

Mother Teresa Catholic Primary School

Outside School Hours Care Parent Information Handbook



Principal – Reuben Johnson

16 GINGER Street, Zuccoli NT 0831 | GPO Box 1125, Palmerston NT 0831 | Phone: (08) 7969 5600
Website: www.motherteresant.catholic.edu.au | Email: admin.mtcps@nt.catholic.edu.au

Table of Contents

STAFF LIST.....	4
Hours of Operation	4
2022 Fees.....	4
Childcare Assistance	5
Absences	5
Change of Booking.....	5
End of Care	5
Arrival and Pick Up	5
Code of Conduct	5
Car Parking.....	6
Changes to Information.....	6
Clothing	6
Lost Property	6
Treasures from Home	6
Photos	6
Hygiene.....	6
Nutrition	6
Medicine Administration.....	7
Accidents/ Incidents.....	7
Sick Children	7
POLICY STATEMENT ON PROFESSIONALISM	8
POLICY ON HEALTH AND SAFETY	8
BEHAVIOUR MANAGEMENT.....	8
CHILD PROTECTION/ MANDATORY REPORTING.....	8
POLICY STATEMENT ON GRIEVANCE PROCEDURES	8
CONFIDENTIALITY	8
POLICY STATEMENT ON CHILDREN'S PROGRAM	9
What is Documentation?	9
Why Document?	9
Immediate Uses of Documentation	9
EMERGENCY DISASTER PLAN.....	9
CYCLONE PROCEDURE	9
PRIORITY OF ACCESS GUIDELINES	9

Welcome to Mother Teresa Catholic Primary School Out of School Hours Care

Mother Teresa Catholic primary School OSHC is place for children to enjoy their time and encourage them to have the ownership of their space. In school age care settings educators collaborate with children to provide play and leisure opportunities that are meaningful to children and support their wellbeing, learning and development. School age care settings pay attention to the needs and interests of individual children within a context that promotes collaboration and active citizenship. Children in school age care settings have choice and control over their learning as they collaborate with educators to extend their life skills and develop dispositions towards citizenship.

We are committed to:

- Providing a safe, inviting environment where each child has the opportunity to engage in a variety of interesting and stimulating activities.
- Allow for individual strengths, interest and needs.
- Encourage a child's desire to grow, learn and explore the things around them.
- Supporting each child to develop confidence and self-esteem.
- Respecting and celebrating cultural diversity and individuality.



STAFF LIST

Director/principal	Mr Reuben Johnson
Assistant Director	Mrs. Cherry Grant
Finance Officer	Mr. Neeraj Khetarpal
Booking Officer	Mrs. Flordeliza Cafirma
OSHC Educators/ Staff Members	Please see entrance wall for all educators' names and photos

All our staff are dedicated to providing your child with quality care and education. Relief staff may be employed when permanent staff are sick or on holidays. All staffing levels are set in accordance with the Child Care Act and Regulations

Hours of Operation

Before School Care 7:00am – 8:00am

After School Care 2:45pm – 5:45pm

Vacation care 7:00am – 5:45pm

Closed on all NT Public Holidays.

Closed for two weeks over Christmas and New Year including public holidays (no fees are charged) and 1 Day Staff PD before term 1 commence.

2022 Fees

Before School Care

Daily \$12.50

Weekly (fulltime) \$62.50

Permanent Full time: Monday to Friday

Permanent Part Time: Regular days

Casual: \$16.00

As needed – contact office/ Please be aware 48hrs notice is required to ensure we have room and staffing numbers.

After School Care

Daily \$23.00

Weekly (fulltime) \$115.00

Permanent Full time: Monday to Friday

Permanent Part Time: Regular days

Casual: \$25.00

As needed and if available spaces –contact the office. Please be aware 48hrs notice is required to ensure we have room and staffing numbers.

Vacation Care \$73

Full time \$365

- Please contact the Finance Officer as soon as possible if there are any difficulties meeting payment commitments.

