

Gilles Street Out of School Hours Care

FAMILY INFORMATION BOOKLET

Gilles Street School
91 Gilles Street
ADELAIDE SA 5000

Telephone: 8227 1746

E-mail: Steve.Kirk494@schools.sa.edu.au

After School Reference Number: 555 009 219B
Vacation Care Reference Number: 555 010 098A



Government of South Australia

**Department of Education and
Children's Services**

Introduction:

This handbook has been prepared by the OSHC director in consultation with the Management Committee of the Gilles Street Out of School Hours Care service. The Management Committee is represented by parents, OSHC staff and school representatives.

The OSHC service is sponsored by the Gilles Street School Council Inc. and as part of the school community we maintain the school's standards and policies.

Aims of the Service:

The OSHC service aims to provide a warm, friendly, safe & enjoyable environment for all children in our care. The service aims to provide quality care & a program of creative & diverse activities for all age groups.

Operating Hours & Location:

- ⇒ After School Care: 3:30 PM - 6:15 PM.
- ⇒ Pupil Free Days: 7:45 AM - 6:15 PM.
- ⇒ Vacation Care: 8:00 AM - 6:00 PM.

The service is located in building C on the western side of the school yard.

Accreditation:

Gilles Street OSHC is accredited with the Australian Children's Education & Care Quality Authority. The service's approval number is SE-00010375.

Access to the Service:

The Gilles Street OSHC service is available to all school age children and is primarily for families with work or study commitments. If demand for places provided at the service exceed those available, priority of access will be given based on guidelines provided by the Commonwealth Department of Family and Community Services.



Enrolment Information:

Enrolment forms must be completed before children attend the service. The enrolment form incorporates parent & emergency contact information & medical information. Parents must update enrolment information regularly.



O.S.H.C Fees:

- ⇒ After School Care - \$22.00 per child per session.
- ⇒ Vacation Care - \$53.00 per day.
- ⇒ Administration fee - \$50.00 (for overdue accounts)
- ⇒ Late fee - \$20.00 for every 15 minutes after closure

The conditions for enrolment in the program include the payment of accounts 14 days in advance to maintain bookings.

Child Care Subsidy:

Gilles Street OSHC is an approved Child Care Subsidy (C.C.S.) service. As an approved service care is more affordable as C.C.S. is available to *all families* through the Department of Human Services. The C.C.S. % families receive is determined by your family income per annum. Families should apply to the Department of Human Services to determine their entitlements. Phone: 13 61 50 quoting the service's customer reference numbers;

⇒ A.S.C. - 555 009 219B

⇒ Vacation Care - 555 010 098A

Bank Details:

Acc. Name: Gilles Street School OSHC

BSB —105 148

Account Number — 022021340

Please identify your name & your child's name and the care you are paying for.



Bookings:

- ⇒ Sessions must be pre-booked.
- ⇒ Payment for pre-booked sessions must be made if children are absent.
- ⇒ Notice of 1 week is required for the cancellation of a regular booking.
- ⇒ Casual care may be available subject to vacancies.
- ⇒ Booked days cannot be swapped.

Notification of Absences:

- ⇒ Parents are to advise of any absences (i.e. illness, camps, parents picking up children). This can be done 24 hours per day, by leaving a message on the answering machine - phone 8227 1746 or emailing the service.
- ⇒ Fees will not be charged for children who are absent for more than three days with a medical certificate.



Fee Payment &

Overdue Fees Policy:

Fees must be paid in advance. The service's viability depends upon the prompt payment of fees.

Signing-in & Out:

- ⇒ Children must report to the director or service staff to sign-in and have their names checked on the roll when the 3:30 bell rings.
- ⇒ Children attending After School Care, Pupil Free Days & Vacation Care must be signed out. (Parents must initial and record the time.)
- ⇒ Children attending Pupil Free Days & Vacation Care must be signed-in. (Parents must initial and record the time.)
- ⇒ Children may only be signed out by authorised persons as per details on a child's enrolment form.

Behaviour Support and Management:

Gilles Street Out of School Hours Care recognises the wide range of age groups who access the program as well as the differing developmental needs of individual children. Behaviour support and management is approached by:

- ⇒ applying appropriate measures (in keeping with community standards)
- ⇒ using consistency and compassion
- ⇒ having regard at all times for the respect and dignity and individual uniqueness of the child.

Play areas:

While OSHC is in progress, children are to play only in designated, supervised areas. On no account are children permitted to leave these areas. Exception may be made for children who have sports practice. Please discuss these arrangements with the director.

Program:

The service will provide a program developmentally appropriate to the recreational needs of the children attending & will provide for the development of each child's social, physical, emotional & intellectual potential through a variety of challenging recreational activities.

