

# **OUTSIDE SCHOOL HOURS CARE**

## **WELCOME LETTER AND INFORMATION 2019**

Welcome to Benowa Early Learning Centre's Outside School Hours Care Program. Our successful program has been running for over 25 years involving children attending Bellevue Park State School.

### **HOURS OF CARE**

**BEFORE SCHOOL CARE: 7.00AM TO 8.40AM**

**AFTER SCHOOL CARE: 3.00PM TO 6.30 PM**

### **BEFORE SCHOOL CARE**

#### **DROPPING CHILDREN OFF**

The centre is open from 7.00am onwards. Educators arrive early to set up the centre for the day; however, they must perform daily safety checks before any child can be taken into care. Our approved hours are from 7am so we cannot take children prior to this time, please be respectful of this regulatory requirement. Before School Care is located in the Senior Kindy classroom.

#### **SIGNING IN PROCEDURE**

Benowa Early Learning Centre uses the OASIS online attendance sign in system. Parents/guardians must complete the childcare sign in process for each booked day of care. This process ensures the safety of children and is an auditable requirement for parents to receive Government Child Care Subsidy (CCS).

Signing in/out is available via a tablet located with the educator or in our front office area. Parents/guardians with incomplete signing in or out records for any reason including absences will receive a reminder email each night. Records can be completed remotely via your smart phone or tablet or you can "catch up" pending records when you are next at the centre.

Please note: signing in and out must ONLY be performed by the authorised parent/guardian and we ask that you refrain from allowing children to touch the tablets.

Important: If you have a permanent booking and your child is not attending Before School Care regularly, you may be at risk of exceeding the number of allowable absences for the financial year (42). This can result in cancelled Child Care Subsidy. Please contact our office for further information.

#### **BEFORE SCHOOL CARE ROUTINE**

Before School Care is located in the Senior Kindy classroom. Upon arrival, children can have free time with various activities on offer; catch up with friends or quiet relaxation time to prepare for a busy school day.

At approximately 8.30am, children are asked to pack away activities and visit the bathroom prior to leaving for school at 8.40am.

The children line up in pairs for the walk over to school with an extra educator joining the group to assist with supervision. Prep children are taken into the classroom for the first term, from Term 2 they are taken to the Prep area and supervised until they go into their classrooms. The other educator escorts the older children to the undercover canteen area where they must remain until the 8.55am bell rings.

## **BREAKFAST**

It is preferable that children eat breakfast prior to arriving at Before School Care, however, on those occasions when you are in a rush, children are welcome to bring along their own breakfast if desired. We also offer a light breakfast for children who arrive prior to 8.00am if it is required.

## **COMMUNICATION BOOK**

There is a communication book located in the office foyer. Please write any messages relating to your child's care for our educators in this book in the correct date page. This book is checked by educators each day.

## **EMAIL**

We regularly use email to keep in touch with families. Please ensure you keep your email details current with our office and notify us of any changes to ensure you receive our regular correspondence such as Parent Newsletters, Fee statements, details of special events, room correspondence and other information relevant to your child & family.

## **AFTER SCHOOL CARE**

### **AFTER SCHOOL CARE EDUCATORS**

The children are welcomed into the After School Care program by our Outside School Hours Care Co-coordinator and two other educators from Benowa Early Learning Centre.

### **OUTSIDE SCHOOL HOURS CARE CO-ORDINATOR - JENNIFER EVANS**

Miss Jen has been working at BELC for many years, first joining us as the Dance teacher and owner of United Funk Dance Academy and Funky Feet Dance and Acro for 15 years. Since 2014, Jen has also worked as an educator with all age groups throughout the centre and holds a Certificate III in Children's Services and is currently studying for her Diploma. Jen also holds a Cert 4 in live production covering drama, dance, set design and building, qualified in performing arts with a Diploma in Junior Dance Teaching.

### **AFTER SCHOOL CARE ROUTINE**

The children are met by 3 educators in the undercover area near the canteen at Bellevue Park State School. Prep children are picked up from outside their classroom and then taken to the undercover area. The first educators arrive at 2.50pm to collect and greet your children. The children are encouraged to walk up to the educators and say their name and then line up.

