen.

Staff OHS and Role modelling

As part of OHS UV risk controls and role-modelling, when the UV is 3 and above staff:

- wear sun protective hats, clothing and sunglasses when outside
- apply SPF 30+ broad spectrum, water resistant sunscreen
- seek shade whenever possible

Families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, sunglasses, sunscreen and shade) when participating in and attending outdoor activities.

CHILDHOOD DISEASES

Schedule 7 Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immunodeficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
	completed 5 days of a course of antibiotic treatment.	pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.



