



TAS

TRINITY ANGLICAN SCHOOL

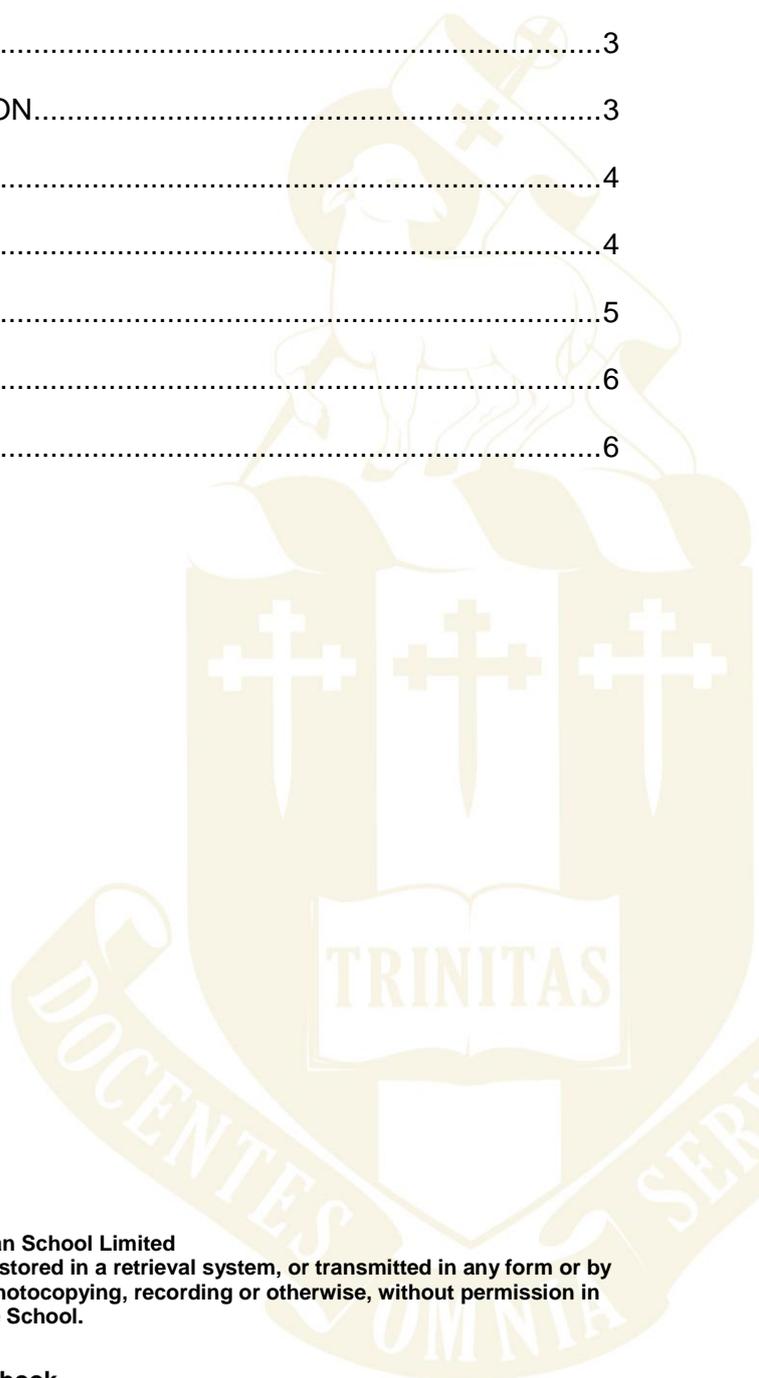
OUTSIDE SCHOOL HOURS CARE **PARENT HANDBOOK**

WHITE ROCK JUNIOR CAMPUS
Progress Road, White Rock | Phone: 0407 162 050

January 2018

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Trinity Anglican School (TAS) Outside School Hours Care (OSHC) facility is a beneficial and important part of the school community. This handbook outlines some of the policies and procedures we follow to ensure the care provided to your child/ren is of the highest quality. If you would like further information on any topic listed here or anything else, please do not hesitate to contact the Coordinator. You are encouraged to keep the Coordinator informed of any issues affecting your own or your child's satisfaction with the OSHC program. We encourage parents/guardians and children to give feedback about the programs offered at the service.