Children sit down at tables while we roll call and eat afternoon tea. A head count is made, which must coincide with the roll. If your child does not turn up to After School Care, we will call you to make sure they are not left at the school.

Once at the canteen area, the children wash their hands to prepare for afternoon tea. Afternoon tea is eaten over 15 to 20 minutes. We then pack up prior to discussion time with the children about their day and plan for upcoming events and activities. We then leave to attend the centre at 3.30 when all children are accounted for, afternoon tea eaten, then access road is quieter to travel back to centre.

### **WHAT TO BRING**

1. Hats (all year round)
2. Jumpers (from autumn onwards)
3. Umbrellas and Raincoats (on rainy days)

### **POOR WEATHER CONDITIONS**

If it looks like a thunderstorm or a rainy day is due to set in, we return to the centre anytime after 3.15pm for the safety of the children. Families will be notified by email if the decision is made to return to the centre early, however, please contact the office to check their whereabouts at any time if you are unsure.

### **PHOTOGRAPHS**

Upon your child's enrolment, there is provision on the enrolment form for you give the centre permission to take photos and/or videos of the school children. These photos/videos may be used for display purposes in the hallways of the centre and on our website [www.benowaearlylearning.com.au](http://www.benowaearlylearning.com.au). Children may be given the camera to also take their own photos.

## **MEDICATION**

If your child needs medication, please complete a medication form (downloadable from our website) or provide a note to say what the medication is for and what has to be given, signed and dated.

## **AFTERNOON TEA**

The Centre provides an organic afternoon tea for After School Care. This is a nutritious afternoon tea that consists of fruit, carrot & celery sticks; mixed grain crackers; organic spelt, apple & muesli muffins; organic spelt, banana & date bread. Children self serve their own afternoon tea.

## **TECHNOLOGY**

X Box or Wii will occasionally be played. During Vacation Care, if your child brings an electronic device, they will have some quiet time to play it but it is the family and child's responsibility, not the educators, to look after them.

## **ASTHMA OR ANY OTHER ILLNESS**

If your child suffers from Asthma, Diabetes, Anaphylaxis or any other serious illness, please provide your child's health management plan on the illness, signed and dated. Please advise our educators if there are any illness concerns relating to your child at any time by leaving a message in our communication book or contacting the centre's office.

## **ACCIDENT, INCIDENT, INJURY & TRAUMA FORMS**

If your child has an accident or is involved in an incident whilst attending Outside School Hours Care, our educators will complete a notification form to be signed by parents. These forms are located on the front desk of the office.

## **COLLECTION & SIGNING OUT**

Children must tell educators when they are going home. Parents must pick the children up from the educator's care and sign out using the electronic system. Signing out is very important for us to monitor who is picking up your child, for our records and the department's records. After your child is signed out, they must stay with parents at all times. **This includes walking through the centre and into the car park. Please wait until all children and educators are inside the gate before signing them out. This is to ensure the safety of all children.**

## **GUIDANCE**

By using Rules as the guidelines, *Positive Words*, *Time In* and *Choices*, *Teaching-Listening* skills and *Caring Words*, we encourage positive behaviour in our After School Care. Positive words give the children a big boost to hear, "well done", "excellent", "great ideas" and "thank you for assisting the educators" etc. The children also love to be helpers in many ways such as roll call and serving the afternoon tea, or being leaders and peer support.

In the After School Care group we use the following theme: "One, two, three, Eyes on me" (Educator). The children have been taught that this means, Stop, Look and Listen, Eyes on Educator. It works well as we try not to raise our voices. We also use the familiar method of stop and listen used by Bellevue Park State School which is raising 1 hand which lets everyone know it's time to stop and listen. We encourage our friends to be respectful to all other students and educators.

We also practice fire drills, code blue and safety drills over at the oval and centre.

