



**ANTONIO CATHOLIC SCHOOL**

Out of School  
Hours Care  
&  
Vacation Care

*EVERYBODY MATTERS .....AND MATTERS ABSOLUTELY*

## **ANTONIO CATHOLIC SCHOOL OUT OF SCHOOL HOURS CARE AND VACATION CARE PHILOSOPHY**

The Antonio Catholic School Out of School Hours Care Program and Vacation Care aims to provide quality care for primary school children. This care is provided in a safe and comfortable environment and the program offers a range of activities which are educational, relaxing and enjoyable.

We aim to take a genuine interest in the welfare and concerns of the children as individuals, promoting a healthy self-image and respect of others.

Children's programs will be inclusive of the cultural and linguistic diversity of all families using the service. They will support children to explore a range of cultural experiences in an environment free from racial prejudice and harassment.

A range of social learning experiences are provided and there is a provision to involve children in decision making about the program planning and acceptable behavior. The programs operate under conditions which are consistent with expectations during school hours.

The staff have the trust and support of the school administration with the School Board responsible for the running of the program.

### **SOCIAL INTERACTION**

All children are expected to behave in a manner acceptable to the staff of the program and consistent with general expectations during school hours. Reasonable discipline measures, in line with school policy, will be taken as necessary by the program staff. The Principal reserves the right to terminate a child's enrolment in the program, if negative behavior persists after reasonable measures have been undertaken, or if the safety or security of other children is at risk.

Children must wear an Antonio school hat (during OSHC), or an appropriate sun hat (during Vacation Care) when playing outside at all times.

### **LOCATION AND ACTIVITIES**

The program is based in the Performance/Drama and Art/Science Areas of the school. Varied recreational activities are planned by the Director in consultation with the Out of School Hours Care staff and link with other programs at the school. Activities include board games, crafts, computer games, puzzles, storytelling, cooking, quiet time and sporting activities within the school grounds.

Vacation Care may include some excursions and incursions. Children are supervised at all times.

### **STAFF / CHILD RATIO**

The children are well supervised during the program with a minimum of two staff members. One of the staff members on duty is senior trained.

1 staff to 15 children for on-site care

1 staff to 8 children for excursions

1 staff to 5 children for swimming activities

### **ROLES AND RESPONSIBILITIES OF PARENT/CARE GIVER**

Parent/Care Givers have the responsibility for the following:

Accompany child/ren into the OSHC/Vacation Care site and as an authorised person/s must sign the attendance sheet each day—in the morning for attendance in the program and in the afternoon for departure from the program—Staff will not accept responsibility for children not signed in by Parent/Care Giver.

Collect their child/ren on time.

Provide relevant information to staff regarding their child/ren's health and well-being.

Take an active interest in the program and support the staff in their roles.

Ensure that your child does not bring swap/collector cards or discs to the program. If seen, they will immediately be confiscated and returned to the parent/caregiver at the end of the day. No responsibility will be taken for the loss of these items.

Vacation Care only: Games may be brought in to the centre for sharing with the whole group. No responsibility will be taken for the loss. Games and videos are restricted to General Exhibition of these items.

## **VOLUNTEERS**

The program welcomes volunteers, but staff will ensure that volunteers will not be left alone to supervise children and that program policies are followed.

## **ILLNESS**

If a child is unwell the Parent/Caregiver will be contacted and asked to collect the child. This child will be cared for and comforted until the parent/caregiver collects the child. Children should be fully recovered before returning to the program.

Any medication must be given directly to a staff member, signed in, dosage explained, signed out at the end of the day, in its original packaging.

## **HEALTH CARE PLANNING**

If your child has a medical condition eg asthma, severe allergic reaction you will be required to have a medical management form completed by a doctor.

## **ABSENCE**

If your child will not be attending a session, please notify the Co-ordinator; 24 hours notice of cancellation is required. Less than 24 hours notice given will incur a \$5.00 levy per child. Each child is allowed up to 30 allowable absence days per financial year.

## **CLOTHING**

All clothing items are to be named.

Please check the lost property box for lost items—no responsibility will be taken for lost items

Appropriate clothing for physical activities, skin protection and “messy” experiences to be worn

Footwear—no slip-ons or thongs allowed.

