Calvary Christian College

A Ministry of Logan Uniting Church

OUTSIDE SCHOOL HOURS CARE

PARENT MANUAL

2017

TABLE OF CONTENTS

SECTION 1 – Service Information....1
SECTION 2 – Mission and Vision....2
1 Governance and Structure....2
2 Philosophy....2
3 Program....3
4 Program Goals....3
SECTION 3 – General Information....5
1 Aims....5
2 Child Care Benefit....5
3 Enrolment and Booking Procedures....5
4 Fees....6
5 Absences....6
6 Hours of Operation....6
7 Late Fees....6
8 Licensing....7
9 Lost Property....7
10 Payment of Fees....7
11 Signing In/Signing Out and Arrival/Departure....7
12 Staff....8
SECTION 4 – Policies and Procedures....9
1 Assessment and Rating Process....9
2 Behaviour Management Policy....9
3 Child Protection Policy....10
4 Clothing....10
5 Code of Conduct Policy....10
6 Communication Policy....11
7 Emergency Procedures....12
8 Excursion Policy....12
9 Grievance Policy....13
10 Health and Wellbeing Policy....13
11 Inclusion Policy....14
12 Meals....14
13 No Smoking, Illicit Drugs and Alcohol Policy....15
14 Privacy/Confidentiality Policy....15

15 Record Keeping Requirements 15
16 Special Toys/Belongings.....15
17 Sun Protection Policy 16
18 Workplace Health and Safety 16

SECTION 1 – Service Information

CALVARY CHRISTIAN COLLEGE
CARBROOK CAMPUS
Childcare to Year Twelve

559 Beenleigh Redland Bay Road
CARBROOK 4130

P.O. Box 4157
LOGANHOLME D.C. 4129

Telephone (07) 3287 6222
Facsimile (07) 3287 6030
Email: carbrook.oshc@calvarycc.qld.edu.au
Website: http://www.calvarycc.qld.edu.au

Principal Mr Steven Coote
Nominated Supervisor Mrs Ronwyn Collier
Coordinator of OSHC Miss Miriam Boehringer

CALVARY CHRISTIAN COLLEGE
SPRINGWOOD CAMPUS
Pre-Prep to Year Six

161 Dennis Road
SPRINGWOOD 4127

P.O. Box 4157
LOGANHOLME D.C. 4129

OSHC Number (07) 3209 0043
Telephone (07) 3808 8368
Facsimile (07) 3808 9907
Email: springwood.oshc@calvarycc.qld.edu.au
Website: http://www.calvarycc.qld.edu.au

Principal Mr Steven Coote
Nominated Supervisor Mrs Ronwyn Collier
Coordinator of OSHC Mrs Sarah Dickson

SECTION 2 – Mission and Vision

1 Governance and Structure

Calvary Christian College Outside School Hours Care, is operated by Calvary Christian College, a College which caters for students from 15 months to Year Twelve. The Service upholds its stated Vision, Mission Statements and Core Values as outlined in the College Strategic Plan. A copy of the Policies and Procedures Manual for the Centre are available from the Nominated Supervisor.

2 Philosophy

Springwood OSHC is part of Calvary Christian College therefore the overall vision and aims of the College underpin the philosophy and operations of the service.

We seek to provide a warm and welcoming atmosphere where children and families can enjoy meaningful interactions with others. We believe that a child's early education is best supported as a partnership between the service, parents and the community.

At Springwood OSHC we believe that each child is a unique creation of God with individual differences, needs, abilities and backgrounds. We seek to respect the uniqueness, dignity and personal works of each child and provide a quality Christian education through seeking to equip them for the future.

We seek to provide an extension of the Christian environment of the home by the process of learning, so

that spiritual, academic and social growth are integrated. We believe all children have rights which

should be respected. In particular, we believe that all children have the right to experience quality care

and education.
Further, we believe that children have a right to take part in the decision making processes related to their learning experiences. We seek to stimulate the children through facilitating play and providing provocations that are vibrant and flexible.

We believe that children are naturally curious and inquisitive with an innate desire to learn. Our role in this process is to provide opportunities that foster play and enquiry. We acknowledge that every child will reach each stage of development in their own time.

We believe in creating a safe and secure environment that stresses co-operation rather than competition, fostering the development of gifts, skills and abilities of the learner for service to Christ and the community. Staff work to ensure that no discrimination or bias exists within the service.
A team of dedicated and passionate staff work together to deliver an appropriately balanced range of teaching and learning strategies so as to develop both personal self-discipline and a strong sense of team awareness, and from this dual concept equipping each child to be an important member of the body of Christ, the family and the community they live in.

