



LINDEN PARK PRIMARY SCHOOL COUNCIL

*Out of School Hours Care*



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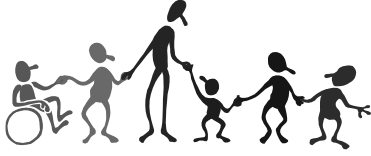
*FAMILY HANDBOOK 2018*

***DIRECTOR:** NICOLE MARINOS (Dip. Children's services, B. Early Childhood Education)*

In 2017 the Linden Park OSHC received EXCEEDING for their service's National Quality Standard Assessment

*The Linden Park Primary School Council OSHC is an approved service under the Education and Care Services National Law Act 2010 and Regulation 2011 and is regulated by the office for Education and Early Childhood Services Registration and Standards Board. The service must comply with this Act and Regulations in regards to the requirements relating to activities, experiences, programs, educator qualifications and educator/child ratios.*

**We follow the National Quality Framework process and are committed to the principles of quality improvement**



## LINDEN PARK PRIMARY SCHOOL COUNCIL

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#### OUR PHILOSOPHY

The service philosophy provides the foundation for all activities, policies and procedures of the service. The aim of the Linden Park Primary School Council Out of School Hours Care service is to provide a safe, secure and stimulating environment that is supportive to the development of healthy and happy children.

We believe in providing quality care; where educators encourage wellbeing through respectful and reciprocal relationships with all children. As educators we nurture the individuality and diversity of the children in our multicultural community.

LPOSHC reflects the My Time Our Place – Framework for School Age Care in Australia. This framework outlines five outcomes which have been implemented to acknowledge the wellbeing, development and learning of all children. These outcomes are:

- \* 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
- \* Children are effective communicators.

LPOSHC believes that all children have the right to an exceptional standard of care which is achievable through constant reflection of these key outcomes.

The service believes that all children have the right to be active members of their communities, to express their opinions and have their views and suggestions heard. We believe that the child's right to play, learn and develop in a safe and nurturing environment is our primary focus.

This is demonstrated through the warm and trusting relationships our educators establish with the children at our service and through the service's inclusive and supportive program.

The service adopts a reflective practice which enables us to adapt the program in order to provide learning experiences and opportunities to enrich children's development.

The service acknowledges the role of families as the primary caregivers in their children's lives and aims to form strong bonds with them in order to provide and encourage a positive OSHC community. In order to achieve positive relationships with OSHC families, educators will provide a welcoming environment where families are offered feedback on their child's learning and development at the service. LPOSHC will also aim to create strong links with the community in order to provide children with a deeper understanding of community services.

Educators at the service will utilise their own skills and knowledge in order to enhance the level of care provided at the service. The service and its educators acknowledge that children are unique and valued individuals. We believe that children have the right to have their cultural identity recognised and respected as well as having opportunities to learn about other cultures in our community.

At Linden Park OSHC we acknowledge and value Australia's Aboriginal and Torres Strait Islander cultures as part of the nation's history, present and future.

Australian Government Department of Education, Employment and Workplace Relations (2011). *My Time Our Place: Framework for School Age Care in Australia*. Canberra. Commonwealth of Australia.



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## BEFORE SCHOOL CARE

### SESSION TIME

7:00AM TO 8:30AM

### FEES

\$9.00 per child

### GENERAL INFORMATION

- Cereal/porridge and toast is available daily for breakfast until 8:00am. A 'special breakfast' is also offered once a week from 7:30am till 8:00am on alternating days.
- Breakfast menu is on display in the OSHC room
- Bookings are essential - a booking must be made prior to attendance.
- Children must be signed in on arrival. Please contact OSHC if you are unable to sign your child(ren) in.
- Children stay in the care of the OSHC educators until 8.30am. Primaries make their way over to school at 8.30am.
- Receptions and Year one's are escorted to their classrooms by educators at 8:30am.

### ROUTINE

- 7:00AM: Open.  
Breakfast commences.
- 7:30AM: TV/music and free play inside/outside.
- 8:00AM: Breakfast finished. Outside play/ free play inside.
- 8:30AM: Pack up and move off to classes at 8.30am. Junior Primaries (receptions and year 1) are escorted to their classrooms to hang their bags and prepare for the day.