Fees are reviewed in light of the budget annually. The Director, in consultation with the School Board, the CEO and other CEO Early Childhood facilities sets the fee level. Parents/guardians will be given at least six months notice of any fee increase. Fees are automatically deducted from your nominated credit card or bank account through the Hub debit payment system. Credit card and bank details must be provided on enrolment. Statements and invoices are issued weekly.

Childcare Assistance

The service participates in the Child Care Management System (CCMS). Guidelines in claiming and administering Childcare Benefits as directed by the Family Assistance Office and other Government bodies will be followed. The service is registered with the National Childcare Association Council and participates in the Quality Framework and Accreditation System.

It is a parents/ guardians responsibility to have their eligibility for Childcare Assistance assessed by Centrelink. Childcare Assistance will be deducted from fees in accordance with Commonwealth Department of Health and Family Services requirements.

Childcare benefits cannot be deducted from fees until the assessment notice from the Family Assistance Office is received with the child's own CRN. Family benefits are not credited to your account unless CRN numbers are provided by families on enrolment forms.

Absences

Please notify office of all absences. (These are payed days)

Change of Booking

Written notification is required at least two (2) weeks in advance. We will endeavour to change days but it will depend on availability of places.

End of Care

Termination, holiday, change of booking forms are required to be completed at least two (2) weeks prior to any changes or cancelations.

Please use notification change of days, holidays and termination form.

Arrival and Pick Up

To ensure that children arrive and depart safely and happily we ask that:

- Children are escorted to a staff member on arrival
- Your child's arrival and departure is acknowledged with a staff member.
- Parents/guardians sign children in and out on the register each day (this is a most important legal document, and also ensures we have an accurate roll in the case of an emergency evacuation).
- If you are unable to collect your child, please email us to inform staff as to who will be picking up your child. This person should be an authorised person noted on your child's enrolment form and will be asked for identification on arrival.
- Late pick up fee of \$50.00 will be charged at 5:45pm and \$1.00 per minute after. During Vacation care late pick up fee will change to \$50.00 at 5:45 plus \$5.00 per minute after.

Please note that the Centre is not legally open until **7:00am**, therefore you cannot drop your child off any earlier than this. If you are going to be late any time please contact the office. The centre closes at **5:45pm**.

Code of Conduct

We endeavour to promote positive behaviours. Educators while engaging with children, role-model behaviour that respects the dignity and rights of all children. Children are supported to develop self-regulation, negotiation and problem solving skills while engaging in activities and routines. The Code of Conduct, which will be revised by the children at the beginning of the year, is as follows:

- We must stay in view of a staff member at all times

- We walk inside
- We respect the decision of the educator
- We wash our hands properly before eating and after toileting
- We always have our school hat with us for outside play
- We always bring a drink bottle

Car Parking

Please ensure you park in marked bays and not the "Kiss and Go" area.

Changes to Information

Please notify us promptly of any changes to information regarding your child. Change of contact numbers, address, employer and persons authorised to collect your child are most important so that we are able to contact you at all times.

Clothing

All children are required to the Mother Teresa School Uniform. Please include a spare set of uniform in your child's bag. Children must wear a school hat and sunscreen at all times when outdoors. Please inform staff if your child is allergic to any sunscreens. Please provide a school hat with your child's name clearly written on it. Please label all items clearly.

Uniform can be purchased from the school office.

Lost Property

Please check the lost property box regularly. Naming all items including socks, shoes and underwear can help staff in locating owners of lost property. The Lost Property Box will be emptied at the end of each term.

Treasures from Home

Children are not permitted to bring toys from home to OSHC. Toys from home cause unnecessary conflict between children and they tend to get lost or broken. If toys are brought in, they will be taken away on arrival and put in the "Toys from home" box, for parents/ Guardians to collect later.