Springwood OSHC staff commit to encourage, nurture, educate, guide and facilitate learning. All members of staff will advocate for children, respect children as well as plan a program that is developmentally appropriate and child-centered. Staff seek to be positive role-models and see the value of being life-long

learners who reflect God's love.

This Philosophy Statement provides the foundation for all activities, policies and procedures of the service. Wherever there is uncertainty as to the service's policy or procedure on any issue, the service uses these principles and philosophies to help resolve the issue. The written policies and procedures of the service have been developed, and will be monitored and reviewed with these values in mind and in accordance with the National Quality Framework.

3 Program

Our weekly program will include a nutritious breakfast for Before School Care commencing at 7:00am until 8:00am. Due to breakfast being served and time restraints, our morning activities consist of a rotation of games and craft. A short carpet time activity along with a group activity will commence. At 8:30am Junior School children will then be released and Prep children will be walked across and supervised until their teachers receive them.

For our After School Care a nutritious afternoon tea will be supplied.

Carbrook: We will receive children from Western Car Park at 3:15pm
Springwood: We will receive children from Undercover Area at the Library at 3:00pm

Children are then walked over to the OSHC building. During the afternoon, we have a variety of activities for the children to enjoy both inside and outdoors. Spontaneous activities are encouraged and supported. Homework assistance is offered inside every afternoon.

The program at OSHC is developed by the children, for the children. Children have input into the daily routines of the service.

4 Program Goals

Goals for the Outside School Hours Care

- To meet the social, emotional, physical and cognitive needs of children in a positive, warm, safe and caring Christian environment.
- To provide well balanced educational and developmentally appropriate programs for students.
- To provide a quality environment where children and their families feel welcome.
- To build relationships between staff and children, staff and families and all other members of the community.
- To have a fun and friendly environment that fosters children's growth and wellbeing.

Goals for the children

- To have a strong sense of identity
- To be connected with and contribute to their world
- To have a strong sense of wellbeing
- To be a confident and involved learner
- To be an effective communicator

Goals for the staff

- To maintain and demonstrate a committed Christian professional attitude and approach to their role as staff of Calvary Christian College.

- To develop positive relationships with the children, their families and colleagues.
- To model positive behaviour and sound workplace health and safety practices.
- To be members of a cohesive Christian team committed to the provision of quality Outside School Hours Care.

Goals for the families

- To develop positive relationships with staff based on mutual trust, respect, understanding and open communication.
- To have the needs of their children met appropriately in a committed caring Christian environment.
- To support the College's aims and philosophies and contribute in a positive manner.

Each parent/guardian can ask for information about the following:

- A general description of the activities and experiences given by the Centre
- The Centre's philosophy about learning and child development
- Outcomes and how it is intended the outcomes will be achieved
- The goals about knowledge and skills to be developed through the activities and experiences.

SECTION 3 – General Information

1 Aims

Calvary Christian College Outside School Hours Care aims:

- To provide quality care and recreation for school aged children in a safe and supervised Christian environment.
- To provide a balanced variety of play and recreational activities to meet the needs and interests of children.
- To respond to individual and family needs through the provision of full, part-time, occasional and emergency care.

2 Child Care Benefit

Child Care Benefit (CCB) and Child Care Tax Rebate (CCR) subsidy is available for eligible families and is means tested. To register for CCB contact the Department of Human Services.

136 150 (or 131 202 for multilingual services)
Mon – Fri 8.00am – 8.00pm

The Administration Assistants can give you more information if required.

3 Enrolment and Booking Procedures

Parents must ensure that all relevant information has been provided as follows:

- CRN numbers
- Fully completed enrolment form including dates of birth of both parent and child
- Immunisation record
- Any court orders, medical action plans and medication etc
- Emergency contact details.

It is important that your contact details are current and up-to-date. Should you have a change of address, phone number, emergency contact or other change of details such as medication, please inform staff immediately.

4 Fees

Term Time: Before School Care - $17.00
After School Care - $23.00

Vacation Care: $51.00 per standard day
$61.00 for incursion
$71.00 for excursion

Please note: Bookings in writing are essential for BSC, ASC and Vacation Care for staffing and catering purposes.
Emails can also be sent to:
Carbrook – carbrook.oshc@calvarycc.qld.edu.au
Springwood – springwood.oshc@calvarycc.qld.edu.au
All notifications need to be in writing via the centre communication book or email.