## AFTER SCHOOL CARE

### SESSION TIME

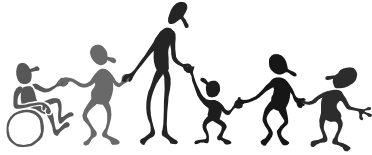
3:10PM TO 6:30PM

### FEES

Permanent bookings: \$19.50 per child      Casual bookings: \$21.50 per child

### GENERAL INFORMATION

- Bookings are essential, a booking must be made prior to attendance.
- A nutritionally balanced afternoon tea is provided.
- Children must be signed out before leaving the service.
- Children are not permitted to leave the service until they are collected by an authorised person or a written permission form is given to educators by a parent/guardian, granting permission for children to make their own way home.



# LINDEN PARK PRIMARY SCHOOL COUNCIL

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### AFTER SCHOOL CARE (CONTINUED)

#### ROUTINE

- 3:10PM: Primary children make their way to the OSHC, hang their bags up on the allocated hooks outside, get checked in and head to the kitchen for afternoon tea.
- The Junior Primary children are collected from the piazza area in the Early Years building, outside rooms 9,10,13 and 14 . Year 2 children check in at the piazza area and walk down to OSHC independently. Primary children put their bags on hooks and go to the kitchen to get their afternoon tea.
- 3:35PM Juniors arrive and get ticked in on main roll and go to the kitchen to have their afternoon tea.
- 3:30—3:45PM: Homework room open and craft, cooking or electronic activities commence (depending which activity it is for the day). General supervision and free play in all areas. Children must check in with an educator when moving to the bathroom or different area. Staff communicate this to ensure the whereabouts of all children is known throughout each session.
- 5:30PM: Junior primary children are brought inside and bags put in the foyer, activities are finished and tidied up.
- 5:45PM: Second afternoon tea (a piece of bread with spread) - sometimes extra 'special'.
- 6:00PM: Quiet inside/outside play.
- 6:30PM: Close.

### VACATION CARE AND PUPIL FREE DAYS

#### SESSION TIME

7:30AM TO 6:30PM

#### FEES

\$51.00 per child— Vacation Care

\$38.50 per child— Pupil Free Days

#### GENERAL INFORMATION

Parents/Guardians MUST sign children in and out of the service and leave contact details for the day on the roll sheet.

- **Bookings are not taken over the phone** as parent permission for excursions is needed in writing. A waiting list often develops for Vacation Care, and confirmation for bookings will be made by phone or email.
- All excursions/activities booked by Linden Park Primary School OSHC Vacation Care and Pupil Free Days have been chosen according to suggestions, age and development needs of children. Risk Management procedures are undertaken and if an activity is deemed too dangerous because we cannot minimise risk then the activity will be cancelled.
- Children need to bring a nut free recess, lunch and drinks daily, unless otherwise stated on program and wear sun safe clothing, hats and protective footwear to Vacation Care and Pupil Free Days. See 'Sun Safety Policy'. Children not wearing sun safe clothing may be sent home to change or be excluded from activities where sun burn is high risk.
- Afternoon tea and cooking/craft activities are undertaken daily, between other organised activities. educators are stationed outside and inside when we are at school and child/educator ratios are adhered to strictly when on excursions.



## LINDEN PARK PRIMARY SCHOOL COUNCIL

### *Out of School Hours Care*



#### PAYMENT OF FEES POLICY

Fees must be paid fortnightly by either cash, cheque, EFTPOS, direct debit or QKR MasterCard App.

#### OVERDUE FEES

If the account is over **\$200.00** or no payment has been received in at **least 2 weeks**:

- Families will receive a reminder email or text and staff will note when the family agrees to make payment by.
- If no payment has been received by agreed date, the Director will make a phone call in order to settle the outstanding account.
- If no payment has been received, the family will receive a letter from the School Principal and Director, where the family will be notified that continued enrolment will depend on payment of the outstanding fees.
- A debt collection agency may be used if payment has not been received.
- The Director, in consultation with the Principal may exclude the child(ren) temporarily or permanently from attending the service if the family have not met the requirements outlined in the letter.

**The centre reserves the right to terminate enrolment if fees are not paid within the negotiated time.**

#### LATE FEES

In the case of unforeseen emergencies the service must be notified as soon as possible if collection is going to be after 6:30pm. A late pick-up fee of \$10.00 will be charged for every ten minutes or part thereof after 6:30pm. The Director and Principal reserves the right to remove a child from the program after frequent late pick-ups

#### CHILD CARE BENEFIT/REBATE

The Commonwealth Government offers assistance to reduce the cost of care for families. All families are entitled to the minimum percentage. Please contact the Family Assistance Office on 13 61 50 or at your nearest Centrelink to register your family and your eligibility to receive Child Care Benefit can be assessed.

