BRUNSWICK EAST PRIMARY OUT OF SCHOOL HOURS CARE INFORMATION FOR FAMILIES 2018

Brunswick East Primary Out of School Hours Care Service

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Welcome to the Brunswick East Primary Out of School Hours Care Service. We aim to provide a safe and stimulating environment in which your child can play and relax, before, after school and on Pupil-Free Days. We provide, within this setting, play-based, child-centered inclusive programs, which focus on developmental, social and recreational activities, which are appropriate to the needs of all children.

**LOCATION:**

The program is located in the multi-purpose room up the stairs outside the school hall. The OSHC office is in the little room near the stage in the school hall. The children have supervised access to the OSHC room, hall, Art room, kitchen and school grounds.

**HOURS:**

|  |  |  |
| --- | --- | --- |
| **Before School Care** | 7.30am-8.45am | Monday – Friday |
| **After School care** | 3.30pm-6.00pm | Monday – Friday |
| **Curriculum Days** | 8.00am- 6.00pm | Changes each year; check school calendar |

**STAFFING:**

**Coordinator –** Ranita Swamy (Rena)

**Assistant Coordinator (Beforecare)**-Phyllis Emonson

**Educators–**Phyllis Emonson**,** Glenda Bailey, Rustin Bulmer, Carolyn (Harri) Harrison, Hayfa Abdullatif, Justine Jackson, Indiana Benjamin, Meg Tait, Olivia DiCello and Paul Eves.

The Before School Program is staffed by 2-3 people, depending on the numbers of children booked in, and is licensed to offer care for 106 places per morning.

The After School Program is staffed by 5-8 people and is licensed to offer care for 106 places maximum per afternoon. A staff ratio of 1 staff member:15 children is maintained at all times.

The OSHC service currently operates an Inclusion Support Program for 2 children with additional needs attending the Aftercare and Before Care Programs. Please see the Coordinator if you wish to have more information regarding this program.

## Enrolment

Children attend the program on a permanent full-time, part-time or casual basis. For your child to use the service, Families first need to enroll into the program, by filling out an enrolment form which can be obtained from the school reception, OSHC Service or downloaded from the website. We recommend that if you intend use the service on an irregular or emergency basis, you complete this form so that you can access the program when necessary or in an emergency if places are available.

The Enrolment form provides us with important information regarding the care of your child/ren, including; contact information, health information& medical needs, food allergies, access, cultural and religious background, languages spoken, details of people authorised by you to collect your child from the program and contact names in the event of an emergency. All information collected will be kept Private and Confidential. Enrolment forms are renewed at the end of each year- this is a legal requirement under the *Education and Care Services National Law* and *Regulations 2010*. All outstanding accounts will need to be paid in full in order to confirm a Re-enrolment booking for the following year.

## Bookings

On the registration form you are asked to nominate permanent sessions for your child or indicate possible casual usage. Bookings must first be discussed with the Coordinator to ascertain availability.

Children can only attend if bookings have been made and confirmed prior to attendance, and an enrolment form has been received by the Service. Written confirmation of Bookings and cancellations are absolutely necessary to ensure the safety of the children and the smooth administration of the program.

It is the responsibility of the parent/carer to inform the program of bookings and cancellations.

Fees will be charged for all unattended and cancelled bookings, unless the day can be re-sold as a casual spot. Two week’s notice must be given to notify of permanent cancellations to permanent places. Full Fees apply to cessation of care (not subject to CCB). Please see Enrolment, Waiting List and Priority of Access Policies.

### **Fees& Payments**

# The current fee schedule is, with an incremental fee increase annually in Term 1.

|  |  |
| --- | --- |
| SESSION | **FEE** |
| Before Care | $15.00 |
| Aftercare | $19.00 |
| Curriculum Day | $38.50 |

The OSHC Service issues accounts weekly/fortnightly – emailed out to families. Families must ensure they keep their contact details up-to-date with the OSHC Service. Accounts are required to be paid on a regular fortnightly basis. The preferred mode of payment is by the *Qkr !* App. Families can pay via cheque or cash directly to the OSHC Coordinator and Assistant Coordinator. However, this mode of payment will need to be pre-arranged with the Coordinator. Receipts will be issued out on receipt of payment or via email on receipt of Qkr! Transaction Reports.

## Childcare Benefit, Rebate and Lump Sum Payments

You may be eligible for Government Assistance called Childcare Benefit, Rebate or lump sum payments. This is dependent upon your combined/single income and the number of children you have attending childcare. You must complete the appropriate forms and register with Centrelink. Centrelink will advise the Service of any adjustments to be made to the fees being paid. It is important that you complete the forms as soon as possible as Centrelink benefits only apply from the date of application with a set number of days to back date from. It is the parent’s/carer’s responsibility to follow this up, and to then provide the correct information to the OSHC service. All families are required to register with Centrelink in order to receive the 50% childcare rebate or claim a lump sum at the end of the financial year.