## VACATION CARE

The centre runs a Vacation Care Program, during each school holiday period each year. We commence taking bookings approximately 4 weeks before the end of each term, however, places fill very quickly and late bookings cannot be guaranteed placement, therefore children must be booked in prior to the holidays commencing. Due to limited vacancies (and less on excursion days) if you have a confirmed booking and do not attend, you will still be charged.

### Things we do at Vacation Care:

There is a program handed out for each Vacation Care period. The program includes:

- Sports clinic - cricket, basketball, baseball and t-ball, volleyball - on the school oval
- Art/Craft
- Fancy dress/crazy hair/disco and face painting
- BYO favourite movie and popcorn day or excursion
- Pancake and ice-cream day/ cooking day
- Transport day
- Concert and play day (where children act out their favourite concerts and plays)
- Beach and sandcastle day (with music and sand)
- Picnic in the park and sausage sizzle
- Incursions such as go-karts, drumming workshops, skipping workshops, gardening activities. magic show
- Excursions such as ice skating, movies, mini golf, bowling

And lots of enjoyable play. We utilise the school hall and oval where we also play football, cricket, soccer and skipping races on the adventure playground. Shoes, Hats and T-Shirts are a must every day for children's health and safety.

## CONCERNS

If you have any concerns, then please speak to the Centre's Educational Leader/Nominated Supervisor, Kylie Alldridge. We would like to be advised of any issues that concern you.

## PARENTS RESPONSIBILITY

The centre must be notified, if your child/ren is not attending school due to sickness, holidays etc.

The centre must be notified if your child/ren does not require After School Care.

The centre must be notified if someone other than yourself will be collecting your child/ren, unless they are written down on your enrolment form as an authorised person. Please ensure they bring along their drivers license as proof of identification.

If you require occasional care, you must ring the centre to check availability. If you do make a late booking, please also notify the school so they can pass a message to your child that they will be attending After School Care (this is to avoid children becoming distressed by not knowing they were coming to After School Care).

## FEES

Upon enrolment, \$50 booking fee is required to secure your child's placement. Fees are then paid WEEKLY each Thursday by direct debit via Ezidebit direct debit. Should fees become two weeks overdue, your child's attendance at the centre may be forfeited. Please refer to the Benowa Early Learning Centre Fee Policy.

**Statements of accounts are sent by email at the beginning of each week to advise the amount set to be debited on that week.**

Before School Care only (7.00 - 8.30am)	\$15.00 per morning
After School Care only (3.00 – 6.30pm)	\$26.00 per afternoon
Before and After School Care Combined	\$31.00 per day
Vacation Care - full day	\$93.00 per day (includes m/tea, lunch, a/tea, late snack at 5pm)
Late Fee (care after 6.30pm)	<b>\$15 per 5 minutes late per child</b>

**(The Late Fee is to compensate for 2 staff member's wages while they wait. If it is an emergency situation, please call promptly. Only 3 late situations can occur before cessation of care).**

The Child Care Subsidy is available for eligible families. The centre requires both the Family and Child CRN (Customer Reference Number). Also required is the date of birth of the parent/carer linked to the Childcare Subsidy.

**You will need to contact the Centrelink on 13 61 50 to link your child to the centre prior to your child commencing care.**

**Care will only commence once you are confirmed on the centre's computer and linked to Centrelink.**

Original: 01/08/2003  
Revised: 01/08/2004  
Revised: 22/2/2006  
Revised 14/4/2009  
Revised: 28/01/10  
Revised: 31/5/10



**BENOWA  
EARLY LEARNING**  
*Children's Centre of Excellence*

Revised: 5/1/11  
Revised: 22/11/11  
Revised: 14/3/12  
Revised: 28/6/12  
Revised: 31/7/12  
Revised: 18/9/12  
Revised: 13/11/12  
Revised: 14/4/14  
Revised: 20/11/15  
Revised: 2/3/17  
Revised: 17/8/18

## **BEFORE AND AFTER SCHOOL CARE POLICY**

It is the aim of Benowa Early Learning Centre to offer a high quality of care to all children at the centre. Benowa Early Learning Centre offers care for children, Before and After School Care, between the hours of 7.00am - 8.40am and 3.00pm – 6.30pm.

