




OUTSIDE SCHOOL HOURS CARE

PARENT HANDBOOK

Noosa Christian College
20 Cooroy Belli Creek Road
Cooroy Qld 4563





Then Jesus called for the children and
said to the disciples,
“Let the children come to me.
Don’t stop them!
For the Kingdom of God belongs to
those who are like these children”.

Luke 18:16 (NLT)

Change of Details

If your personal details change at any time such as phone number, address or contacts, can you please ensure the Administrator or Coordinator of OSHC are given any updated information.

Children's Program

The OSHC program incorporates the Australian Framework 'My Time Our Place'. This framework is based on the children's ideas, interests, strengths, culture and community and provides the foundation of the educational program. Each child is supported and encouraged to participate in the program and to feel a sense of belonging in the OSHC environment. The children are provided with opportunities to develop their social skills, use responsible thinking, and make real choices and decisions. Evidence of the Children's Program will be displayed throughout the room and in the Weekly Communication Book.

Policies

The Service has many policies to follow and uphold. Please feel free to access the Policy folder anytime. This is located in the family information area. Every year policies are reviewed and we invite and encourage you to be a part of this process.



OUTSIDE SCHOOL HOURS CARE

All primary school aged children welcome!

Mission Statement

To actively build relationships and provide students with a holistic outside school hours care service; engaging them in a community of faith and learning to develop character, values and skills.

Values Statement



Vision Statement

Centered in Christ | Nurturing Young Minds | Training for Service

Philosophy

Noosa Christian College OSHC recognises that it holds a vital role in the lives of children. It acknowledges that it exists to serve the Noosa community and desires to present a service that provides equal opportunities for all children. We wish to present our children with a colourful, safe environment where they will feel welcome and comfortable to talk to our staff. We aspire for our resources to be interesting and enriching, and for our premises to be safe. Noosa Christian College OSHC expects its staff to reflect a high level of competence by maintaining professional appearance and conduct towards children and parents. Staff ought to be cheerful, dedicated and engaging.

Welcome

Welcome to Noosa Christian College Outside School Hours Care. Please take time to read this booklet. If you have any questions, concerns or suggestions please discuss them with our Coordinator, as this information will help us better understand and plan for your child's individual needs.

Operating Hours

Monday to Friday

After School Care: 3.00pm to 5.30pm

Vacation Care: 7.00am to 5.30pm

The OSHC is closed on all public holidays, including the local show holiday.

Safety Precautions

Safety is a high priority and the room has an emergency evacuation plan displayed on the wall. We will conduct a fire drill and lockdown at least once a term for both After School Care and Vacation Care. These are to ensure that if a real life emergency occurs the children can be evacuated safely and quickly. These drills will apply to all who are present at the Centre at that time including parents.

Some additional safety precautions at the Centre are:

1. Safe storage of poisons and medication;
2. Hygiene and cleanliness;
3. Maintenance of equipment and playground areas;
4. Smoking prohibited throughout the College.

For the safety and well being of all children your child must not bring to the Centre any item that is likely to cause harm to others. In particular the following items are prohibited in your child's bag:

- Medications of any sort including headache tablets;

Child Care Subsidy Application Forms must be lodged with the Family Assistance Office (FAO) immediately your child commences OSHC. Families receiving Child Care Subsidy must have their Child Care Subsidy percentage re-assessed every six months. Full fees apply until the OSHC has been advised that you are eligible for Child Care subsidy.

Administration and Licensing

Noosa Christian College and OSHC are owned and operated by Seventh-day Adventist Schools (South Queensland Conference) Limited.

Providing the highest quality of care and education is important to us. If you have any concerns regarding the operation of the OSHC please discuss them, in the first instance, with the Coordinator of OSHC, further the nominated Supervisor on 5447 7808 or alternatively you may contact the Approval Provider on 3218 7777. Noosa Christian College OSHC is licensed by the Office for Early Childhood.



children and act under the direction of the Coordinator and/or staff at all times.

Fees

If for any reason you cannot pay the fees when they fall due, please see the College Administration Staff as soon as possible. If the fees payable fall behind you will receive formal notification that your child's place may be cancelled. Statements will be emailed out on a fortnightly basis.