* Dept. of Human Services (Centrelink): 136150
* DEEWR Child Care Contact Centre: 1800 664 231
* MyChild Information Line: 13 36 84
* Child Care Access Hotline: 1800 670 305

**Absences and Non-Attendance of Children**

Families must advise the service if their child will not be attending the OSHC service prior to the program operating. This can be done by leaving a message at the school to pass on to OSHC or on the direct lines to OSHC, via email or text message. If families do not contact the service to let them know that their child will not be attending for the day, then a missing child will be reported and procedures followed for missing children – contacting emergency contacts and contacting police if no response is received by a certain time.

## Signing in and out

When dropping your child at the Before School Program, please ensure that they attend the OSHC room and that you state the time of arrival and sign the Daily Attendance Register.

When collecting your child from the After School Program, please state the time of departure and sign your child out of the Daily Attendance Register.

Signing your child in and out of the programs is a legal requirement under the *Education and Care Services National Law* and *Regulations 2010*.

Children can only be picked up by those authorized on your enrolment form by the enrolling parent/guardian or with prior written consent that has been received by the Coordinator.

Children *must* be picked up by 6.00pm otherwise a late-penalty fine will be $3.50 per five minutes after 6.00pm. Only people nominated by you on the registration form can collect your child unless you have provided written consent (which can be in the form of an email), addressed to the Co-ordinator, for an alternative/emergency arrangement.

## Educational Program of Activities ,Experiences and Practice

The OSHC Team offer a varied, rich and inclusive program of play-based Activities and Experiences appropriate to the ages, needs and interests of all the children. The program is designed to be fun and stimulating, providing a number of structured and open-ended activities the children can choose from each day, including; art & craft, games, sport, drama, music, dance, indoor games, cooking, videos& DVD’s (on rainy days). The Programs focus, are child centered and mainly child-directed. Our OSHC Pedagogy is based on the following frameworks and the learning outcomes guiding care for children in childcare settings in Australia;

* *‘Framework for School Age Care in Australia; My Time, Our Place’*
* *‘Victorian Early Years Learning and Development Framework’*
* *‘The Early Years Learning Framework in Australia: Belonging, Being & Becoming’*

Information to families regarding important OSHC issues and a timetable of the weekly activities in the form of an OSHC newsletter are emailed out to families weekly usually every Thursday. Copies are also posted on the OSHC Noticeboards and the schools website.

## Food

A daily nutritious afternoon tea is provided to children on their arrival to the program, consisting of a daily choice of spreads on salada bicuits: vegemite, jam, sliced cheese or plain; cut mixed vegetables; carrots, red and green capsicum, cucumber and celery; pita bread and dips; olives and cubed cheese; mixed fruit in season; apples, pears, oranges, etc and a treat of the day; sweet biscuits; spring rolls & dim sims; hot dogs; sandwiches; soup; wedges & gems; sausage rolls; corn; quiches; fried rice and pasta. Breakfast, toast and spreads, are available in the morning on request.

Children with individual food requirements including allergies and intolerances will be catered for. Please discuss individual requirements with the coordinator prior to your child attending the service.

**Communication with Families**

Communication with Families is very important to us to ensure the quality of care we can provide to your children and occurs through a number of formal and informal channels;

* Daily informal chats with OSHC Staff & Coordinator
* Contact by phone or email to talk or request a meeting
* OSHC weekly newsletter emailed out to families
* OSHC Family Information noticeboards – OSHC room & Hall
* OSHC Children’s newsletter; term, annually
* Emails sent out to families
* Information pages posted next to sign in/out rolls.
* School Website, OSHC page; <http://beps.vic.edu.au/oshc/>

The main method of informing families of what is happening at the service is via the OSHC Newsletter emailed out to families every Thursday.

**Families must read the school & OSHC newsletter to stay informed of all School and OSHC Happenings**.

## OSHC Committee

A Sub-Committee of staff and parents oversees the program. It is vital that regular users of this service are involved in the OSHC Sub-Committee. This Sub-Committee meets once a month and reports to the School Council. Meetings have been held on a Monday night at 6.00pm, however meeting times can be renegotiated every year with the current committee members.

**Grievance and Complaints**

All parents/guardians have a right to have their concerns heard by the OSHC Management team, and are encouraged to discuss any concerns with the Coordinator, Staff or Principal as they arise. All grievance and complaints will be dealt with in a timely, private and confidential manner.

**Policies and Procedures**

All OSHC Policies and procedures are available at the OSHC service and on the OSHC page of the schools website.

**National Quality Standard Assessment & Continual Improvement**

BEPS OSHC is an approved service under the National Quality Framework for Outside School Hours Care. In 2015 we have undertaken our National Quality Standard Assessment and Reporting and have received a ‘meeting all Areas & standards’ rating. We can continue to provide a high quality service to our children.

This document was compiled by:

Rena Swamy

OSHC Coordinator

Last Updated: September 2017