PHILOSOPHY

- To provide care and recreation for Junior School aged children in a safe, secure and inclusive environment.
- To promote the value of play and recreational activities which meet the needs and interests of all children.
- To encourage children to be responsible and show respect to others and their property.
- To help children enhance their life skills through appropriate programming and stimulating activities.

ACTIVITIES

- A range of games, toys and crafts will be offered to meet the recreational needs of the children in attendance.
- No contact sports will be permitted, however, modified versions which reduce danger or injury will be allowed.

After School Care

Afternoon tea will be provided during the program each day.

From Monday to Thursday a quiet space, time and supervision will be given to allow children to do their homework if they wish.

Sport activities and organised games will be offered throughout the week.

Vacation Care

A program of activities will be available prior to each school holiday period.

HOURS OF OPERATION

After School Care.....	3:00pm to 5:45pm (School Days)
Vacation Care	8:00am to 5:45pm (School Holidays)
Pupil Free Days	8:00am to 5:45pm
Public Holidays	Closed
Christmas/New Year Period.....	Closed for minimum of 2 weeks

Please arrange to have your child/ren collected within the times specified above. Should you be delayed due to unavoidable circumstances, please advise the Coordinator of your late arrival time. A late fee will be charged. Children are to be collected from the OSHC Room.

ENROLMENT AND BOOKING PROCEDURE

A separate enrolment form is to be completed for each child who attends either the After School Care or Vacation Care programs.

All information obtained through the enrolment process will be kept in strictest confidence and used only for the purposes for which it is obtained.

It is the parent/guardian's responsibility to inform the Coordinator immediately upon any change of details provided on the registration form, e.g. change of address, telephone number, authorised people to collect child/ren, medical history, etc.

If parents/guardians have any special requests or instructions regarding medical attention for their child/ren, this information must be provided on the registration form and discussed with the Coordinator.

After School Care Bookings

Bookings for children who will attend on regular days each week should be made by consultation with the Coordinator, and resubmitting details as changes occur.

Casual Bookings for children should be made by advising the Coordinator a minimum of 24 hours in advance.

In exceptional circumstances, advice of a booking can be made by contacting the Coordinator prior to midday on the requested day of attendance.

If a child is unable to attend the OSHC Program on a nominated day, advice must be given to the Coordinator or the School office.

Should the child not attend due to illness or for any other reason, all fees associated with the booking shall be required to be paid in full. Exceptions to this rule are for casual bookings only - if the Coordinator is notified prior to 5:00pm on the preceding day then they will not be charged for the service. CCB will apply in accordance with allowable absence provisions.

Vacation Care Bookings

A booking form will be available prior to each school holiday.

If a child is unable to attend the Vacation Care Program on a nominated day, advice must be given to the Coordinator.

Should the child not attend due to illness or for any other reason, all fees associated with the booking shall be required to be paid in full. Exceptions to this rule are if the Coordinator is notified prior to 12:00pm on the preceding day.

ATTENDANCE REGISTER AND DEPARTURE PROCEDURES

If an alternate person, other than the regular person/s stated on the registration form is to collect a child, a written message to that effect must be received by the Coordinator from the parent.

After School Care

On leaving the classroom, children are to proceed directly to the OSHC Room immediately once the dismissal bell has sounded.

Parents/guardians (or persons nominated to collect child/ren) are responsible for signing their child out each day. "Signing Off" is essential.

Children must remain in full school uniform until collected. If parents/guardians require their children to change for activities they will be attending upon leaving After School Care (e.g. ballet, gymnastics, etc.), they must make a written request to the Head of Junior School for permission to leave the school grounds in attire other than their school uniform.

Vacation Care

Parents/guardians or authorised person are to accompany their child/ren to the OSHC Room and sign the daily attendance register upon arrival.

Parents/guardians or persons nominated to collect child/ren are responsible for signing their child/ren out each day. "Signing Off" is essential.

