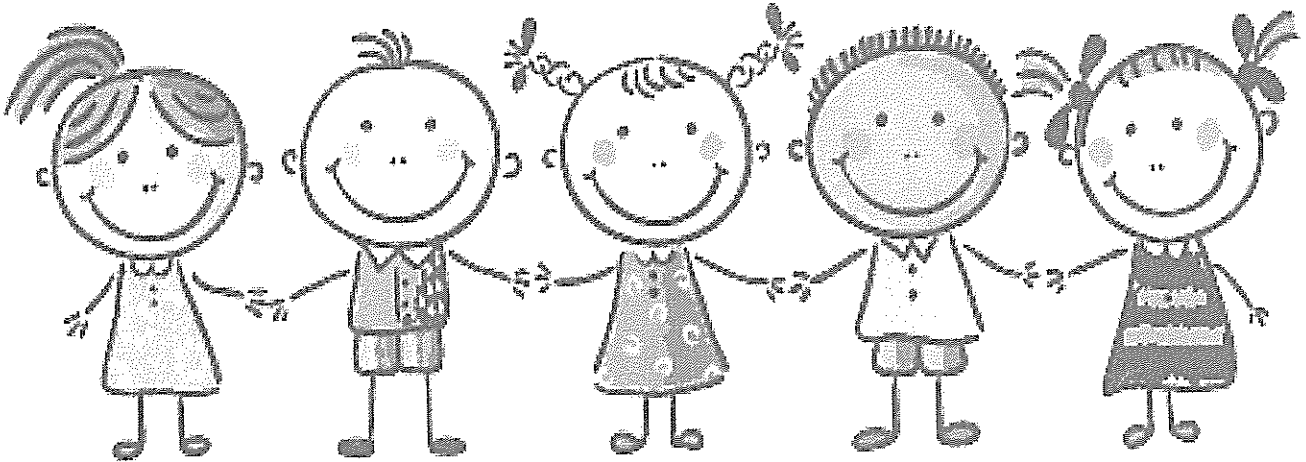


Ebenezer Public School

OOSH Centre



Parent Handbook

C/- Ebenezer Public School
531 Sackville Rd Ebenezer NSW 2756
Phone – 0459 784 285
Email – ebenezeroosh@hotmail.com

Contents

Goals
Philosophy
Management
Staff
Hours of operation
Fees
Priority of Access
Late fees
Payment of fees
Enrolment procedures
Attendance
Non-attendance
Change in attendance
Permanent and casual bookings
Daily routine
Breakfast and afternoon tea
Infectious disease
Accidents
Sun protection
Arrival and departure
Medication
Child Care Benefit
OOSH Rules

Goals

- To provide a friendly, caring, warm and safe environment that will foster development in all areas.
- To provide children with stimulating, age appropriate learning activities which encourage and promote active participation.
- To recognise, respect and celebrate the diversity and creativity of children, families and staff within the Centre.
- Be aware of any children or families with special needs or non-English speaking background and provide quality care.
- To develop and implement a balanced program that includes activities such as art and craft, outdoor activities, reading, indoor games and puzzles, cooking, construction and manipulation. We also recognise and value the importance of play and spontaneous experiences.
- To encourage good habits of health, safety and hygiene.
- We aim to provide nutritionally balanced meals for breakfast and afternoon tea.
- All staff and children are encouraged to have positive interactions with one another.
- Staff is to model correct language and behaviour at all times and work as a team.

Philosophy

Ebenezer Public School OOSH aim is to provide a safe, secure and nurturing environment for the children within our care. We aim to provide a program that is stimulating active and fun, which will enhance each child's individual social, emotional, physical, language and cognitive skills. Within our structured program we aim to promote self-esteem by valuing their ideas and treating children with respect. We also aim to promote an environment, which recognizes and values culture, ability and health. Ebenezer Public School OOSH believes that family and community involvement and support is necessary in order to build relationships between all stakeholders.

Management

Ebenezer Public School OOSH Centre was formed as a sub committee of the Ebenezer Public School Parents and Citizens Association, to provide care outside of school hours, for children from Kindergarten to Year 6.

The Management Committee, elected by parents annually, directly manages Ebenezer Public School OOSH Centre and comprises the following:

Convenor
Treasurer
Secretary
Coordinator

The P&C hold an annual general meeting each March, where the members of the Management Committee are elected.

Staff

Ebenezer Public School OOSH Centre employs the following staff:

Coordinator

Qualifications to work with school aged children
First aid training

Child care workers

Trained and untrained, allowed to work with groups of up to 15 children unsupervised.

Hours of Operation

Before School Care: 7.00am – 9.00am
After School Care: 3.00pm – 6.00pm

The centre operates strictly between these hours, Monday to Friday, on school days.

Please note that no child will be permitted in the centre prior to 7.00am and children must leave the centre by 6.00pm.

Fees

Morning Session : permanent \$15.00
(casual \$16.50)

Afternoon Session : permanent \$20.00
(casual \$21.50)

Priority of Access

Ebenezer Public School OOSH Centre is licensed to cater for up to 30 children in the morning and afternoon sessions. We strictly follow to 1:15 ratio that is a requirement of the OOSH services.

The Department of Family and Community services has set the priority of access to child care places in the following categories:

First Priority

A child at risk of serious neglect or abuse.

Second Priority

A child of a single parent, or parents who both work or study full time.

Third Priority

Any other child.

