



OUTSIDE SCHOOL HOURS CARE

Parent Handbook 2017

Liwara Catholic Primary School



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Parent Handbook 2017 Edition
in association with Liwara Catholic Primary School

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Welcome

Welcome to Liwara's Outside School Hours Care Centre (OSHC). The information in this handbook has been compiled to assist you to become familiar with the guidelines and policies under which the centre operates.

OSHC was introduced as a service at Liwara in 2010 to give parents the option of having their school aged children cared for before and after school within the education environment they attend during the day. We aim to provide a physically safe and emotionally secure environment where your child can explore, socialise and expand their interests through a variety of artistic, physical and social activities and interactions with peers. Our highly trained and experienced educators provide an interactive and fun program that respects children's choice. OSHC provides a place where children can play, relax and pursue their interests in a safe, caring and stimulating environment.

The policies and procedures outlined in this hand book have been developed and reviewed by the OSHC management team. All staff members have appropriate qualifications and accreditation. The centre follows the National Quality Framework set by the Australian Children's Education and Care Quality Authority (ACECQA).

If you require additional information please don't hesitate to contact the centre's Nominated Supervising Officer Gaye Margetic.

Staff Members for 2017 are

Andrea Millar – Principal (Approved Provider)

Gaye Margetic –Nominated Supervising Officer & Educational Leader – Bach Social Science – Children and Family Studies

Deborah Salame – Certified Supervisor – Cert IV – Outside School Hours Care

Ben Weeramanthri – Educator – studying towards – Bach Education

Courtney Pearmine – Educator – studying towards – Bach Education

Vanessa O'Neill – Educator – studying towards – Bach Education

Ariane Tilbrook – Educator – studying towards – Bach Education

Our Centre Philosophy

Liwara Catholic Primary OSHC is a child focused stimulating environment where educators give witness to Catholic beliefs, values and attitudes.

The Centre aims to reflect the collaborative partnership evident of the wider Liwara community by fostering a climate of trust, open communication, respect and participation in the operation of the service. The Centre aims to create a homely environment where the children are encouraged to express their individuality through learning and play.

Our Centre Goals

We strive to:

- Recognise each child as a precious and sacred gift from God created as an individual with their own talents and abilities.
- Provide opportunities for intellectual, physical, emotional, social, linguistic, spiritual, religious and creative development.
- Acknowledge and respond to the uniqueness of each individual.
- Promote an awareness of the need to respect and care for all creation.
- Foster caring, respectful and meaningful relationships with each individual.

Management of the Centre

The Centre operates under the direction of the Principal or Principal's Nominee and is managed by the appointed Nominated Supervising Officer.

Confidentiality / Privacy

The centre protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, staff and management are kept in a secure place and only accessed by or disclosed to those people who need the information to fulfil their responsibilities at the centre or have legal rights to know. All staff will uphold confidentiality at all times and to read the Confidentiality Policy.

Settling Children into the Centre

Please be assured that you may call whenever you wish to discuss your child. If a child becomes upset after their parent has left we will try to distract them with an activity. We will always let you know about your child's day upon collection. We are aware that your child may or may not have had previous experience in multi-aged groups and younger children in particular may need time to settle and feel secure. We will encourage the children to feel at home and make new friends and to ensure that children of all ages treat each other with care and respect.

Hours of Operation

In order to maintain viability and quality, the service needs to ensure parents are clear about operational and fee paying policies, and that fee payments are made when due. All staff are required to provide relevant information and assistance to parents in a courteous and professional manner. Staff must ensure they are informed about payment procedures and refer parents to the appropriate person for any further assistance.

Before School Care

The Centre is open from 7.00am to 8.30am. Kindy and Pre Primary students are walked to their classrooms by a staff member.

After School Care

The Centre is open from 3.00 to 6.00pm. Kindy and Pre Primary students are brought to the OSHC service by a teacher or education assistant.

Vacation Care and Pupil Free Days

The Centre is open from 7.00am to 6.00pm.

Christmas, New Year and Easter Period

The centre will be closed for two weeks over the Christmas/New Year period. This will typically be from two days before Christmas to just after New Years Day. The dates will vary from year to year depending on the day of the week Christmas is celebrated. The service will usually close over the Easter week. Some years Easter falls during the school holidays and the service may be closed over the two weeks. Parents will be informed if this occurs.