Each individual child and adult have their own CRN, please provide this number, along with everyone's date of birth in order to receive benefits.

The Child Care Rebate helps working families with the cost of child care. The Child Care Rebate covers 50 per cent of out-of-pocket child care expenses for approved child care up to the maximum legislated amount per year per child in approved care. Families are required to provide the service with all Centrelink information, as requested on enrolment forms in order to be eligible for reduced fees. Full fees will be charged until the service receives current information from the family.

<http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-rebate.php>

**Please note: From 2 July 2018 the Child Care Subsidy (CCS) will replace the Child Care Benefit (CCB) and Child Care Rebate (CCR) as part of Australia's new child care package. There will be more information available closer to the date.**

#### ACCOUNTS

Accounts are calculated weekly and are distributed via email .Accounts are available on a Tuesday or Wednesday once billing has been finalised and Child Care benefits/rebates have been deducted. Receipts and other correspondence are filed for your collection when payments are made online.



## ACCESS AND ENROLMENTS POLICY

### ENROLLING

All enrolment forms **MUST** be completed by parents/guardians before a child can attend Linden Park Primary School Council OSHC. A \$10 annual registration fee will be charged per family upon enrolment. Families are welcome to organise a visit with their child/ren prior to their commencement date in order to view the facilities as well as some of the routines of the service.

In the event where places requested exceed those available at the service, priority of access will be given based on guidelines provided by the Department of Employment, Education and Workplace relations (DEEWR).

It is essential to make a booking before your child/ren attend OSHC. Permanent and casual bookings for Before and After School Care are available over the phone, via email or in person. It may be necessary to place your child on a waiting list for Before/After or Vacation Care/Pupil Free Day. If this occurs we will contact you when a space becomes available for the days that you have requested. We also encourage you to keep in regular contact with us regarding your permanent or occasional waiting list bookings.

**Permanent bookings** are considered to be on a yearly basis. Families who wish to make changes to permanent bookings need to make any amendments by the weekend prior, or the full fee will be charged. Families who book in during the week that care is required will be charged **casual rates**.

Please note: Families affected by shift work, who book in by the due time, will be considered permanent and charged accordingly.

Without a prior booking we may or may not be able to accept your child/ren due to educator ratios. We will contact parents of children who arrive without a booking, and if no place is available they will be sent to the school office until collected. Emergency care can be accommodated if places are available and emergency contact information will be obtained from the school. Upon arrival, families will need to complete OSHC enrolment forms if they haven't already done so.

Bookings for Vacation Care and Pupil Free days are made separately to Before and After School Care bookings. Numbers for these programs are strictly limited due to educator ratios and it may not be possible to accept any last minute bookings. Vacation Care Programs are available the beginning of week 5 each term at the latest. The Vacation Care booking form needs to be signed and returned either in person, by fax or email, as bookings over the phone **will not be** accepted.

### CANCELLATION POLICY

Cancellations of After School Care, Before School Care, Pupil Free and Vacation Care days must be made by the weekend before the care is required. Cancellations made after this day will be charged the full fee.

Families are entitled to 30 days allowable absences per year where those with CCB pay only the gap. For families without CCB full fees will apply. Please note there are no casual fees for Before School Care, Vacation Care or Pupil Free Days. **If a child is booked into OSHC and they are no longer attending the session, the service must be notified.**

### SICKNESS

If a child is cancelled due to illness, session fees still apply for the first day of sickness. Any subsequent days of illness will not be charged if notified.



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#### ACTIVITIES AT THE SERVICE

The service's Philosophy underpins the development of the programme for Before School Care, After School Care, Vacation Care and Pupil Free Days.

Linden Park Primary School Council OSHC believes that it is important to create an environment that meets individual children's stages of development in a comfortable play based setting. The program's diversity supports the varying ages of our multicultural service and endeavours to include the suggestions offered by the children and their families. We have a number of play areas we utilise on a regular basis to promote the interests and abilities of all the children attending the service. These areas include: the school gym, basketball courts, netball courts, oval, playgrounds, OSHC kitchen, craft room, activity room and a homework room.