Photos

On occasions your child may be photographed participating within the day to day activities provided at Mother Teresa Primary School OSHC Centre. Children and educators use photos to document their time together and are displayed for families to see. If you do not want photos to be taken or displayed, please do not sign the consent in the enrolment form.

Hygiene

Strict hand washing procedures are implemented. Children are encouraged to wash and dry their hands, before and after meals, after using the toilet and after messy activities. We would encourage you to continue this practice at home.

Nutrition

Afternoon tea is provided to all students attending OSHC. Water is available at each mealtime and cold water is freely available. Children are encouraged to drink regularly from the bubbler during the day.

Medicine Administration

Prescription medicine will only be administered to your child whilst they are at the centre. No other medicine will be administered whilst your child is attending the centre.

If your child requires prescription medication, the medicine register must be completed and signed by the parent/ guardian. Once the medication has been administered, the staff member doing so will sign to indicate that it has been carried through. **This procedure is to be completed on a daily basis, even if medication is to be administered for more than one day. The medication must be in the original named container.**

Medical Management Plans are required from the child's doctor for children at risk of Anaphylaxis, Asthma, Epilepsy or Diabetes.

For accountability, all medication will be administered by one staff member while being witnessed by another staff member. Staff are unable to administer medication without written authority from a parent or guardian or if there is no pharmaceutical label on the medication. This plan needs to be reviewed every 6 months and updated yearly.

Accidents/ Incidents

Staff members record any accidents on an Accident/ Incident Form. If your child has been hurt during the day, you will be asked to sign this document at the end of the day, so that you are aware of any incident involving your child throughout the day. If necessary, you will be contacted to collect your child. If you cannot be contacted, your emergency contacts will be called. If they are unable to be contacted, we will seek medical attention for your child. Any medical expenses incurred will be the parents/ guardians responsibility.

Sick Children

We are sure parents/ guardians would appreciate our concern for protecting the health of all children attending the Centre. The staff reserve the right to ask parents/guardians to collect children who are unwell. Children needs to be 24hours cleared from high temp, diarrhoea and vomiting before coming back to care. Please also keep your child for 24 hours after the first dose of anti-biotic.

Condition	Exclusion From The Centre
Chicken Pox	Exclude until fully recovered or for at least five days after the spots (eruption) first appear. Please note that some remaining scabs are not a reason for continued exclusion.
Conjunctivitis	Exclude until discharge from the eyes has ceased.
Diarrhoea and vomiting (gastroenteritis)	Exclude until bowel motions have returned to normal and at least 24 hours after the last abnormal bowel motion.
Diphtheria	Exclude until a medical certificate of recovery is received following at least 2 negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
Head Lice	Exclude until the day after appropriate treatment has started.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after onset of illness or jaundice.

Impetigo (School Sores)	Exclude until treatment has commenced. Sores on exposed surfaces should be covered with a watertight dressing.
Influenza	Exclude until child feels well. No coloured discharge from the nose.
Measles	Exclude for at least four days after the onset of the rash.
Mumps	Exclude for nine days or until swelling has gone (whichever is sooner).
Ringworm	Exclude until the day after appropriate treatment has started.
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of the rash.
Whooping Cough (Pertussis)	Exclude for 14 days after onset of illness, or after completing five days of antibiotic treatment, and a doctor certifies that the person is no longer infectious.

POLICY STATEMENT ON PROFESSIONALISM

The quality of care for children, good relationships among educators, the confidence of parents and the reputation of the Service all depend on the professional attitude and behaviour of the educators and management. This policy aims to provide clear guidance to educators about the standards the Service requires as a condition of employment.

POLICY ON HEALTH AND SAFETY

The Mother Teresa Catholic Primary School OSHC Centre aims to provide a healthy and safe environment in which children can play and explore their world free from harm. All people in the Community will follow preventative measures at all times.