Learning Journey

The centre is open for families on the Liwara Learning Journey which is usually held in Term 3. This is a time for staff and parents to catch up in a relaxed atmosphere.

Enrolment

Should you wish to enrol your child you will need to know the following enrolment procedures. All Liwara OSHC enrolment forms must be completed prior to enrolment. When submitting completed enrolment forms;

- They will be classed as “informal” until Customer Reference Number(CRN) (from Centrelink) and Date of Birth (DOB) of the child and the claiming parent are provided. Once these details have been provided, the enrolment is formalised and Child Care Benefit (CCB) can be claimed.
- Provide any necessary documentation (eg) custodial papers, court orders, medical conditions, Birth Certificates and Immunisation Records.
- Note: Liwara OSHC accepts enrolments for school aged children from Kindergarten to year 6. Kindergarten children can attend once they have completed their first two weeks in Kindy. (Vacation Care is available for children in Kindergarten to year 7.)

Definition of Enrolment

- Informal: CRN and DOB not provided for child/ren and claiming parent.
- Formal: CRN and DOB provided for child/ren and claiming parent.
- School aged children from Kindy to the end of Year 7
- Permanent: Attending on some or all days of every week.
- Casual: Infrequent/Occasional Attendance – subject to availability.

Priority Of Access Guidelines

The Centre complies with the Priority of Access guidelines required for the Federal Government’s Child Care Benefit Scheme (CCB).

- First priority: Children at risk of serious abuse or neglect
- Second priority: Children whose parents satisfy the Family Assistance work/training/study test.
- Third priority: Any other Child

This means that when the Centre is full, those families which are third priority may be asked to alter their care arrangements to allow a family with higher priority access to the service.

Non Attendance Guidelines

To avoid being charged for non-attendance please ensure you follow these guidelines -

One week's notice of non attendance is required to avoid being charged. All messages of non-attendance of children can be left in the parent communication book. Alternatively, you can call or SMS the Supervising Officer: Gaye Margetic - 0477994123

Allowable Absences

Each family is entitled to 42 days of absence per year while claiming child care benefit. An absence may be defined as; a sick day, holiday or occasional absence. Once the 42 day allowable absence have been taken, full fees will apply for subsequent absences, as Child Care Benefit cannot be claimed for these additional days. **Parents need to ensure that absences are signed for on the attendance record next time they visit the Centre to remain eligible for Child Care Benefit.**

When all allowable absences have been used CCB entitlements are payable on all approved absences. These must be recorded with the adequate documentation e.g. Medical certificate.

Signing In and Out

Our primary concern is the welfare and safety of your child. We therefore request that you comply with the following requirements.

Accurate attendance records need to be kept and checked each day. Whoever brings your child to the Centre or collects your child at the end of the day is required to initial the child's times of arrival and departure.

Only a parent or persons nominated on the enrolment form can sign.

If an unauthorised person arrives to collect your child, the child will not be released until your authorisation (preferably in writing) has been obtained. The unauthorised person will be required to show photo ID (driver's license) to staff for verification.

Signing IN and OUT Attendance sheets have been developed for this purpose.

This is a legal requirement of the Family Assistance Office.

If you do not complete these records you will not be eligible to claim Child Care Benefit.

Procedure for Late Collection

If a child has not been collected 20 minutes after closing time, and the parents\guardians of the child, nor other emergency contact person has been contacted, the centre will contact the Principal or Assistant Principals.

A late fee of \$5 per every 5 minutes or part thereof will be charged for each child who remains at the Centre after 6-00pm.

Fees

Current Fees

Our fees are reviewed on an annual basis. Our current fee schedule is:

Before School Care	After School Care	Vacation Care and Pupil Free Days
7.00am – 9.00am \$18 Includes breakfast	3.00 pm - 6.00pm \$28 Includes afternoon tea	7.00am – 6.00 pm \$72 Includes excursions breakfast and afternoon tea. (Refer to program for other details)

CASUAL BOOKINGS

20% loading will be charged for all casual bookings made with less than 7 days notice. Permanent bookings are preferred as this allows us time to plan staffing, food and resources.

