



# **PARRAMATTA EAST OSHC CENTRE**

## **Centre Information Book**

**2009**

**PARRAMATTA EAST OSHC CENTRE**  
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**Centre Information Book**

## **PHILOSOPHY**

We seek to develop a partnership with and co-operation between parents, Centre and school staff; to build a relationship where trust and mutual understanding can develop between the home, the Centre and the school.

Our Centres are unique in meeting the needs of children, parents, the school and the community at large by:

- providing programs and experiences relevant to children's individual needs and interests in before, after and vacation care situations;
- developing partnerships with schools and communities to accommodate the needs of all involved;
- recognising and promoting the importance of a shared management structure which allows for parental involvement and contributions;
- employing effective systems for recruiting, managing and developing high quality teams of staff;

In middle childhood, children are undergoing significant developmental change and growth in all aspects. Our programs are based on the recognition that children learn through play, through self directed and monitored experiences which allow them to experiment, create and discover.

*"Young children ...are curious and eager to learn. They learn through play and by doing, completing activities which offer direct and concrete experiences. These experiences allow them the opportunity to explore, experiment, evaluate, inquire, discover, solve problems and create. Children learn when encouraged to make decisions and to communicate their discoveries about their expanding world to others. Children learn through modeling and guidance and through opportunities for independent practice":*

**"Foundations for Learning" NSW Department of Education and Training 1999**

This Centre is dedicated to the welfare of its children and to provide a reliable and accessible service for families

## **GENERAL INFORMATION**

### **Management**

The Centre is managed by Primary OSHCare, a company whose mission is to provide families and communities with access to high quality Out of School hours care services.

### **Staff**

A trained and experienced teacher is employed to manage the Centre at a local level. The Co-ordinator is assisted by specially selected and experienced part time staff.

The Centre seeks to provide a service which caters for the unique needs of the community it serves, as such parents are welcome to participate in the operation by way of contributions to Newsletters, attendance at meetings, suggestions, questionnaires and surveys.

### **Hours of Operation**

- The Centre is open between the hours of 7.00 and 9.00 am and 3.15 and 6.00pm during the school term. Children are generally signed out of OSHC at 8.45am so that they can participate in school playground play with the other children. The playground is supervised by school staff from 8.45am.
- Vacation Care is offered between 7.00am and 6.00pm each week day during the school holiday period
- The Centre is closed on Public Holidays
- The Centre will be open between 7.00am and 6.00pm on Pupil free days

## Provisions

The Centre provides breakfast from 7.45 to 8.30am and afternoon tea at around 4.00pm. In addition, children are offered fresh fruit at 3.00, on arrival at the Centre. Drinking water is available to children at all times.

## ENROLMENT

To enroll in the service, families will need to follow the steps below:

### COMPLETE AND RETURN TO THE CENTRE

*Enrolment form*

*Registration and Booking sheet*

### PAY

*Registration fee*

\$50 per family per year

*Fee bond of 2 weeks full fees* This is held until the child terminates enrolment, then used to pay the last two weeks of fees

*On commencement, two weeks full fees are payable in advance.*

*Fees should be paid on the first day of the child's attendance each week thereafter*

### CONTACT

*The Family Assistance Office*

*for Childcare Benefit claims*

*13 61 50*

**Our Provider Numbers are:**

**(TBA)** FACSIA will notify the Centre directly of any entitlements

A fees schedule is available which details sessional, daily and weekly fees.

In addition, parents are requested to:

- Notify staff of any extra curricular activities which will be attended during booked OSHC sessions
- Complete application for the Homework club if children are required to complete homework

## IMPORTANT PROCEDURES FOR PARENTS

### **Sign in and out**

Parents must sign their child in and out accurately on drop off and collection each day.

### **Permanent Bookings**

Bookings for enrolment must be made at the beginning of each school year or upon enrolment. Any changes to booked sessions must be given in writing with two weeks notice. This is done using a "change or cancellation of booking form".

### **Casual Bookings**

Casual bookings can be made provided that there are vacant spaces available. Parents should notify as soon as possible when a casual booking is required. Casual bookings are charged at a slightly higher rate and payment should be made on the day of attendance.

### **Childcare Benefit**

Subsidised places are available to all families and can be allocated by application to the Family Assistance Office. It is the responsibility of parents, when applying for Childcare Benefit, to notify the Family Assistance Office of their child's immunisation status. Please see the Information Sheet relating to this process.