## **SUN HAT POLICY**

Children must wear a hat when playing outside at all times. During OSHC their Antonio School hat will be worn, during vacation care an appropriate sun safe hat will apply.

Sunscreen should be applied at home and will be provided for all children to apply prior to outdoor.

## **EMERGENCY / FIRE AND EVACUATION PROCEDURE**

Assembly point is at the back of the school oval

In case of fire or emergency, the senior person on duty will assume control of the situation.

Steps:

- Sound alarm
- Evacuate building—ensuring that roll, mobile phone and child emergency detail list is collected
- Security—close doors firmly on leaving
- Assembly—move children to assembly area and check roll.
- Designated staff will check toilets and other locations.
- Lock front gate if possible
- Notify emergency —Fire Brigade, Police, Lex Security Patrol

## **HARASSMENT AND / OR THREAT PROCEDURE - LOCK IN**

In case of harassment and/or threat to children by person's known/unknown to the service, the senior person on duty will assume control.

Steps:

- Sound alarm
- All staff and children to assemble in the OSHC area
- All external doors to be locked
- Designated staff will check toilets and other locations.
- Lock front gate if possible
- Notify Police, Lex Security Patrol

Contact can be made via mobile phone. (Parents where possible)

## **OSHC INFORMATION & PROCEDURES:-**

**HOURS OF OPERATION**—Bookings are essential for all care

Morning: 6.30 to 8.30am (Notification is needed if care required prior to 7.00am)

Afternoon: 3.05 to 6.30pm

## **ENROLMENT**

Parents/Care-givers will be requested to complete the Application for Membership Form and agree to the conditions of membership.

## **BOOKINGS for OSHC**

Parents/Care-givers are required to advise the times and days when care is required, preferably at least one day in advance, or by 2.00pm in the case of emergency bookings. If care is required before 7.00am, notification is essential so that staffing can be arranged.

Children's names will be entered on the Attendance Sheet, which is to be signed by the parent/care-giver (not by the Staff as this is not their responsibility) each day of attendance.

Morning Procedure: Parent/Care Giver must accompany child/ren into care and sign the attendance sheet.

Afternoon Procedure: Parent/Care Giver to sign attendance sheet. No child will be permitted to leave the program unaccompanied, and only those persons specified on the enrolment form are permitted to collect children unless other arrangements have been made. Identification is required if a child is collected by someone other than the parent/s.

If booking details change, parents/care-givers are required to advise Out of School Hours Care staff or forward a note with your child clearly labeled "OSHC Booking Information" and be handed in with the morning mail in the office bag.

## **CANCELLATIONS for OSHC**

If your child will not be attending a session, please notify the school as soon as possible. Failure to cancel a booking will incur a \$5.00 Cancellation Fee.

## **OSHC FEE STRUCTURE**

Whilst our aim is to keep the fees as low as possible, Out of School Hours Care must be able to meet all costs, this includes art/craft materials, games, various resources, groceries and staff salaries.

Parents/Guardians are responsible for the payment of fees incurred by the school in pursuing recovery of overdue amounts from the Out of School Hours Care Program, including legal fees, administrative costs, location and service fees and any commission payable to debt recovery consultants.

Late Cancellation of booking: Fee charged will be 50% of session fee Notification after 12.30pm on the day of pre-booked care.

Absence: Before School Care – parents will need to advise OSHC staff on that morning.  
After School Care – parents will need to advise by 10.00am on the day of booking.

Absence without notice: Fee charged will be 100% of session fee.

Parents with overdue fees will be encouraged by the Director to discuss any difficulties they may have in meeting payments and to make suitable arrangements to pay. If this is not done, or the agreed arrangements are not kept, the following procedure will apply:

after one week overdue - a polite written reminder will be forwarded to the parent.

after two weeks overdue - a letter will be forwarded to the parent, advising that their child's place may be cancelled if the account becomes three weeks overdue. The letter will include a reminder that parents are encouraged to discuss payment difficulties and make suitable arrangements to pay with the director/coordinator.

after three weeks of non-payment-if no arrangements to pay have been made, or if made, not kept, the place will be cancelled until payments are made in full.