Payment of Fees

Our Centre's operation is dependent on receipt of income from fees. Please read the following information carefully.

Fees for all enrolled children will be charged on a weekly basis, one week in advance.

Fees can be paid either in cash, by cheque, credit card or EFTPOS to the Centre Supervising Officer. You may also pay by direct transfer into the OSHC account. (Please note the OSHC account is different to the school account.)

Invoices for all fees will be emailed weekly for the current week plus one week in advance.

Parents will not be charged if a booking has been cancelled according to the guidelines prior to attendance. The 20% charge will be applied to any daily booking made without one week's notice.

Any families experiencing difficulties in meeting their fees can speak to the Nominated Supervising officer or alternatively either the Bursar or the School Principal to make mutually agreeable arrangements. Failure to do so may result in the cancellation of the child's place.

Lump Sum Payment Families

Families, who receive a lump sum payment at the end of the financial year instead of having their fees reduced during the year, need to have a Customer Reference Number. You need to complete a request form for a CRN for the parent claiming the Benefit and one for each child attending care at the Centre. The service needs to have this number at the beginning of the year, before the first statement, as the payment will not be backdated.

Please note: The forms that you sign for the purposes of CCB are legal documents and we are asked to remind you that giving false information is a criminal offence. It is your responsibility to notify Family Assistance Office if your circumstances change.

Child Care Benefit

Families who meet the Australian residency requirements may be eligible for Child Care Benefit (CCB). You can apply for this payment, which will reduce your child care fees or entitle you to a lump sum payment at the end of the financial year, at the Family Assistance Office.

Fee Reduction Families

Families' income is assessed and is used to determine the amount of CCB. The Family Assistance Office will send the service and the family an assessment notice. You must lodge your application within 28 days of your child beginning care to ensure your Childcare Assessment Notice reaches the Centre in time to backdate your entitlements to the time of beginning care. **The Centre is only able to reduce your fees on receipt of your Childcare Assessment Notice.**

Parent Grievance Procedure

If a parent has a complaint about any aspect of the service they may discuss the problem with the relevant staff member or with the Nominated Supervising Officer. If the parent feels the problem is not resolved they may take the matter to the Principal for resolution, either through the Nominated Supervising Officer or by writing directly to the Principal.

Program

Our staff is supportive and encouraging and they will communicate with the children in a friendly, positive and courteous manner in order to establish a warm and caring relationship with each child. Educators are happy to discuss your child's participation in the program with you.

Centre Routines

The activities conducted at the Centre are built around daily routines. The routines include arrival, taking the attendance record, snacks/drinks, hand washing, lunch break when on Vacation Care. Where possible the activities take into account; the developmental needs of children, children's attendance patterns, climate and physical environment, numbers and ages of children, new children entering the group as well as parental expectations.

Equipment

The Centre has a wide range of equipment that is suitable for children of all ages. The equipment is regularly maintained and updated. When it is clear that a child has wilfully caused the destruction or loss of equipment the centre will request the child's parent replace the item.

Children's Activities

Children who attend our centre may participate in a range of activities that have been planned to reflect the children's interests and meet their developmental needs.

Staff members are responsible for creating a caring, stimulating environment that is responsive to the needs of each individual child and to the group as a whole. This reflects the philosophy and goals of the service. The program will be balanced and include indoor and outdoor learning experiences, quiet and high energy times as well as individual, small group and large group activities, time for individual staff/child interaction as well as catering for children's special interests.

Children will be encouraged to contribute to the program planning. The program will be child centred and will allow them the opportunity to pursue their own interests. Depending on resources available there may be alternative choices when a child does not choose to participate in a particular activity.

Observations and Annual Review

All children are placed in a programming cycle and are observed at least once a term. From these observations we are able to program for your child accordingly. A review of your child will be done once a year and parents are encouraged to read these, sign and set goals for your children.

Breakfast and Afternoon Tea

Snacks form a significant part of the Centre's routine.

Breakfast will be provided for children attending before School care and Vacation care.

Please make sure that any food allergies, strong dislikes and special dietary requirements your child may have are recorded on the enrolment form and discussed with the Supervising Officers.

The Centre provides afternoon tea for after school care and vacation care.