GUIDELINES FOR CHILDREN

- All school policies apply to the OSHC Program (although casual clothing is allowed during the Vacation Care Program). A copy of school policies is available from the Coordinator.
- Children are to come to the OSHC Room as soon as they leave their classroom, they are not to go with their friends to play.
- Children are NOT to leave the school grounds until they have been signed out by the person collecting them. Nor are they allowed to leave the immediate Junior School area.
- Children are to be polite to staff and each other, and look after each other and equipment belonging to the OSHC Program.
- Children are to be aware of "Stranger Danger" at all times and tell the staff of any people who are acting strangely in or around the school grounds.
- Children are only allowed to play in areas as directed by staff.
- Children are to return equipment to its proper place after they have finished using it and board games are to be packed away correctly.

Should your child have a concern at any stage, they should be directed to speak with the Coordinator as soon as possible. Children are reminded of this procedure regularly by staff. The Coordinator will record the concern and investigate the matter and, if needed, will follow up with the parent.

In cases of persistent misbehaviour, the Coordinator will discuss the problem with senior staff in the Junior School with a view to resolving the behaviour. If this is not resolved, the Coordinator may approach the parents/guardians of the child involved to discuss the problem further.

If misbehaviour continues, the Coordinator, parents/guardians and Head of Junior School will meet to discuss the situation. In extreme cases, this may lead to the exclusion of the child from the Program.

HEALTH, NUTRITION, ILLNESSES AND MEDICATION

Upon enrolment, parents/guardians are asked to inform the Coordinator of any health and dietary requirements.

This includes recording the information on the Enrolment form and having a discussion with the Coordinator.

Should a child arrive unwell or become unwell, the staff will attempt to keep him/her comfortable until collected.

If a child's condition deteriorates, or he/she is seriously distressed, every attempt will be made to contact parents/guardians to make suitable early collection arrangements.

The Program is not able to cater for children with contagious illnesses.

Prescribed medication can be given in Program hours if required, provided that parents/guardians give the Coordinator clear written instructions stating the child's name, doctor's instructions, time when medicine is to be administered and the required quantity. If possible, please administer any prescribed medication to your child before or after attending the Program.

Non-prescribed medication will not be administered by staff.

Vacation Care

We trust that families attending the service share our commitment to providing children with an appropriate dietary intake of the major food groups. We encourage families to provide a nutritional lunch, morning tea and afternoon tea for their children.

After School Care

A nutritional afternoon tea that meets the nutritional guidelines for Children and Adolescents in Australia, is provided.

While "special" foods cannot be provided by the Program, staff are happy to supervise a child's afternoon tea which has been brought from home due to special dietary requirements.

COMPLAINTS

The OSHC service respects and seriously considers all complaints which require a resolution. The service and school attempts to find a satisfactory resolution wherever possible.

The Coordinator is the first contact for all complaints from children, parents, guardians, staff and the general community regarding the OSHC Program and its activities. Parents/guardians are asked to please consider the presence of others, including staff and children, when speaking to the Coordinator during the Program hours.

If the complainant is not comfortable to take the complaint to the Coordinator; or is unhappy with the Coordinator's handling of the complaint; or the complaint is about the Coordinator; or the complaint is about a matter of Management and Administration Policy (including closure periods) – the matter should be raised directly with the Head of Junior School.

HELP US BY RECYCLING

Parents/guardians are encouraged to send in any useful items, which they no longer need, to be used in craft activities. Some ideas are set out below. Thank you!

Materials	Fabric, felt, cotton, wool, ribbon, lace, elastics.
Cardboard	Egg cartons, match boxes, cylinders, packets, cardboard.
Paper	Butchers or computer paper, greeting cards.
Miscellaneous	Cotton reels, beads, buttons, gum nuts, pine cones, seashells, old toys, games, sports equipment.

FEES

Parent statements are issued weekly – parents/guardians eligible for fee reductions will have an estimate shown in italics. Statements may be reissued if the actual CCB% received from DEEWR is different to the estimate.

After School Care Fees

The fee is \$26.00 per day per child (inclusive of afternoon tea).