#### HOMEWORK ROOM

The Linden Park Primary School Council OSHC recognises the importance of homework. Parents/Guardians can sign the children up to complete their homework whilst at OSHC on the homework booking sheet. The educator's will encourage and remind the child to visit the homework room. educators will be there to assist with homework and will aim to provide a quiet environment and supervision. A homework sheet will be completed by the educator stating what the children have done in the session. Families **must** sign once they have sighted the sheet.

#### COOKING/CRAFT ACTIVITIES

The service recognises that by providing access to creative and expressive arts it encourages children to have fun, enjoyment, mastery and success. Children are encouraged to work collaboratively with educators as well as engaging in spontaneous play with other children, to initiate experiences from their own ideas.

#### ELECTRONICS

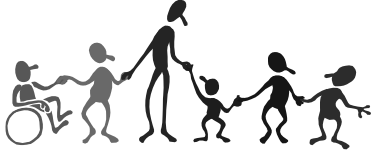
Linden Park OSHC recognises and understands children enjoy electronic time, therefore a combination of electronic activities are offered once a week. Children are encouraged to turn take and engage in shared experiences.

#### EDUCATORS

All educators must undergo a Child-related Employment Screening through the Department for Communities and Social Inclusions prior to the commencement of employment at the service.

All educators have or are being trained in Responding to Abuse and Neglect (Mandated Notification), First Aid, Anaphylaxis and Asthma management and they are all aware of their obligations in relation to protecting children. Staff will undergo other professional development training throughout their employment on working with and program planning for children.

The service aims to provide a responsive and inclusive environment for children where the educators relate to them in a friendly and respectful manner. Educator interactions with children are further enhanced through program implementation and daily communication.



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#### CHILD CONCERNS

All ideas and opinions/feedback collected from children are given due consideration and may be used in program and service evaluation. We feel it is important that children's concerns and feedback are acknowledged.

#### CHILDREN'S RESPONSIBILITIES

As participating members of our service children have clear responsibilities:

- To be courteous and respectful to other children, educators, parents and visitors to our service.
- To participate in activities with an attitude aimed towards learning and having fun.
- To show care for belongings whether their own, others or belonging to the service.
- To cooperate with educators and peers to further improve the quality of time shared together.
- To remember, follow and respect service and school rules and boundaries in and out of the service.

#### CHILDREN'S RIGHTS

As participating members of our service children have a recognised right:

- To a warm, caring atmosphere where they are seen as unique individuals.
- To have fun and feel comfortable in themselves and with others.
- To be treated fairly, justly and sensitively to have their grievances heard.
- To be acknowledged for their achievements.
- To be treated with courtesy and respect.
- To play and be challenged in a safe environment.
- To be involved in the development of the rules of behaviour, the aesthetics of the service and other aspects of the program.
- To be offered various age appropriate and safe activities to participate in.

#### SERVICE RESPONSIBILITIES

The Linden Park Primary School Council OSHC is a place where children, educators and families are treated as individuals and respected for their cultural and gender differences. Our policy states that everyone is included in the development of daily programmed activities that aim to meet the needs of each child and family.

#### **The service aims to:**

- Provide a childcare environment that enhances the emotional and physical health of the child, stimulates the children's involvement in activities and encourages self-esteem and a sense of achievement.
- Provide a variety of options to help children be a part of the decision-making process.
- Ensure that interactions with children are always consistent, harmonious, fair, warm and sensitive. Educators will encourage children to learn about their own rights and develop a respect for the rights of others.
- Ensure educator's instructions are positive and age appropriate.
- Maintain a consistent routine and give children advance notice of what is happening next as well as offer an explanation if a change must occur.
- Ensure confidentiality when discussing children's behavior with the parent/guardian or Director.
- Ensure photographs of children are not taken or displayed without written permission from parents. This includes video, still film and digital images.





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## FAMILIES AND COMMUNITIES

As a parent/guardian you are welcome to come and spend time with your child at the service at any time. The staff will ensure you and your child feel safe, happy and welcome at the service.

A continuing exchange of ideas and information is important and enhanced with open communication and we welcome any suggestions, comments or feedback you may have.

### FAMILY CONTACT

Educators will communicate with parents/guardians in a positive and supportive manner that encourages both the family/child relationship and the family/educator relationship. Information about family issues and personal lives will be handled confidentially. Every effort will be made to treat both parents/guardians equally.