Parents are required to provide morning tea and refer to the program for lunch requirements during the Vacation Care program. The snack menu is varied, balanced and nutritious. Children occasionally make their own sandwiches as part of the planned activity program. Children are taught how to store, prepare and serve food hygienically. The weekly menu is displayed on the Menu board. Snack times are treated as social occasions. The staff will sit with the children during snack times to interact with them, provide help where needed and set a good example for the children.

Birthdays

Children's birthdays are a special day that children like to celebrate with us. Children will be encouraged to be the 'Junior Educator' on their birthday.

Supervision

The centre will maintain high levels of supervision of children at all times.

The staff: child ratios contained within the Educational and Care Services National Regulations 2015 for Outside School Hours Care will be strictly adhered to at the centre. These ratios are:

Staff Ratios

Attendance – no Kindy Children in attendance

Before School - 1:10 and 2:26

After School - 1:10 and 2:26

Pupil Free Days and Vacation Care - 1:10 and 2:26

Attendance – with Kindy Children in attendance

Before School - 1:10 and 2:20

After School - 1:10 and 2:20

Pupil Free Days and Vacation Care - 1:10 and 2:20

A risk assessment is to be made for all excursion and special activities in or outside the centre. Ratios are appointed according to the severity of the risk. Water activities are generally 1:5 ratio and a staff member with Aquatic Rescue Training will always be present when activities consist of a body of water e.g. pools.

There will be a minimum of two staff members on duty at all times. This is to ensure children are appropriately supervised. Staff will position themselves where they can see all the children under their supervision and listen carefully to what is happening so they can anticipate their child's needs. Staff will join in the children's play and encourage them to try new experiences. Children playing outdoors will be appropriately supervised and given opportunities for self discovery and freedom of choice. Children will be regularly reminded of safety procedures for play equipment.

Children outdoors will be appropriately supervised to ensure each child's safety, and be given opportunities for self discovery and freedom of choice. Staff will judge when children need an adult to facilitate play or join in at a child's request. Children will be regularly reminded of safety procedures for fixed play equipment and also be encouraged to try new challenges as appropriate to their developmental stage.

Children with Special Needs

Where the child being enrolled in OSHC has a disabling condition, disorder or significant health care need, the Centre Manager (Principal), in consultation with the Catholic Education Office, will have the discretion to make an enrolment decision based on the capacity of the Centre to make adequate provisions for the child.

Guiding Children's Behaviour

Learning appropriate behaviour is part of your child's social development. Our Staff aims to help children be responsible for their own behaviour and to develop an understanding of what is appropriate in different situations.

You are encouraged to discuss your child's behaviour with the centre staff to ensure consistent behaviour expectation between home and the centre. Limits to children's behaviour will always be clearly expressed in positive terms and reinforced consistently in a developmentally appropriate way. Children will be encouraged to settle their differences in a peaceful manner. The staff will focus on positive behaviour, providing praise and encouragement where appropriate.

Developing a supportive relationship with the children encourages them to learn skills in self discipline. Punishing a child stops the negative behaviour for a while but does not teach the child self restraint. When "Time Out" is used as a consequence of negative behaviour the reasons will be discussed with the child. "Time Out" will be no longer than 10 minutes. A "cooling off" period may be needed so the child can calmly discuss the situation. Educators will always talk to the child calmly and respectfully. The child will be reminded in positive terms of the expected behaviour.

At no time will a child receive any form of corporal punishment e.g. smacked, or be placed in a room alone, made immobile, frightened or humiliated in any way, verbally or emotionally punished, nor will food or drink be withheld as a form of punishment.

The Supervising Officer will keep parents informed of any difficulty in managing a child's behaviour which results in disrupting the program or putting other children at risk.

If a child misbehaves the following system will be used;

- First warning-verbal reminder about behaviour.
- Second warning verbal reminder about behaviour,
- When child reaches 3rd reminder they will be redirected to another activity for 5-10 minutes.

If a child reaches the 4th reminder the Supervising Officer will discuss the child's behavior with parents.

Inappropriate behaviour includes

Teasing, name calling, bullying, swearing, inappropriate language, pinching, biting, punching, hair pulling, wilful damage to any property, failing to comply with instructions of the Supervising Officer or other staff, disrespectful behavior/language towards staff and anything that compromises the health and safety or well-being of the other children in the Centre.