5 Absences

If your child is booked in for a session and will not be attending the session, please advise the service as follows:
BSC by 6:00pm the day before
ASC by 1:00pm the same day
VAC by 6:00pm the day before.
Failure to notify will result in the session being charged to your account. Emails can also be sent to:
Carbrook – carbrook.oshc@calvarycc.qld.edu.au
Springwood – springwood.oshc@calvarycc.qld.edu.au
All cancellations need to be in writing via the centre communication book or email.

6 Hours of Operation

Carbrook:

Monday to Friday: 7:00am-8:30am and 3:15pm-6:00pm
Vacation Care: 7:00am-6:00pm

Springwood:

Monday to Friday: 7:00am-8:40am and 3:00pm-6:00pm
Vacation Care: 7:00am-6:00pm

7 Late Fees

A late pick up fee will be charged at the rate of $25.00 for the first 10 minutes or part thereof, followed by $2.00 per minute thereafter. Such time will be recorded from the Centre clock. Please ensure that you contact Centre staff on the direct room line 3209 0251 (Carbrook) and 3209 0043 (Springwood) as soon as possible to notify of a late arrival.

8 Licensing

Our Centre is licensed under the *ACECQA National Quality Framework*. We comply with all their requirements and our policies and procedures are developed accordingly. A copy of the legislation and Framework are available upon request.

9 Lost Property

Parents are encouraged to check the lost property bins on a regular basis and collect any items that belong to your child. Please note that once a month we will collect all the unnamed items that have not been claimed and donate them to charity. Lost property is located near the sign in sheets. Please see a staff member if you are having difficulties locating lost items. Please name all items to assist us in returning items, particularly during Vacation Care.

10 Payment of Fees

Parents can pay fees by direct debit, cheque, EFTPOS, or by contacting either Kingdom Kids or Calvary Christian College for payment by credit card over the phone.

Parents are reminded that there are to be no outstanding balances at the end of each calendar month. Where fees are not paid in full, the Service reserves the right to suspend the child's place.

Accounts are distributed via email each fortnight and are payable upon receipt. You will be requested to provide us with the email address you prefer the accounts to be sent to. Only one email address can be accepted. A hard copy can also be made available upon request.

11 Signing In/Signing Out and Arrival/Departure

Arrival
Before School: In accordance with government regulations it is required that parents must sign the Attendance Register each morning.
After School: After being dismissed from the class teacher at the Western Carpark (Carbrook) or at the Library (Springwood), each child will be accounted for on the roll by OSHC staff and walked over to OSHC.

Departure
Before School: Children are dismissed at 8.30am (Springwood) and 8.30am (Carbrook) to join other students in the playground except for Prep students who are supervised by OSHC staff until released to class teacher.
After School: In accordance with Government regulations, it is required that parents (or the adult authorised to collect their child) must sign their child out of care each day. This includes a signature on the Attendance Register and the time of collection.

If a person other than the authorised adult stated on the enrolment form is to collect the child, the Nominated Supervisor/Coordinator must be notified in writing. If the child is to attend an after-school activity such as music or sport, the Nominated Supervisor/Coordinator must be notified in writing as to the expected arrival or departure time, and location of activity.

12 Staff

Staff are committed Christians who hold appropriate qualifications and a current Blue Card. Regular staff all hold First Aid Certificates. The staff team is committed to the provision of quality care and education.

Staff seek to provide developmentally appropriate programs and experiences for all children in their care.

Staff maintain and demonstrate a committed professional attitude; participate in ongoing training, and model positive health, safety and behaviour practices.
Regular staff meetings are held to ensure a team approach to, and consistency in, caring for the children in OSHC.

SECTION 4 – Policies and Procedures

1 Assessment and Rating Process

The Centre participates in the Assessment and Rating process which is conducted every few years. The Assessment process is conducted by ACECQA (Government Department). This system is also linked to the Child Care Benefit scheme and ensures that Outside School Hours Care Centres provide and maintain quality relationships between children, staff and families in an environment that nurtures, stimulates and guides the development of each child in care. This system provides opportunities for parents to give feedback and actively participate in enhancing the learning environment.

The Centre is required to maintain a Quality Improvement Plan which aims to ensure that it is continually improving its practices.

Feedback is encouraged from parents. From time to time we may send a survey via email requesting feedback regarding the centre and its practices.

2 Behaviour Management Policy

Upon enrolment at Calvary Christian College, students and their parents have agreed to comply with the College's Constructive Discipline Policy and have signed the College's Behaviour Code.