Parents/Guardians will have access to the Director at any reasonable time to discuss any concerns regarding their child. This may be on the spot, by telephone, or appointment. Educators will not discuss with parents confidential information regarding any other child or family within the service.

### PARENT GRIEVANCE POLICY

The Linden Park Primary School Council OSHC fosters positive and harmonious relations between all levels of management. Every member of the service has the right to a happy and responsive working environment. Solutions are sought to all disputes, issues or concerns that affect the operation of the service in a fair and prompt manner.

Where a concern is raised, educators are able to direct you to the Director or the responsible person in charge. Their role is to immediately take the necessary action in an effort to resolve the complaint.

If you have any concerns with the service or an educator, you are asked to address the concern with the Director, who may then request a written report.

If you feel the issue has not been resolved, you may choose to write directly to the School Principal for further assistance.

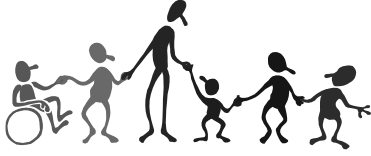
If you have been unable to resolve the issue with the service or school, or there are circumstances where it is not possible or appropriate for the complaint to be managed at the local level, a complaint may be lodged with the Education and Early Childhood Services Registration and Standards Board of South Australia on: **8226 0077**.

### CUSTODIAL ISSUES

If there are any custodial issues that affect your child(ren) whilst at the service, you must provide details upon enrolment. If circumstances change throughout the year, you must inform a staff member and provide any relevant documentation to the service so all staff can be informed.

If a parent/guardian or any other person is denied collection authority, or a restraining order is in place, staff will call the enrolling parent for further instructions and will not release the child(ren) to anyone who is not granted permission upon enrolment. If for any reason you wish to grant a person collection authority throughout the term, please let staff know and they will add the person to our computer system as an authorised adult.

Any other person collecting your child(ren) that is not an authorised adult will require written or verbal permission from the enrolling parent and staff will request identification upon collection.



## BEHAVIOUR POLICY

The Linden Park Primary School Service uses the Restorative Justice practice to guide children's behaviour. Children requiring extra behaviour support will have an inclusion plan to guide their personal development and support their participation in the program. These plans will be reviewed by staff regularly as well as communicated with families. Children have the use of a behaviour board as a way of visually managing their daily behaviours.

- If children are making good choices staff will acknowledge and re-enforce positive behaviour (green light);
- If children need to be reminded about the rules and expectations of the service, staff may ask them to think about how they can make better choices (yellow light);
- If a child's is required to complete a Student Behaviour Record to reflect on their behaviour, their families will be notified upon collection (red light);

In the instance where behaviour continues, the school principal will be notified and a meeting will be set up with OSHC director, leadership and families.

Once these steps have been conducted and if the child's behaviour continues, a meeting with the school principal, OSHC director and child's family will be arranged to determine child's exclusion from OSHC.

If exclusion occurs, a meeting with OSHC director, school principal and the child's family will be held prior to their return into the OSHC program.

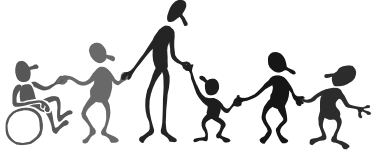
Upon return, if behaviour continues, a permanent exclusion from the service may occur.

## ANTI BULLYING AND HARRASSMENT

The Linden Park Primary School Council OSHC is committed to creating and maintaining a safe and caring environment which encourages respect for others. Any form of bullying towards children, families and staff of the service will not be tolerated.

In order to achieve this environment, educators will:

- Model and discuss caring and tolerant behaviour towards children, families and other educators.
- Create displays to promote and remind children how to be responsible and safe.
- Record and report any incidents that breach the anti-bullying policy.
- Supervise and monitor all children's behaviour whilst participating in activities at the service.
- Ensure all children's stories are heard in keeping with our restorative justice approach.
- Create an inclusion plan for any children displaying repetitive bullying and or negative behaviours. The inclusion plan will be communicated with the child's family as well as school leadership.
- If inappropriate behaviours by a child are consistent at the service, the child may be excluded if there is no improvement.