Vacation Care Fees

The fee is \$57.00 per day per child, plus extra charges for excursions or special activities. Please check program for details.

Payment of Fees

Fees for children booked in on a regular basis are payable by the last day of attendance each week.

Fees for children attending on a casual basis must be paid on the day of attendance.

Failure to meet fee requirements may result in your child's enrolment being suspended or cancelled.

Late Fees

A late fee will be charged for children collected after 5:45pm.

Every 10 minutes or part thereof after 5:45pm, will incur a \$20.00 late fee. Please endeavour to pick up your child/ren by 5:45pm. Should a problem arise, please notify the school or call the Coordinator.

Payment Options

Direct Deposit:

Please ensure any deposits to the school bank account include your SURNAME and the item being paid such as WRJ ASC or WRJ VAC or WRJ OSHC as the reference. TAS will not take responsibility for amounts not being immediately credited to the parent account, if insufficient details are provided.

Name: Trinity Anglican School Ltd
Bank: Westpac Banking Corporation
Swift Code: WPACAU2S
Branch: Earlville
BSB: 034193
Bank Account Number: 146561

Cash or Cheque – in person (*) at OSHC Room (to Coordinator)

Credit Card – in person (*) at WRS administration office

Credit Card – telephone 4036 8111 between 8:00am and 4:00pm

(*) Amounts paid in person will receive a handwritten receipt from a pre-printed school receipt book.

CONTACT INFORMATION

Location

The OSHC Room is located in Block M next to the WRJ Reception Office.

Staff

Coordinator: Mrs Lyn Sinclair
Diploma Children's Services

Assistant: Mrs Jagruti Bavishi
Diploma Children's Services

Telephone Number: 0407 162 050

Please ensure any messages left on this mobile phone include your contact details. The Coordinator will answer the phone from 1:00pm on school days.

GOVERNMENT INFORMATION

The service is licensed under the Queensland Child Care Services Act 2013 and is operating under the Commonwealth Child Care Management System. Various booklets are available near the sign in area – please help yourself if there are multiple copies. Useful phone numbers and websites include the following:

Child Care Access Hotline:	1800 670 305
Department of Human Services (Child support):	1300 309 049
Department of Education & Training:	13 7468
Email:	ECEC@dete.qld.edu.au
Postal:	Early Childhood Education and Care Department of Education and Training PO Box 15033 City East QLD 4002
Online Estimator:	www.humanservices.gov.au/customer/enablers/online-estimators
Online Child Care Portal:	www.mychild.gov.au
Access to Government Online Services:	www.my.gov.au - Help Desk 132307
Immunise Australia Program:	www.immunise.health.gov.au

Enrolment Form – White Rock Campus

Please complete a separate form for each child.

Start Date:/...../.....

CHILD'S INFORMATION			
Child's Surname:	DOB:/...../.....	Sex: M / F	CRN:
Child's Given Name/s:			
Preferred Name:			
Child's Home Address:			
Language spoken at home:			
Cultural/Religious requirements:			

PARENT / GUARDIAN 1		Residing at the same address as the child: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/>	Date of Birth:/...../.....		
Surname:	CRN:		
Given Name:			
Home Address:			
Postal Address (if different to Home Address):			
Home Telephone No.:	Mobile Telephone No.:		
Email:			
Employer's Name:			
Work Telephone No.:			

PARENT / GUARDIAN 2		Residing at the same address as the child: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/>	Date of Birth:/...../.....		
Surname:	CRN:		
Given Name:			
Home Address:			
Postal Address (if different to Home Address):			
Home Telephone No.:	Mobile Telephone No.:		
Email:			
Employer's Name:			
Work Telephone No.:			

Outside School Hours Care Program

CUSTODY (Please complete if there are custody arrangements in place for this child.)	
Court Order documents attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Which parent has custody?	
Are parents separated or divorced?	
Does the child have contact with the other parent?	
Is anyone legally denied access to the child? <i>If yes, please specify who.</i>	