At the Centre, we reflect on The My Time, Our Place Framework for School Aged Care. We take a positive approach to guiding children's behaviour and understand this forms part of their overall development. Each young child is coming to terms with being part of a larger social group and they are learning social skills and behaviours as part of their everyday interactions. The following guidelines are used to outline our role as educators and carers when it comes to supporting the development of these skills:

- Interactions between staff and children shall, at all times, be warm, positive and meet the needs of each individual. Positive reinforcement and role modelling is encouraged to guide behaviour and support children's social and emotional learning. Behaviours should be guided in a gentle and supportive way to ensure that the needs of the group are maintained without encroaching on the rights of the individual child or children.

- At no time are staff (or visitors) permitted to speak or behave in an aggressive or threatening manner, nor are they permitted to handle a child in a rough or negative way.

- Staff are proactive in their approach to behaviours and deal with each situation as it arises and seek assistance from school staff where necessary. Programs are designed and implemented to support children's developing social skills and should include adequate and appropriate equipment and materials for children to engage in active, social play.

- Parents are kept up to date with behavioural issues and the strategies in place to minimise or discourage negative behaviours. The Nominated Supervisor/Coordinator will contact

parents to advise of any concern and arrange open discussions and problem-solving sessions to support all involved.

The following are strategies which may be used at our Centre to guide children displaying inappropriate behaviours such as hitting, kicking, pushing, spitting, biting, pinching, scratching or throwing things at people:

- Quiet discussion between the staff member and child about what they did or said and how they could have handled the situation more positively (either at the time of the incident or shortly after when everyone is calm).
- Discussions about consequences of actions and behaviours, and their impact on others – at all times emphasising the positive rather than the negative.
- Removal from the situation and redirection with a toy/activity.
- One-on-one interactions – where staff can discuss and model appropriate behaviours.
- Positive behavioural reinforced through verbal and physical rewards such as stickers.

All children attending the Centre are expected to comply with the procedures and rules of the College as outlined in the College policies.

3 Child Protection Policy

Calvary Christian College is aware of its duty of care and responsibility for the welfare and well-being of students in its care, and recognises the need to protect children from inappropriate behaviour. A copy of the Calvary Christian College Child Protection Policy can be found in the College Parent Manual. Mrs Ronwyn Collier is the trained Child Protection Officer on site. If you or your child have any concerns please forward them to either of these officers.

4 Clothing

Any time children are not dressed in their school uniform the following dress standards apply:

- Covered shoulders
- No midriff tops
- Appropriate length shorts and skirts
- Closed in shoes or joggers
- A wide brimmed hat
- Shoulder length hair to be tied back
- Jewellery: a watch and stud earrings (for girls) only.

Children will not be signed in to the Service unless these guidelines are adhered to.

5 Code of Conduct Policy

In an effort to develop and maintain high quality working relationships with the staff of the Centre, parents are asked to honour:

A commitment to the Centre by:

- Supporting the College's ethos, policies and practices.
- Working positively in partnership with the Centre.
- Maintaining an attitude of mutual respect and courtesy in supporting the values of the Centre.
- Abiding by the Centre's restrictions of no smoking, illicit drugs and consumption of alcohol on Centre grounds or at Centre events.

A commitment to Children, Parents and Families by:

- Respecting the diversity of children and family units in which they live.
- Respecting the privacy of students and their families by maintaining confidentiality in relation to student issues which may occur when visiting the Service.
- Maintaining an attitude of mutual respect and courtesy in communication.
- Avoiding physical contact with children that may cause the child to be uncomfortable or perceived as inappropriate.
- Avoiding conflict of interest.
- Abiding by laws and policies which promote the well-being of children, families and the community.

A commitment to Staff by:

- Endeavouring to operate within an atmosphere of trust, mutual respect, courtesy and Christian community.
- Communicating openly in a spirit of cooperation and trust; making appointments, where possible.
- Informing staff of any changing family situations that may impact upon your child's learning.
- Speaking privately to the Coordinator/Nominated Supervisor if you have an issue regarding the operation of the Centre.

6 Communication Policy

There are regular notices emailed home and items of interest on noticeboards. Verbal parent communication is encouraged. Please take the time to speak to the staff caring for your child but be aware that staff on duty are actively supervising children, so if you need to talk to them at length you will need to arrange a time when they can be available. Please contact the coordinator/Nominated Supervisor if you have any concerns or queries about the staff, our Centre, or its policies and procedures.