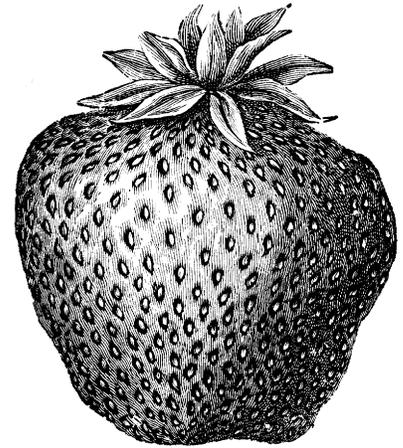
- ⇒ Programs will take active account of the individual needs, interests & abilities of the children to provide a variety of experiences & resources suited to the age & developmental ranges of all children attending the program.
- ⇒ Programs will stimulate and develop each child's creative, emotional, intellectual, physical, recreational and social potential.
- ⇒ Programs will reflect the multicultural nature of the local community .
- ⇒ The principle of equal opportunity will be applied in the Gilles Street Out of School Hours Care program.
- ⇒ Children, regardless of gender, cultural, racial, religious or other background will be encouraged to participate in a wide range of activities.

Food & Nutrition:

The Gilles Street Out of School Hours Care program will encourage & promote the health & wellbeing of children through a healthy nutritious diet &, in particular, through providing positive learning experiences during meal/snack times where good nutritional foods & habits are developed in a happy, social environment.

Afternoon tea:

Afternoon tea is provided each day. The menu includes: vegetables & fruit as well as a special snack each day. A second snack is available from 5:00pm each day.



Medical Information:

The enrolment form includes information regarding medical or health issues.

Administering Medication:

In the interests of the health and wellbeing of the children, the Gilles Street Out of School Hours Care service will only permit medicines to be given to a child if written parental permission is received & a Health Care Plan is completed.

- ⇒ All medicine must have a pharmacist's label which clearly states the child's name, dosage and frequency of administration.
- ⇒ For asthma, diabetes or other similar ongoing medications parents will be required to advise the service in writing whether their child will be responsible for administering their own medication or will require supervision and full details of how, when (i.e. at what intervals) & by whom all such treatment is to be administered.

Exclusion of Children:

As a protection for all children & staff the following exclusion policy applies to all children enrolled in the service;

Children with infectious diseases will be excluded from attending the service in accordance with the National Health & Medical Council's exclusion guidelines. .

If your child is unwell please do not bring him/her to the service. Children who have more than a slight cold should not be brought to the service and may not be accepted into care. (Acceptance is at the director's discretion.)

- ⇒ Children with fevers, nausea, diarrhoea or rashes should not be brought to the service under any circumstances.

Illness & Injury:

Gilles Street OSHC will proactively strive to avoid injuries occurring at the service and to minimise the impact of injuries & illnesses by responding appropriately & as quickly as possible, to all injuries and illnesses. The rights and responsibilities of parents with respect to injuries & illnesses of their children is acknowledged & will be taken in to account in administering all procedures.

If a child becomes ill or injured while attending the program;

⇒ staff will comfort and calm the child.

⇒ staff qualified in first aid will administer appropriate first aid & assess the child's condition.

⇒ staff may need to contact the parents/guardians to collect an injured child.

⇒ the child will be kept under adult supervision & their condition monitored until the parent's arrival.

If the child's condition is assessed as serious or deteriorates & emergency medical attention is necessary staff will call an ambulance. If an ambulance is required parents will be notified as soon as possible. Staff will ensure that the parents of an injured or ill children are well informed.

Sun Protection Policy:

Gilles Street Out of School Hours Care will ensure that all children attending the service will be protected from skin damage caused by the sun's harmful ultra-violet rays.

Children will wear hats and in line with the school's sun protection policy.



Infectious Diseases:

The Gilles Street OSHC service will strive to remove any serious risk to the health of the children, from possible cross-infections, by adopting appropriate procedures for dealing with infectious diseases, whilst respecting the rights of individual privacy. Accordingly, all people, including children and parents, with infectious diseases will be excluded from attending the service to prevent the diseases spreading to others.

- ⇒ Children who are suffering from any infectious diseases need to be excluded from the service to prevent others from being introduced to the infection. Parents/guardians will be asked to immediately collect their child and seek medical advice.
- ⇒ Children shall be excluded from the service for the recommended period (determined by a qualified medical practitioner).

Parent Involvement:

The Management Committee would like to invite parents to actively participate in the service.

If you have any ideas or skills you can share with the children, please feel free to speak to the staff. Management meetings are held once per term - please join us at any time. Any concerns should be directed to the director or Convenor of the Management Committee as soon as they occur.