Should you wish to discontinue your child's attendance, two weeks notice is required in writing or two weeks fees payable in lieu thereof.

This Service will accept payment by:

- EFTPOS – Debit or Credit
(Please contact Administration on 5447 7808)
- Bank Transfer (please use family name as reference)

Child Care Subsidy

Child Care Subsidy (CCS) is an assistance scheme which is funded by the Federal Government. It is designed to ensure that all families can afford quality OSHC care. It is paid directly to the OSHC Administration on behalf of the eligible families. Under the Child Care Subsidy scheme a formula is used to calculate what part of the fee each family will pay. This fee depends on the family income.

You can get CCS if:

- You have a child in your care
- Your child attends approved or registered care and you are liable to pay the childcare fees
- Your child meets the immunisation requirements
- You (or your partner) meet the residency requirements

- Any poisonous or flammable substance;
- Safety pins, clips, sharp metal objects of any type, matches or rubber bands;
- Mobile phones or other electronic devices;
- Cosmetics, gels and creams;
- Plastic bags.

We also ask that parents/caregivers supervise their child/ren carefully between the car park and the OSHC building.

Delivery & Collection Policy

Children must be collected from the Centre by an adult. This adult must complete the attendance register and notify the staff that the child is departing. Only when prior arrangements have been made with the OSHC staff will a person other than the child's parent/guardian or those previously authorised on the enrolment form, be permitted to collect a child from the Centre. Only people over the age of 18 are allowed to collect a child or access the attendance register.

For legal reasons every child's attendance records must be completed. No exceptions to this requirement will be made. This register is also used for health and safety measures as well as for government records and CCS.

Injuries

Health and safety of the children is of utmost importance but unfortunately accidents do occasionally occur. All staff have a current first aid certificate. Should an accident or injury occur, staff will act immediately by applying the appropriate first aid. Apart from minor scratches, any accidents occurring will be recorded in the accident register and parents will be informed.

If emergency medical treatment is required and staff are unable to contact the parent/guardian or authorised adult, the Coordinator and one other staff member will act on their behalf.

Illness

Illness refers to all conditions that are not contagious but impair a child's capabilities to function in the group. As the room does not have facilities to isolate and supervise sick children, any child who becomes sick during the day will be comforted by staff and the parents/guardian or emergency contacts will be requested to come and pick up the child as quickly as possible. It is in the child's best interest to be excluded from OSHC until all symptoms subside.

If your child becomes sick during the day at school we will be unable to accept them for after school care.

Health & Hygiene

OSHC has a strict policy on hygiene. All children must wash their hands before meals and after using the toilet. All tables and chairs are wiped regularly throughout the day. Safety in the sun is also a priority. When playing outdoors every child must wear the regulated college hat and apply sunscreen lotion. If your child is allergic to a particular type of sunscreen please advise staff and if necessary provide a lotion for your child's use that is acceptable. As per the school policies, children are to use the sanitizer provided when entering the OSHC room.

Immunisation

For the protection of all children it is requested that all recommended immunisations are up to date and a copy provided with your enrolment.

Medication

OSHC prefer NOT to administer any medication to a child whilst the child is in care. In most cases medication can be given before arriving, after departing the Centre and at night. However, if it cannot be avoided the following conditions must be met:

It is the policy of the Centre that:

If the prescribed medication is to be administered, it must state the name of the Doctor, child's name, dosage and times. Parent/guardian permission must also accompany the medical advice (please complete a **Medication Authority Form** located in the room).

Special Needs

We understand that all children are unique and may have individual needs. Could you please state any allergies, food intolerances, medical conditions, behaviour or emotional problems or physical disabilities clearly on the enrolment form. Please discuss these issues with the Coordinator.

Meals

Afternoon tea will be provided for all children during After School Care. Please advise staff of any food intolerances and provide details on the enrolment form.

Staff

In order to provide quality care for your child, staffing levels are in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011. All our staff have appropriate qualifications for the positions they hold and have current first aid certificates.

Students and Volunteers

On occasions, OSHC may be visited by students undertaking studies. They will not be responsible for the program or supervision of the