The Centre is mandated to maintain a record of any absences from the Centre as each child is granted 42 "Allowable" absences each year. After the 42 absences are used, CCB cannot

be applied to fees on any days where the child is absent. Please see the Co-ordinator for further information relating to this issue.

### ***Absent children***

Parents must notify the Centre if their child will not attend the centre on one of their booked days. This assists staff in accounting for all children who are booked in, and ensures children's safety. A non notification fee will be charged when notification is not given on a regular basis.

### ***Collection of children***

Only authorised persons will be able to collect children from the Centre. Provision is made to nominate authorised people on the enrolment form. If this information changes it is the responsibility of the parent/guardian to notify the Centre staff.

### ***Children with allergies***

Parents should notify Centre staff of any allergy so that the correct provision can be made. In some cases an Action Plan, created in consultation with the family GP or allergy specialist, will be required.

Parents of children with allergies must notify Centre staff of the allergy via the enrolment form. If allergies require an action plan, epipen or any other medical treatment to be administered by staff, parent must complete a Consent form, supply and update an Epipen, and ensure that the child's health details and requirements are regularly updated.

## **CENTRE POLICY**

The service is governed by a comprehensive set of policies which staff and service users are encouraged to use, review and revise regularly. The policies are divided into six sections as follows:

Management and Administration; Staff; Health, Safety and Nutrition; Program, Facilities and Equipment, Child Protection

A set of Policies is available for parents to read on request.

### **Particular attention should be paid to:**

#### ***Behaviour Management***

Staff implement the following techniques in setting and maintaining appropriate standards of behaviour.

- use strategies which enhance children's self esteem;
- model and encourage the development of self control;
- respect children by communicating with them in a manner which is appropriate to differing individual and developmental levels;
- model and foster positive behaviour;
- teach children to respect other people's rights and feelings;
- encourage children to feel positive about themselves;

In addition children are regularly invited to participate in creating Agreements and Codes of acceptable conduct which are applicable to the individual group.

#### ***Communication***

Staff communicate with families in a variety of ways. There is a Parent Noticeboard which contains up to date information about the program, menu, events and other relevant issues. All children have a pocket which is used for individual communication (such as receipts, account statements, letters). This should be checked each day. Parents are welcome to informally discuss any issues with the staff and also to participate more formally in parent meetings, surveys and questionnaires. A suggestion box is permanently situated near the sign in desk.

### ***Fees***

Fees must be paid in advance of the service used and kept up to date throughout the child's enrolment. Overdue fees will incur a late fee penalty. There are several methods of payment available. Any queries about fees should be directed to the Co-ordinator or Administrator. Fees will apply at the normal rate whether or not a child attends a pre booked session. A late fee will be charged when children are collected after 6.00pm. Please see the Fees Schedule.

### ***Sun Protection***

Children are required to bring and wear a hat for outdoor play. Sunscreen is provided by the Centre and children encouraged to apply it with staff assistance.

### ***Health and Hygiene***

Contagious illnesses must be reported to the Centre and exclusion periods will apply in specified cases.

### ***Medication***

Staff will only administer medication which is appropriately labeled, current and prescribed for the child by a medical practitioner. Parents must sign an authorisation form for medication to be given at the Centre.

### ***Feedback/Grievance***

Parents are encouraged to bring their feedback to the attention of the Co-ordinator without delay. In this way, staff can address issues quickly and openly as they arise and the Centre can continually review and improve its practice. More detailed information is provided in the attached Feedback Policy.

## **PROGRAM**

The program is designed to meet the individual social, emotional and educational needs of each child enrolled. As such, some of the daily activities are spontaneous, whilst some are planned collaboratively between staff, parents and children.

Our daily timetable is displayed on the Noticeboard.

The Centre offers many opportunities to children to participate in structured activities such as Dance, Science, Gardening and Cooking Clubs, complete Homework and go on occasional excursions in the local community.

During Vacation Care a program of excursions into the City, to local parks, cinemas and bowling clubs is offered. Children are also offered in-house experiences such as cartooning, lego and percussion workshops, craft and movie days, cooking, photography and visiting shows.

## **VACATION CARE**

Vacation Care is available each school holiday. Staff plan a varied program which aims to provide children with experiences and opportunities distinct from their usual routine. Parental and child input is valued in creating an interesting and stimulating program both during the planning stages and in evaluations after each Vacation Care period.

**We look forward to a positive and meaningful association with your family. Please do not hesitate to ask if you have any questions, comments or concerns.**