Other useful means of communication include:

- OSHC staff can be contacted by either phone or email during the day.
- The College website contains information regarding OSHC and upcoming events.
- Written notices will be emailed to parents regarding excursions. Permission slips must be signed and returned.
- We have an "open door" policy where parents are welcome to visit and to talk to staff. If you need to discuss anything during session times please be aware that the supervision of the children is of primary concern and we may have to reschedule the discussion.

- The Centre has a complaint's handling policy as outlined in the OSHC Policy Manual. The Coordinator/Nominated Supervisor is the first point of contact for complaints/concerns.

7 Emergency Procedures

The personal safety and security of children, staff and visitors is of prime importance. Emergency procedures, drills and evacuations are carried out on a regular basis to ensure that staff and children are aware of, and understand, such evacuation and emergency procedures.

8 Excursion Policy

Staff members are encouraged to make use of the learning opportunities available in the wider community with short excursions, day activities and extended trips. Each activity is carefully planned by the staff member concerned and relevant to the learning program of the students involved. Excursions seek to extend children's opportunities by visiting places or undertaking experiences beyond what families may do for themselves.

Before the Excursion:

- A thorough risk assessment will be completed prior to any excursions.
- Children's age, interests and abilities will be taken into consideration when planning excursions. Alternative arrangements will be planned in case of changed weather conditions.
- The College's delegated responsible person will approve all excursions.
- Parent permission forms detailing dates, destination, method of transport, departure and return times and activities undertaken will be required by the Centre to be signed and returned by a parent/guardian prior to every excursion.
- There will be no changes to the notified itinerary except in an emergency and in particular to ensure the well-being and safety of the children.
- Adequate steps are taken when selecting transport.

During the Excursion:

The following items will be brought on all excursions and be readily accessible to staff at all times:

- First aid kit (including any required medications)
- Asthma medication
- Anaphylaxis medication
- Attendance record/roll
- Emergency contact numbers/enrolment forms
- Mobile and Walkie Talkies

The following will be undertaken by staff:

- Head counts will be made at regular intervals and when moving from one area to another.
- Staff will supervise children at all times. This includes in toilets and change rooms.
- Staff will satisfy themselves that the environment is safe for use before allowing the children access to it.
- Staff ratio policies for the Service will continue to apply during excursions.
- Children will have access to drinking water.
- In the event of injury occurring during an excursion, see Illness and Injury Policy.

9 Grievance Policy

If you have any concerns, complaints or suggestions, please contact the Coordinator/Nominated Supervisor to make a time for appropriate discussion. We appreciate your input and will do our best to rectify any concerns you may have about the Centre, program, staff or children. Please notify us as soon as possible of any problems you may be encountering, so that we can work with you to achieve a mutual resolution in a prompt manner. The Principal is available to discuss issues if you have concerns that the Nominated Supervisor cannot resolve.

10 Health and Wellbeing Policy

For the safety and well-being of all, and in line with College Policy, we are unable to accept your child if he/she is ill. Should your child become ill during a session, you will be contacted and required to collect him/her immediately.

In the case of a serious accident or sickness you will be notified by OSHC staff. When parents cannot be contacted the student will be treated locally. Ambulance or medical attention will be sought, if necessary, without parental contact.

Some common illnesses which may cause your child to be excluded from the program include:

- Conjunctivitis
- Head lice
- Worms
- Chicken pox
- Mumps
- Scabies
- Impetigo or “School Sores”
- Vomiting
- Diarrhoea

Medicines: All medication, except Asthma puffers, are to be given to staff members and may not be kept in children’s bags. Children are not to self-administer medicines. OSHC staff should be contacted in writing regarding procedures for taking prescribed medicinal drugs. Legal requirements for administering medication are such that the instructions provided should be written on the medication container by the pharmacist at the medical practitioner’s direction. OSHC staff cannot administer medication without these instructions: verbal instructions and handwritten notes will not suffice. The instructions on the medication container need to indicate the child’s name and specific times at which medication is to be administered, as well as the quantity of medication to be administered. This also includes administering over-the-counter medicines e.g. Panadol and cough syrup. Written permission must accompany any medication giving staff approval to administer. Parents need to fill in the Centre Administration of Medication form as well.

NOTE: It is acceptable and advisable for students who suffer from asthma and require medication to carry and self-administer asthma medication i.e. puffers. Parents need to provide the Asthma Action Plan and provide a puffer to the Service. Children who may have an Anaphylaxis reaction must provide an Epipen to the Centre with an accompanying Action Plan.