EMERGENCY CONTACTS / AUTHORISED TO COLLECT / OTHER PERSONS TO BE NOTIFIED - MUST BE 18 YEARS OF AGE OR OVER (CAN BE A COMBINATION)			
TAS Outside School Hours Care requires you to nominate alternate contacts (who must be 18 years of age or older) who are authorised to collect and care for your child should the need arise in cases such as illness, injury, accident or if parents or guardians cannot be contacted. Current identification will be required. Please ensure you have those nominated provide their signatures in the space provided.			
1st Emergency Contact Name:			
Relationship to Child:			
Telephone No.:	Home:	Work:	Mobile:
Address:			
Driver's Licence No:		Signature:	
<input type="checkbox"/> I authorise _____ to give consent to medical treatment for my child.			

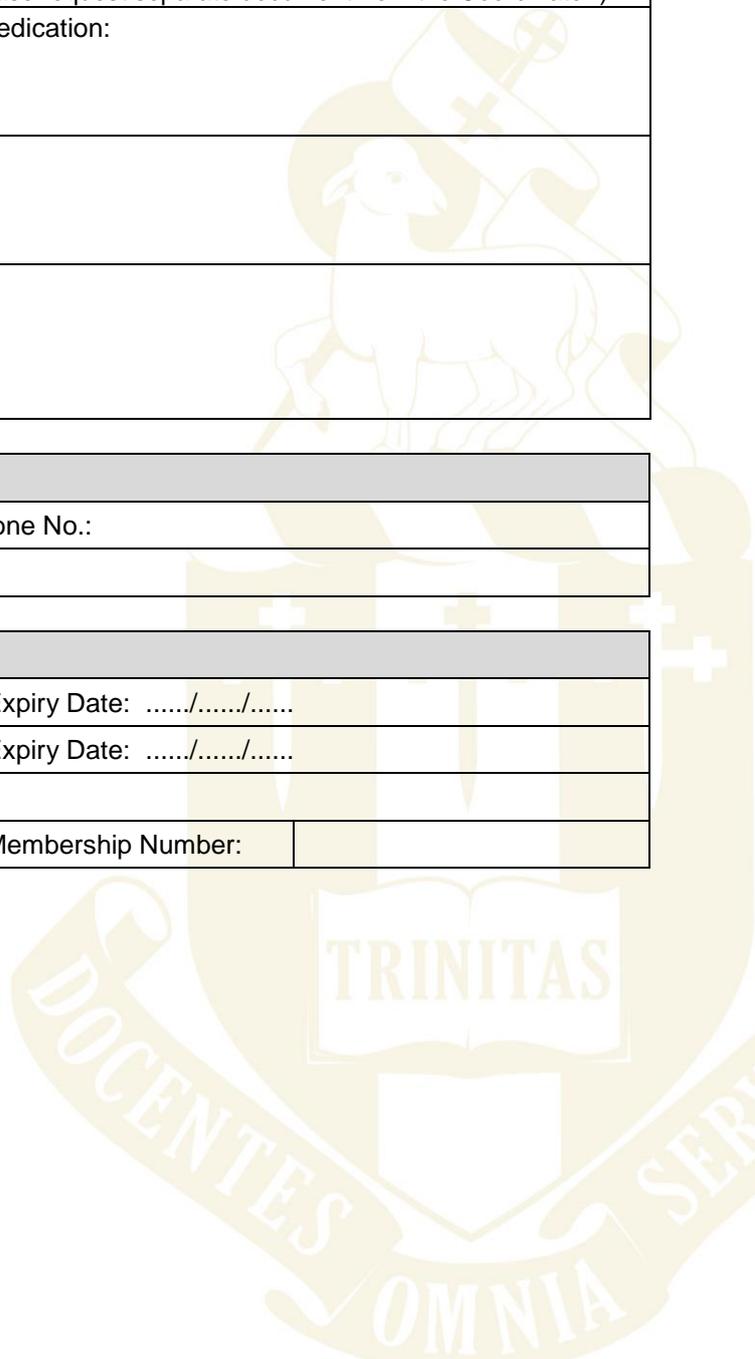
2nd Emergency Contact Name:			
Relationship to Child:			
Telephone No.:	Home:	Work:	Mobile:
Address:			
Driver's Licence No:		Signature:	
<input type="checkbox"/> I authorise _____ to give consent to medical treatment for my child.			