## SERVICE GUIDELINES

### MOBILE PHONES

It is recognised that some children have mobile phones, however children should not use mobile phones whilst at OSHC unless there is a genuine and urgent need to do so.

All mobile phones must be handed in to an educator upon arrival for storage and will be returned to the child when the child is collected by a parent or authorised adult.

If a child needs to use a phone during the course of their attendance at the service they can ask an educator for the use of the landline or mobile to make the call. Parents/Guardians are also encouraged to use the landline if they need to contact their children whilst at OSHC.

The purpose of this mobile phone policy is to:

- Manage the risk of children contacting or being contacted by external, inappropriate or unauthorised persons.
- Assist with child protection risk management.
- Minimise risk of theft of mobile phones.
- Ensure the privacy of other children and staff is not breached through the use of internet, cameras, videos and other mobile phone features.

### TOYS AND GAMES

Children and families are strongly requested not to bring toys or games to the service, however there may be days in Vacation Care where opportunity is given. The service and its educators accept **NO** responsibility for loss or damage to personal items. If children are required to bring items from home for show and share purposes at school, we will provide a place for safe storage.

### EMERGENCIES

Children and staff of the service participate in lockdown and evacuation procedures every term and Vacation Care period, so as to ensure that in the event of an emergency all in attendance are familiar with the procedures.

The service's evacuation and lockdown procedures and a map of the service's evacuation points are displayed in the OSHC room and kitchen. These procedures are reviewed each time a lockdown or evacuation is completed.

### MEDICATION

Educators will administer prescribed medication as required, provided parental/guardian permission has been granted via the relevant form. Medicines, which are not prescribed to your child by a doctor, will not be given.

Medication must not be left in the child's bag. It must be handed to the Director or an educator. Any medication administered by educators will be checked by two educators to ensure correct dosage and time. This will be recorded in the medication folder with the correct dosage, time to be given and signed by the parent/guardian.

Information about regular medication, health conditions, disabilities or medication provided for allergies such as bee stings must be recorded on the enrolment form, with care plans attached if necessary, so that educators are able to provide appropriate care for your child.

In the case of an emergency, medication may be given if permission is granted verbally by a parent or person names as an emergency contact on child's enrolment record. If a parent/caregiver or emergency contact cannot be contacted,



## CENTRE POLICIES (CONT)

### FIRST AID

First Aid equipment is available to all educators to use at the service. All educators are qualified in CPR, Asthma management and Anaphylaxis training, in order to provide the highest quality of care for the children at the service. Parents/Guardians are to sign and approve the medical form for educators to administer first aid when necessary, this is a required component of enrolment.

If a child receives a minor or major injury during the operation of the service, educators will complete the relevant form as soon as practical for parents to sign upon collection of the child. Should the child require external medical attention, a ED155 form will be completed by educators which also requires parent signature and reporting to the school Principal.

### SIGN IN/SIGN OUT

All children are to be signed in and out by an authorised person. The authorised person must note the time and their initials on the roll sheet when signing into Before School Care and out of After School Care.

Responsibility for the child(ren) begins when the child(ren) is signed in by an authorised person and the responsibility ends when the child(ren) is signed out by an authorised person.

Staff ensure that children are only collected by person(s) granted collection authority on the enrolment form. If there are any changes to the information provided, please contact staff as soon as possible.

If written authority is not possible, permission via telephone may be given for an alternative person to collect the child(ren). The enrolling parent/guardian must provide the name of the person concerned and proof of their identity is required on arrival.

### SUN PROTECTION

To ensure all children attending the service are protected from skin damage caused by harmful ultraviolet rays of the sun, the following will apply:

- Children will be required to wear a hat which protects their face, neck and ears whenever they are outside. To minimise the spread of infections such as head lice, shared OSHC hats are washed on a regular basis.
- Children who do not have their hats will be asked to play in an area protected from the sun such as inside, under a solid shelter or under dense trees.
- During Vacation Care and on School Pupil-Fee Days, outdoor activities will be scheduled before earlier in the day where possible.
- SPF 30+ broad-spectrum water-resistant sunscreen will be provided for educators and children.
- It is preferable for children and educators to wear cover-up clothing and T-shirts at water excursions are compulsory
- Children and educators are to wear a hat when outside from 1<sup>st</sup> September – 30<sup>th</sup> April. From the 1<sup>st</sup> May – 31<sup>st</sup> August, children and educators are only required to wear a hat when the UV rating is above 3.