Staff will discuss the issue of bullying with the children and make it clear that this kind of behaviour is not acceptable at the Centre. Children will be encouraged to speak to staff if they see, or are subjected to bullying behaviour.

Limits and guidelines

We find the following limits/rules necessary to protect the safety and well-being of every child and ask parents to reinforce these with their child:

- Respect for other people and their property.
- Noisy play can be conducted outside.

- Stay within the set boundaries.
- Take care of the equipment.

The Supervising Officer and staff are always available to discuss and assist with any concern a parent may have in respect to a child's behaviour or participation in the program. Persistent behavior problems will need to be addressed with the Principal.

Appropriate Clothing – Vacation Care

During the day your child will participate in many different activities and it is important that they are dressed in appropriate clothing. Remember, children are hard at "work" while they are with us and often the most beneficial learning experiences come from messy play. We encourage children to wear aprons when painting or participating in messy activities.

Children are encouraged to wear sensible footwear and comfortable casual clothes suitable for climbing, running or painting.

Children need to be aware of sun protection and will need to wear shirts with sleeves; not strappy or singlet tops. Children must also wear a hat when playing outside. Please refer to our sun safety policy that all children need to comply with. Staff will wear hats when supervising outdoor activities.

Excursions

Excursions are considered to be an integral part of the children's program and will therefore be arranged from time to time to provide a broad range of learning experiences for the children. Children will be taken on excursions outside of the Centre as part of the planned activities.

Permission for walks to the local park is granted or denied on the enrolment form. For all other excursions written permission will be sought from parents and details of the outing provided in writing. All excursions will comply with the Education and Care Services National Regulations 2012.

The Vacation Care Program will be available for families by week 6 of the school term to ensure that families are aware of what we are doing and are able to arrange suitable care for your children.

Health

Here at Liwara Catholic out of School Hours Care Centre we aim to provide a healthy environment in which children will grow and learn about the world around them. The application of preventative measures through an infection control process aims to prevent the spread of infections and will be followed by all people in the outside school hours centre at all times.

In group care situations one of the most troublesome problems is controlling the spread of infections amongst both children and staff. The hygiene procedures detailed in the Centre Policy Manual are therefore to be followed at all times in order to control the spread of infections.

Hygiene

In group care situations one of the most difficult areas to control is the spread of infections.

The application of universal hygiene procedures will be followed at the Centre at all times to control the spread of infection. Staff role model a high level of personal hygiene at all times and place emphasis on the children learning and understanding why hygiene is important. Hand washing is central to this system and children will be asked to wash their hands before all food preparation, after art activities and using the toilet.

Immunization

Immunization of children who attend the Centre will help to limit the spread of infection. Full immunization records are required on enrolment. If your child is not immunized you may need to provide a letter to the service stating that you have chosen not to immunize your child. Where a child's immunization records have not been supplied for any reason, the child will be sent home if the case of a serious outbreak is issued.

Exclusion

As a protection for all children and staff the following exclusion policy applies to all children enrolled in the Centre.

Children with infectious diseases will be excluded from the Centre in accordance with the "Communicable Disease Guidelines"

A medical certificate is required after contracting Diphtheria, Hepatitis A, Polio, Tuberculosis, Typhoid and Paratyphoid before your child can be re-admitted to the Centre.

If your child is unwell at home please do not bring him/her to the Centre. Children who have more than a slight cold should not be brought to the Centre and may not be accepted at the Nominated Supervising Officer's discretion. Fevers, vomiting, diarrhea or unexplained rashes are indications that a child should not be brought to the Centre.

Parents are asked not to bring un-well children to the Centre. If a child has more than a slight cold staff should check with the Nominated Supervisor before accepting the child.

Unwell Children at the Centre

The Centre is not able to care for children who are ill. The following policy has been developed to protect your child and the other children attending the Centre.

It is important that the Supervising Officer be notified if your child has been unwell or received an injury since last attending the Centre. If a child is

receiving medication at home but not at the Centre, the Centre should still be notified of the purpose of the medication, its nature and the possible side effects it may have on the child while they are in care.