BEHAVIOUR MANAGEMENT

Our basic approach to behaviour management is one of respect for the child. Positive encouragement, redirection and reasoning are used to help develop appropriate behaviours. Discipline will always be appropriate to the developmental level of the child.

CHILD PROTECTION/ MANDATORY REPORTING.

The Mother Teresa Catholic Primary School OSHC Centre has an obligation to all children attending the service to defend their right to care and protection. To support this right, the service will follow the procedures set down by the Northern Territory Government and the Catholic Education Manual when dealing with any allegations of abuse or neglect of children, to ensure the child's and other children's protection. The Service also has a responsibility to its employees to defend their right to confidentiality unless allegations against them of abuse are proven.

POLICY STATEMENT ON GRIEVANCE PROCEDURES

The Mother Teresa Catholic Primary School OSHC Centre fosters positive and harmonious relationships. Solutions are sought to all disputes, issues or concerns that affect the operation of the service in a fair and prompt manner.

CONFIDENTIALITY

Every employee, management committee member and member of the operating body is provided with clear written guidelines detailing what information is to be kept confidential, what confidential information they may have in order to fulfil their responsibilities, how this information may be accessed and who has a legal right to know particular information

Confidential conversations that educators have with parents, or the Director/Coordinator has with educators, will be conducted quietly away from others.

POLICY STATEMENT ON CHILDREN'S PROGRAM

Mother Teresa Catholic Primary School OSHC Centre program is focused on the development of each child's social, spiritual, physical, emotional and intellectual potential, including language skills and creativity and is designed to cater for each child's individual needs.

What is Documentation?

- Records that are interpreted
- Include: photographs, transcripts, video tape, sound files
- Public displays that explain something subtle
- Take the form of: panels, websites, CDs, sheets, videos
- Documents that are created to explain
- Documents that elicit comments and reflection
- Graphically designed to present the process of learning

Why Document?

- To help parents be aware of their children's experiences
- To maintain parental involvement
- To help teachers understand better their own work
- To promote professional growth of the teaching staff
- To facilitate a wider exchange of ideas among educators
- To help children be aware that their effort is valued
- To create an archive that traces the history of the school
- To reveal the process of learning together
(adapted from Lella Gandini, 1993)

Immediate Uses of Documentation

- Making children's ideas visible
- Revisiting with the children
- Providing continuity for discussions
- Planning possibilities for other activities
- Going public with your good work

EMERGENCY DISASTER PLAN

Emergency evacuation procedures are clearly displayed near the main entrance and exit of each room and are followed in the event of fire, natural disaster or other emergency.

Safety and evacuation drills involving educators and children are held every three months when most children are present. **All alarms must be treated as real and responded to immediately**

CYCLONE PROCEDURE

In the event of an official announcement of school closure due to imminent cyclone threat, children must be collected by parents. Children are marked off when picked up. Children not collected within 60 mins will be supervised in the staff room for a further period of time. In the event parents are not contactable children will be taken to the nearest cyclone shelter.

PRIORITY OF ACCESS GUIDELINES

It is important for services to allocate places to those families with the greatest need for child care support. The Australian Government has Priority Access Guidelines for allocating places in these circumstances.

- Priority 1 – a child at risk of serious abuse or neglect

- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy the work/training/study test (under section 14 of the A New Tax System (Family Assistance) Act 1999)
- Priority 3 – any other child

Within these main categories, priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families on low incomes
- children in families from culturally and linguistically diverse backgrounds
- children in socially isolated families
- children of single parents.

There are some circumstances in which a child who is already in a child care service may be required to leave the service:

- Where a service has no vacant places and is providing child care for a child who is a Priority 3 under the Priority of Access Guidelines, the service may require that child to leave the child care service in order for the service to provide a place for a higher priority child, but only if:
- the person who is liable to pay child care fees in respect of the child was notified when the child first occupied the child care place that the service followed this policy, and
- the service gives that person at least 14 days' notice of the requirement for the child to leave the child care service.