## **CHILD CARE BENEFIT**

Centrelink can be contacted on 13 6150 between 8.00am-8.00pm to arrange registration for care.

CRN's for Antonio Catholic School OSHC are as follows:

Before School Care: 1-631-6254

After School Care: 1-631-6253

If your child has been registered for care prior to enrolment with Antonio OSHC/Vac Care, then we only require family members CRN's and date of birth for each individual, including parents.

## **FEE STRUCTURE**

Mornings: 6.30—8.30am \$13.00

Afternoons: 3.05pm-6.30pm \$ 20.50

Pupil Free Day Care: \$55.00

Early Finish: \$27.50

Vacation Care \$55.00

## **LATE COLLECTION OF CHILDREN**

a) All children must be collected by 6.30pm

b) Any child picked up late will incur a Late Fee of \$5.00 per 5 minutes or part thereof.

c) If a child remains after 6.45pm, the procedure will be:

i. endeavor to contact the parent/guardian

ii. endeavor to contact, in order, the nominated persons on the enrolment form and arrange to collect the child.

iii. endeavor to contact other relatives or friends and arrange for them to collect the child.

If the steps above have been unsuccessful, contact the local police in attempting to locate the parent/care giver.

## **FOOD**

Morning: Breakfast is not supplied, therefore if breakfast is required, you will need to supply your child/ren with their own breakfast

Afternoon: Each day after school, children who are booked into care will be provided with a light snack and drink.

## **MOBILE PHONES, ELECTRONIC GAMES**

Children are required to give their mobile phone to a staff member whilst in care. Parents may contact their child through the OSHC mobile: 0419 866 581. Mobile phones will be stored in a locked cabinet.

Electronic games are not the responsibility of OSHC staff.

## **VACATION CARE INFORMATION & PROCEDURES**

Care is available during school holidays on our school site. Placement numbers are restricted therefore bookings are ESSENTIAL.

Bookings & program will be available in the front office 1 (one) month prior to school holiday start date.

## **HOURS OF OPERATION**

Vacation Care: 6.30am to 6.30pm

24 hours notification is essential if care is required prior to 7.00am

## **GUIDELINES FOR VACATION CARE**

### **ENROLMENT**

Parents should collect an enrolment package from the OSHC Room or the school office

Every student is to have an enrolment form completed prior to attendance to the program

Forms are to be renewed annually

It is parents responsibility to advise the Co-ordinator of any changes to contact information immediately

Only an authorised person may sign children in/out of the program each day

Mobile phones must be handed to Staff, they will be held in a secure place until child/ren are collected.

All music and games must be vetted by staff prior to usage whilst the children are in care

Games, Ipad's, MP3's, etc. need to be given to staff

No responsibility will be taken for lost items.

Dear Parent/Care Giver

Please read the following article with your child/ren and discuss same so that your child/ren understand what behaviour is acceptable during OSHC or Vacation Care and what the consequences of unacceptable behaviour will be.

Please both sign the bottom of the sheet and return with your enrolment for OSHC /Vacation Care form.

### **ACCEPTABLE BEHAVIOUR OF CHILDREN ATTENDING OSHC/VACATION CARE**

Respecting the rights of other children and staff  
Care for their own and the property of others  
Observing the "hands-off" agreement as stated in Antonio Catholic School policy  
Listening to Vacation Care staff and abiding by the instructions given

**Step 1:**

If a child's behavior is inappropriate, the following steps will be followed:

- Identify the behavior with a staff member
- Discuss the choice made
- Discuss an alternative choice
- Staff member to help the child implement the change

**Step 2:**

If there is no attempt to change the behavior:

- Re-address the above process
- If conflict/issues on-going, another warning is given to the child

**Step 3:**

If child continues to be unco-operative:

- Parent/ Care-giver will be notified
- Strategies will be discussed

**Step 4:**

If there is no improvement in behavior:

- Child will be suspended from the program
- Re-entry to the program will be negotiated between the Co-ordinator and parent/caregiver

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PARENT SIGNATURE

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CHILD'S SIGNATURE

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PARENT NAME (Printed)

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CHILD'S NAME (Printed)

DATE: \_\_\_\_\_