In the case of your child becoming ill at the Centre, every effort will be made to contact you to ask you to take the child home. The child will be made comfortable and separated (but cared for) from the other children until a parent arrives to collect the child. The Nominated Supervising Officer has the discretion to call an ambulance or doctor if urgent medical attention is required. Every effort will be made to contact you or your nominated emergency contact person. All medical and ambulance costs are the parent's responsibility.

A record of the child's symptoms and any actions taken will be written on the Centre's Accident/Illness Record Form. Children away due to illness are encouraged to provide a medical certificate to ensure that you are still eligible to receive CCB payments.

HIV Impairment and other Blood Borne Diseases

We believe that all children should have an equal opportunity to access quality care in a safe, healthy environment. Our policy therefore allows the inclusion of any persons with AIDS, Hepatitis B or C, or any other blood borne diseases to the Centre. The Centre recognises that HIV/AIDS and Hepatitis B and C like any other disease are best dealt with by the application of preventative measures. The Centre provides clear guidelines on how to eliminate the risk of these diseases being spread, so that ALL children and staff in the child care centre are protected at all times.

Medication

The giving of medication to children will be strictly monitored to ensure the child's safety and welfare.

Only qualified staff will administer medications to children.

Medication will only be administered by Centre staff if:

- The parent has completed and signed the Centre's 'Authority to Give Medication' form and advise you of the last dose of medication given.
- It is prescribed by a doctor and has the original label detailing the child's name and required dosage.
- Self administration of medication by an enrolled child is not allowable without direct supervision from a staff member, except for the use of Ventolin or through written agreement with the parent.
- No medication is to be left in your child's bag other than Ventolin. All other medications must be handed to the Supervising Officer on arrival at the Centre.

- It is prescribed by a doctor and has the original pharmaceutical label detailing the child's name, the name of the medication, the required dosage, the date of dispensing and the expiry date; OR
- It is still in the original pharmaceutical packaging (i.e. Non-prescription medication), indicating the name of the medication, the dosage and the expiry date; AND
- The parent has completed and signed an authority to give medication form on the day that it is to be administered.

Parents must give medication to a staff member, who must place the medication in the medication cupboard or the fridge.

Staff will follow centre procedures carefully when administering medications and always verify the dose, time and child with another staff member before administering, and record each dose that is administered.

Children who have long term health conditions, that require ongoing medication, will need the child's doctor to provide full details of the medical condition, correct dosage of medication and how the condition is to be managed on a Special Health Needs Support Plan or Emergency Action Plan. Parents are required to endorse this information and give permission to staff to administer medications as directed by the Doctor.

If your child is attending after school care and has medication which they need to take whilst at school, the medication must still be handed to the Supervising Officer. If the medicine needs to be administered whilst at after school care parent are still required to complete a medication form before hand and to advise staff.

Safety

Liwara Catholic School OSHC Centre aims to provide a safe environment in which children may play in and explore their world free from harm. In the event of an accident, appropriate first aid or CPR will be applied by trained staff. If an emergency or natural disaster occurs at the centre, the children and staff will be well practised in the required procedures to ensure, as far as possible, the safety and well being of each person present.

Safe Environment

All equipment and furnishings are checked regularly to ensure they are in a thoroughly safe, clean and hygienic condition and in good repair. In this regard staff will report any equipment and/or area that is not clean or in a safe condition or any evidence of vermin to the Nominated Supervisor. Maintenance checks are done every 3 months.

Our Centre aims to protect the health and safety of children and staff at the Centre.

In the interest of Occupational Safety and Health and the well being of the children, the Centre is a smoke free zone.

Centre Boundaries

All children are required to become familiar with the centre boundary plan which is displayed in the centre, and clearly delineates the services boundaries and areas where children may safely play. When children are playing in other areas of the school within the boundaries they will always be supervised by an educator eg the school oval and Pre Primary area.

Sun Protection

Here at Liwara Catholic Outside School Hours Care Centre, our Sun Protection Policy has been developed to ensure that all children, employees and visitors attending this centre, are protected from skin damage caused by the harmful ultraviolet radiation (UVR) from the sun. It is to be implemented throughout the year.