3rd Emergency Contact Name:			
Relationship to Child:			
Telephone No.:	Home:	Work:	Mobile:
Address:			
Driver's Licence No:		Signature:	
<input type="checkbox"/> I authorise _____ to give consent to medical treatment for my child.			

MEDICAL	
Is your child taking any medication or under any type of treatment? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, attach a completed Medical Management Plan (please request separate document from the Coordinator.)</i>	
<i>Provide details:</i>	
Has your child suffered any condition or physical disability which may prevent full involvement in the OSHC program? <i>If yes, provide details:</i>	
To your knowledge, does your child suffer from allergies of any kind? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, attach a completed Medical Management Plan (please request separate document from the Coordinator.)</i>	
Food:	Medication:
Other: (eg bee sting)	
Please list the effects of exposure to allergen:	

FAMILY DOCTOR	
Doctor's Name:	Phone No.:
Address:	

MEDICARE / PRIVATE HEALTH FUND		
Medicare Number:	Expiry Date:/...../.....	
Health Card Number:	Expiry Date:/...../.....	
Private Health Insurance: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Health Provider:	Membership Number:	



Outside School Hours Care Program

AFTER SCHOOL CARE PERMANENT BOOKING					
Please tick (✓) below the days you anticipate your child will be attending the centre each week:					
Child's Name:	Monday	Tuesday	Wednesday	Thursday	Friday

Please Note: In case of emergency, every effort will be made to contact parents/guardians prior to taking action or seeking treatment. We regret that we are unable to care for sick children or children with contagious illnesses.

Medicine or tablets will only be administered to children by staff with written authorisation from parents/guardians and/or a medical practitioner.

Please provide any other information relevant to the child?

PARENT/GUARDIAN AUTHORISATION

- ✓ I have read and understood all aspects of the Parent Handbook and the Enrolment Form.
- ✓ I have completed relevant details required by the OSHC services my child will attend.
- ✓ I agree to keep the service informed of any changes to my situation that affect the above registration details.
- ✓ In the event of my child receiving injuries requiring urgent medical treatment, I authorise the care providers to obtain medical assistance which they deem necessary, and agree to accept responsibility for any costs incurred.
- ✓ I authorise the administration of life saving medication (e.g. EpiPen or Ventolin).
- ✓ I **authorise / *do not authorise* qualified practitioners to administer an anaesthetic if the need arises.
- ✓ I acknowledge that my child will not attend the program if suffering from an infectious or contagious disease.
- ✓ I authorise staff to apply sunscreen and/or insect repellent to my child if I do not provide such.
- ✓ I fully understand that if my child continuously misbehaves after guidance procedures have been followed, I will be notified and my child may be removed from the program.
- ✓ I agree to pay for all of the days my child is successfully enrolled in (and not cancelled within the relevant time frame), regardless of whether my child actually attends.
- ✓ I understand that non-payment of program fees may result in my child's exclusion from the program.
- ✓ I am willing for my child to participate in all activities offered by OSHC Program. I agree it is my responsibility to familiarise myself with the program and to advise the staff in writing if I do not wish my child to participate in a particular activity.
- ✓ I have read and understood the TAS and TAS OSHC Policies, and agree to abide by them.

(* delete as appropriate)

Signature of Parent/Guardian 1: _____ Date:/...../.....

Signature of Parent/Guardian 2: _____ Date:/...../.....

PRIVACY STATEMENT

The information supplied in this form is collected to enable TAS to provide Outside School Hours Care (OSHC) for your child and to satisfy the school's legal obligations especially with regard to its duty of care. The information is used for administration and programming purposes as intended under the contract of enrolment and to contact you in the event of an emergency.

TAS undertakes to enable individuals to examine and authorise changes to any of their personal information held by the OSHC program, by contacting the Coordinator of the OSHC program. By submitting this information, you have consented to its use under the information management processes and policies at TAS and as outlined above. If you fail to provide this information, the enrolment may not be processed.