Hygiene

For the ongoing and general health and wellbeing of the children, high standards of general hygiene are maintained. Staff will wash their hands and wear gloves at all times when handling food. They also ensure that the children wash their hands thoroughly before handling and eating food. Staff also follow the same procedure after giving first aid, after toileting a child and after contact with, or cleaning of, body fluids. There is no sharing of eating utensils. Tissues are provided by the Service for children and staff to use. Liquid soap and paper towels are in the bathroom and children are educated about appropriate hand washing techniques. Hand sanitiser is available at the entrance to the Centres.

Staff employ universal precautions when dealing with blood or bodily fluid spills. This requires the use of gloves, appropriate cleaning materials and disposal of all soiled items. All cleaning products used are non-toxic where possible. Spot cleaning is carried out by staff to ensure the environment is appropriately maintained. Bathrooms are regularly checked throughout the session and are maintained in a neat, tidy manner. The Centre is cleaned by a cleaning service each day/night.

General

Children are reminded to use good health practices – such as covering mouths when coughing, not sharing food or utensils, using a tissue when necessary and washing hands thoroughly before eating and after using the bathroom.

These types of self-help skills are an integral part of each child's development so please assist us by reminding children and supporting these healthy practices at home.

Queensland Health Department brochures and information sheets are available at the Centre for parents to access up to date information on a range of health issues.

11 Inclusion Policy

Our Centre is a non-discriminatory environment where the rights of each individual are respected. We welcome all families and their children into our community and will do our best to provide for their wide-ranging needs.

12 Meals

- It is the aim of OSHC to provide nutritious food and drinks. On special occasions "treats" are prepared by the staff and also by the children during cooking sessions.
- The OSHC program is supportive of special dietary requirements of children. The staff is happy to supervise the eating of food brought from home as long as it does not contain ingredients that may affect children with life threatening food allergies.
- Please feel free to discuss your child's needs with the Nominated Supervisor/Coordinator and make sure that any needs are documented or attached to the Enrolment Form.
- An updated Dietary Requirements List with your child's specific dietary needs is displayed in the OSHC kitchen at all times for staff referral.

- An Anaphylaxis Action Plan, with the child's photo, is displayed in the OSHC kitchen and office at all times for staff referral. Any concerns please contact the Nominated Supervisor/Coordinator.

13 No Smoking, Illicit Drugs and Alcohol Policy

We have a strict 'No Smoking, Illicit Drugs or Alcohol' policy which covers all areas of the College.

14 Privacy/Confidentiality Policy

All information held at the Centre remains private and is stored appropriately in accordance with the Calvary Christian College Privacy Policy. Parents or visitors are asked to maintain a high level of confidentiality in their interactions and discussions. We are not at liberty to give out phone numbers or other personal details.

15 Record Keeping Requirements

The OSHC Centre must keep the following information relating to the child in care:

- Child's name, address, sex, birth date
- Both family and child CRN numbers
- Parent/Guardian details
- Emergency contact details
- Details of authorised persons to collect children
- Day and time of booking
- Health details
- Immunisation Records
- Special requirements relating to culture or religion
- Requirements arising from any disabilities
- The child's primary spoken language
- Details of any Parenting Court orders
- Name, address and contact details of child's doctor or hospital
- Instructions from parent/guardian relating to medication
- Permission given from parents/guardian for emergency care
- Particulars of any incidents or accidents while at the Centre
- Particulars of any treatment given while at the Centre
- Asthma Action Plans, Anaphylaxis Action Plans.

16 Special Toys/Belongings

It is strongly recommended that you do not allow your child to bring toys or precious belongings to the Centre. Staff cannot be responsible for such items and they often tend to cause disruptions among the children. Comforters are acceptable.

17 Sun Protection Policy

Children and staff will wear hats and appropriate sun safe clothing when outside. Sun block will be supplied and applied as required. Calvary Christian College is a Sun Smart School. Please supply your own sunscreen for your child if you prefer a particular brand.

Staff model and encourage children and families to use “Sun Safe” practices such as playing in shaded areas, applying sunscreen, wearing wide brimmed hats and appropriate clothing such as a short-sleeved t-shirt when outside. Programs are structured to ensure that children are not outside during the hottest part of the day particularly during the summer months.

18 Workplace Health and Safety

Calvary Christian College is committed to maintaining a safe environment for children, staff and visitors. Checks of the building, playground and equipment are carried out regularly by OSHC Staff and Maintenance staff to ensure any problems are detected and rectified quickly.