Specific days for children that require before or after school care are required to be booked in, in advance. It is the parent's responsibility to ensure the centre is notified in advance if there is a change to any details relating to the care of your child/ren.

On arrival for Before School Care, it is the parent's responsibility to ensure their child is signed in, in the appropriate folder located in the foyer and delivered to the appropriate room. Signing your child in is important to ensure that your fees are still covered by the Child Care Benefit. Hence if your child is absent, you have to write absent and initial, in our records to be eligible for the Child Care Benefit.

The educators will then, at 8.40am, collect the children and sign them out on the ipad for collection to walk over to the school.

On walking to and from the school the educator will model appropriate road safety rules and always walk across the road using the school crossings. The children will walk in pairs. The educator will walk the children into the school grounds and seat them in the undercover canteen area where they must remain until the 8.40am bell rings. An Educator remains at the Prep rooms until the children have entered the classroom.

To ensure there is educators to greet the children once the class is dismissed, at 2.50pm, Miss Jen will be on the school grounds with a roll of children's names to collect for After School Care, standing in the agreed area. At 2.50pm, an additional 2 educators will arrive at the school to assist with collection of children.

Whilst we mark the roll and ensure the children are all present. We view the toilets for cleanliness and safety. We guide the children to wash their hands and have some afternoon tea in the shade of the school canteen.

This limits the waiting time to ensure all of our children are present and safely recorded and families are confirmed they have children of non-attendance.

We have a pleasant discussion of our days with our peers and what we would like to do next when we return to the kindy for the afternoon.

We then line up and walk safely across the road to the Senior Kindy Room at approximately 3.45pm where the classroom is in Senior Kindy Room. Children can choose from relaxing indoor/outdoor games.

The children will be instructed to walk in an orderly fashion in two lines. This way it will enable educators at the front of the line and rear of the line to maintain effective supervision. Whilst every care will be taken in picking up each child listed on the roll, it is the responsibility of each child to be signed in and present in the undercover area of the school.

On arrival at Benowa Early Learning Centre, the children will respect and treat the younger children with care at all times.

An organic menu will be provided by the Centre for afternoon tea.

Whilst at Benowa Early Learning Centre, the children will be guided in terms of right and wrong in accordance with the centre's philosophy and policies.

The educators in After School Care have a preventative discipline policy and rely heavily on praising the appropriate behaviour. The children are also given special helpers jobs to promote self-esteem and self-worth.

Guidance will be undertaken by the educators in charge of the group remembering that guidance begins with:

*Caring                      Gentleness                      Understanding                      Sensitivity                      Firmness*

It will be consulted and discussed with children at the beginning of Before and After School Care, what the rules are and their purpose. The rules will balance the rights and responsibilities of the children and set the boundaries to give everyone a fair go regardless of age, development, background and gender.

The children will be encouraged to find consequences that are reasonable; this will be a part of the group discussion on doing the right thing and being responsible.

Setting the boundaries will help to ensure each child's experiences while at the centre are enjoyable and each child is given respect and the best care possible.

#### What is My Time Our Place?

MTOP is part of the Australian Government's National Quality Framework for Early Childhood Education and Care. It has been incorporated in the National Quality Standard to support consistent and quality school-age care across sectors and jurisdictions. MTOP builds on the Early Years Learning Framework (EYLF).

Our program is set extending on the children's interests and Educator's knowledge and is linked to the 5 learning outcomes of MTOP.

The Framework acknowledges the importance of play and leisure in children's learning and development and that their learning is not limited to any particular time or place. Developing life skills and a sense of enjoyment are emphasized.

The Framework recognizes the importance of social and emotional development and communicating in learning through play and leisure, and it forms the foundation for ensuring that children in all school age care settings engage in quality experiences for rich learning, personal development and citizenship opportunities.

Thank you for utilising our Before and After School Care Program.

Regards

Miss Kylie, Miss Rebecca and Miss Jen

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