Late Fees

The centre closes at **6pm sharp**.

A late fee of \$10.00 for the first five minutes OR PART THEREOF and \$5.00 every five minutes OR PART THEREOF after that will be charged.

Payment of Fees

Statements outlining usage and payments will be emailed, unless otherwise requested, each fortnight. Parents will then have the following 2 weeks until the next accounts are issued to pay. Please advise the centre if you have not been receiving these statements.

Fees can be paid via cheque or direct deposit into the centres bank account. These bank account details will be on the bottom of the statement. Please do not leave cash with the centre staff.

Enrolment Procedures

Before attendance, an enrolment form must be completed. A one off registration fee of \$20.00 per family is also payable. This will be charged with your first session of care.

Attendance – Permanent Bookings

Fees are payable for the days your child is booked into the centre, including public holidays, illness or holidays (excluding school holidays).

Non-Attendance – All Bookings

Parents must advise the centre if a child is not attending, or if the child has been taken home early from school.

If your child is absent (particularly in the afternoon) without explanation, you will be contacted to confirm the whereabouts of your child. If you can not be reached, we will contact the emergency contacts listed on the child's enrolment form.

Change in Attendance/ Booking

As changes to your child's permanent attendance may affect staff requirements, reasonable notice is requested.

Families that intend to end their normal permanent booking, must give two weeks notice in writing.

Permanent and Casual Bookings

If you require your child to attend a session which has not been booked, you must first contact the centre to ensure a place is available. **Please do not simply arrive at the centre expecting care for your child. Always contact the centre on 0459 784 285.**

Daily Routine

Our weekly program is displayed in the window, for viewing at any time.

Morning

The morning routine is fairly relaxed, allowing children free choice of preferred activities, and to have breakfast.

7.00 centre opens

7.00 - 8.30 breakfast, free play with mixture of indoor activities

8.30 - 9.00 children given the choice to play outside when teacher on duty in the playground.

Afternoon

The afternoon routine is slightly more structured, with sufficient time to complete homework, enjoy indoor and outdoor activities, and have afternoon tea.

3.00 - arrive from classrooms, and attend roll call

3.00 - 3.30 complete set homework

3.30 - 4.00 afternoon tea

4.00 - 5.30 indoor / outdoor activities (depending on weather)

5.30 - 6.00 quiet indoor activities.

6.00 centre closes

Breakfast and Afternoon Tea

From 7.00am until 8.30am we offer a breakfast selection of various cereals, toast and spreads, fruit, with a drink of milk or water.

Afternoon Tea comprises of a healthy snack sized meal. Children are offered a variety of fruit, and other snacks such as sandwiches, jatz and cheese, frozen yoghurt, jelly, pancakes, English muffins, and fruit kebabs.

Please advise the centre in writing if your child has a food allergy.

Infectious Diseases

To prevent the spread of infection and disease in the centre, we will exclude children according to the National Health and Medical Research Council.

Please advise the centre staff should you child be diagnosed with and infectious disease.

Accidents

Staff will assess accidents/ situations and if minor, will provide basic first aide to the injury. If there is any doubt to the extent of the injury or how the situation should be handled, a doctor or ambulance will be immediately called.

If a child becomes ill or injured in circumstances which require medical attention, all reasonable steps will be taken without delay. A parent or legal guardian will be contacted immediately.

Sun Protection

At Ebenezer Public School OOSH Centre we follow the “no hat no play” policy, as well as ensuring that children are provided with sunscreen when they are outdoors. We also go outdoors after 4pm, to avoid being outdoors during peak uv times. This policy applies all year round and no exception will be made to this policy.

Arrival and Departure

When you arrive, please ensure you sign you child in with time and signature, and ensure a staff member is aware of the child’s arrival. Similarly, on departure, please ensure that your child is signed out, and a staff member is aware that you are collecting your child.

Should you require another person to collect your child, please ensure you have them listed on the enrolment form, or you have given written permission. **If an adult attempts to collect your child who is unknown to staff, they will be asked for photo identification.**

Medication

If a child is undergoing medical treatment and requires medication, the following procedures must be adhered to:

1. On arrival parents must inform a staff member that the child has medication
2. Medication form must be completed by parent and signed.
3. Ensure that the medication is labeled (name, date, type of medication, dosage, time to be administered and any special instructions).
4. Medication must only be administered by trained staff members or authorized supervisor
5. Administration/ dosage of medicine must be checked by two staff members. These staff members must sign medication form.
6. Medication is only to be given to the child specified on the bottle or box.
7. Non-prescription medicine must not be given unless a doctor's certificate is provided (except panadol).
8. Medication should be handed to staff members and not left in children's bags.
9. Medication will be stored in a lock cupboard or in a child proof container within the fridge.

Child Care Benefit (CCB)

Child Care Benefit will be applied when Ebenezer Public School OOSH Centre receives all relevant information from the Family Assistance Office. The Centre may receive information later than you personally receive it. If you have any questions, please contact the Family Assistance Office directly on 136150.

To enable Child Care Benefit and Family Tax Benefit payments to be made, please ensure you have given the centre the Customer Registration Number (CRN) and date of birth of the child, and adult account holder. Without this information, records from the centre will not be linked with the Family Assistance Office, and benefits will not be paid.

OOSH Rules

1. Helping Hands



2. Listening Ears



3. Quiet Voices



4. Looking Eyes



5. Walking Feet