### WATER SAFETY

If children in care are near water or are likely to swim the staff child ratio is maintained at one adult for every five children. If your child(ren) is not confident in water, please speak to an educator before they participate in a water activity.



## HEALTH AND SAFETY

### HYGIENE

Hand washing is one of the most important aspects of 'infection control' and children and educators at the service are required to wash their hands at several points during the Before and After School Care, Vacation Care and Pupil Free Day routines, **such as:**

- Immediately after using the toilet.
- Before they start handling/eating food or go back to handling food after other duties.
- Immediately after sneezing, using a tissue, eating or drinking.
- After applying first aid.

### NUTRITION

The Linden Park Primary School Council OSHC values nutrition as an important component in the healthy development of children. The service also recognises and complies with the requirement of the Australian Food Safety Standards and communicated any new information with all staff. Our policies and practices are developed using the Dietary Guidelines for Children and Adolescents, established by the National Health and Medical Research Council (NHMRC, 2003).

Meals and snacks provided by the service are healthy, balanced and varied. Snack times allow children the opportunity to experience food from different cultures. Children are encouraged to eat snacks provided by OSHC prior to eating food from home. No food from home is to be shared amongst children at OSHC due to dietary requirements and potential allergic reactions.

Menus are displayed at the service and should you require any further information please speak to the educators.

### ALLERGY AWARENESS AND DIETARY NEEDS

Parents are encouraged to discuss their child's dietary and allergy needs and how the service can support parents/guardians to meet these needs. A regularly updated list of children who have dietary requirements or allergies is placed in the kitchen area and OSHC room for staff to familiarise themselves with.

Parents/Guardians must provide details of restrictions or dietary needs on the enrolment form and keep staff informed of any changes. Due to the serious allergic reaction that nuts pose to some children who attend the service, OSHC is a **nut free zone** and children are not permitted to consume any products that contain nuts whilst at the service.

### INFECTIOUS DISEASES

Below are some common illnesses, which may cause your child to be excluded from the service:

**Conjunctivitis:** Children do not attend until the discharge from the eyes has ceased (highly contagious).

**Head lice:** When head lice are detected in OSHC, a note explaining eradication procedures is sent home to every family so that any infected children may be treated and isolated if necessary (highly contagious).

**Chicken pox, Mumps and Rubella:** Children do not attend school until cleared by a medical practitioner (contagious).

**Measles:** Children do not attend school for at least seven (7) days from the appearance of the rash **or** until a medical certificate of recovery is produced (contagious).

**Scabies or hand foot and mouth:** Children do not attend school until rash has cleared (highly contagious).

**Impetigo or School sores:** Children do not attend until the sores have fully healed. The child (highly contagious).

**Vomiting/Diarrhoea:** (may be contagious).



## NATIONAL QUALITY FRAMEWORK

The National Quality Standards set a new Australian benchmark for the quality of education and care services. This enables families to make informed decisions about the services providing education and care to their child. The National Quality Standards are a key aspect of the National Quality Framework.

The National Quality Standards comprise of quality areas, standards and elements, the seven quality areas are:

- **Educational program and practice**
- **Children's health and safety**
- **Physical environment**
- **Staffing arrangements**
- **Relationships with children**
- **Collaborative partnerships with families and communities**
- **Leadership and service management.**

The National Quality Standard is linked to national learning frameworks that recognise children learn from birth and outline practices to support and promote children's learning. These are:

- **Belonging, Being and Becoming: The Early Years Learning Framework for Australia**
- **My Time, Our Place: Framework for School Age Care in Australia**
- **The Australian Children's Education and Care Quality Authority (ACECQA) which provides oversight of the National Quality Standard across the country to ensure that services are meeting the new requirements.**

## LEARNER PROFILES

The Linden Park Primary School Council OSHC acknowledges the importance of documenting children's participation in the program, in order to guide future program development. These observations are then accessible for educators and families of that particular child.

Educators are working towards creating Learner Profile's in line with National Quality Framework which will provide essential information to families about the learning opportunities for children at Linden Park OSHC. Information gathered from each individual profile is utilised as a basis for future curriculum planning ensuring that your child's changing needs are always being catered for.

Learner profiles will be an ongoing process for the duration of your child's time at LPOSHC, when your child leaves the service, the Learner Profile will be yours to take home as a record and memory of your child's time at OSHC.