To ensure all children attending the Centre are protected from skin damage caused by harmful ultra violet rays of the sun the following applies:

- Children will wear a hat whenever outside.
- SPF 50+ broad spectrum water resistant sunscreen will be provided for children and applied 20 minutes before going outside. If an alternative sunscreen is required by a child this will need to be supplied by parents
- Outdoor play will not occur in extreme heat or at the hottest time of the day.
- Staff will act as role models, by wearing hats and following sun smart procedures.
- Sunscreen protection will be provided at all times throughout all seasons.

Children who do not have their hats with them will be asked to play in an area fully protected from the sun. Our centre considers cultural differences and is prepared to adapt to meet individual customs i.e. wearing specific head attire.

Emergency Procedures

Emergency Procedures will be practiced to ensure that children and staff are familiar with the procedures should an emergency occur.

Emergency evacuation and safety drills will be practiced at the Centre with staff and children at least once each term and once each holiday. Evacuation procedures are displayed. Parents are asked to familiarize themselves with these procedures.

A record of each rehearsal of emergency procedures will be made on an 'Evaluation of Emergency Evacuation Drills' form. Parents can be provided with a copy of the emergency evacuation procedures on request.

Accidents

Despite every precaution accidents may occur. The following policy will be implemented in the event of an accident.

Written authority, through the enrolment process, gives permission for staff to seek medical attention for your child in the case of an accident. In the case of a minor accident only staff members who are qualified in First Aid will attend to the injured child. Depending on the injury you will be contacted at the time of the accident or informed about the incident when you arrive to collect your child. If a serious accident occurs which requires more than first aid treatment you will be contacted immediately or if you cannot be contacted your emergency contact person will be phoned. Your child's injuries will be assessed and either an ambulance will be called or your child will be taken to a local clinic or medical practitioner for treatment. A staff member will accompany your child until you are able to be there. You will be provided with a copy of the accident report by the person in charge at the Centre.

Note: Children enrolled at Liwara Catholic Primary School are also covered by the Catholic Church Insurance. The CCI accident report form will also be completed.

First Aid Qualifications

It is a requirement that at least one staff member with First Aid and CPR qualifications is on duty at the Centre at all times. The centre will also have a staff member present with Aquatic Rescue Training when going on water excursions or pool activities.

First Aid will only be administered by a staff member with current First Aid qualifications.

A fully equipped First Aid Kit is maintained at the Centre.

Personal Belongings

The Centre provides a wide variety of sports equipment, games and toys for all children to play with during the school term.

If your child brings personal toys into the Centre, the Supervising Officer has the discretion as to whether the child is allowed to play with the toy or not. No responsibility will be taken for loss or damage of personal items.

Lost property

Any item brought into the Centre by the child should be clearly marked with the child's name, especially items of clothing.

There is a lost property box at the centre which should be checked every week.

The centre will not be liable for lost or damaged belongings. It is highly recommended children do not bring valuables to the service.

Mobile Phones

Use of mobile phones is not permitted in the centre. Mobile phones should be handed to the Supervisor for safe keeping.

Thank you for taking the time to read our Parent Handbook.

Please speak with the Supervising Officer if you require any further clarification.

We look to work in partnership with parents to provide a high quality OSHC service. We welcome involvement of parents in the Centre and your ideas and suggestions will be greatly appreciated. We are always happy to have people come into the Centre with interesting things to show, share and make with the children.

We welcome the opportunity for parents to share information about their children that will assist us to make their stay a rewarding one. Your feedback is invaluable in future planning and programming of activities.

This booklet was prepared by the Nominated Supervising Officer and OSHC Committee of Liwara Catholic Primary School.

References

- ACECQA – Australian Children’s Education and Care Quality Authority.
 - www.acecqa.gov.au
- National Quality Framework
- National Quality Standards
- Education and Care Services National Law 2012
- Education and Care Services National Regulations 2012
- My Time Our Place Framework for School Aged Care
- Department for Child Protection – www.dcp.wa.gov.au
- Department for Communities – www.communities.wa.gov.au
- Priority of Access Guidelines – Department of Education, Employment and Workplace Relations – www.deewr.gov.au
- Privacy Act – www.privacy.gov.au/law/act
- Department of Health – www.health.wa.gov.au
- State Law Publisher – www.slp.wa.gov.au

Further Information

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