National Quality Standards

Early Years Learning Framework

*Belonging, Being and Becoming: The Early Years Learning Framework* (EYLF) describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The EYLF has a strong emphasis on play-based learning and recognizes the importance of communication and language (including early literacy and numeracy) and social and emotional development.

Learning Framework for School Age Care

*My Time, Our Place: Framework for School Age Care* (MYTOP) aims to extend and enrich the wellbeing and development of school age children in education and care settings. It acknowledges time and place as children engage in a range of play and leisure experiences that allow them to feel happy, safe and relaxed, interact with friends, practice social skills, solve problems, try new activities and learn life skills.

The emphasis in the Framework is on the planned or intentional experiences of the program which includes supporting spontaneous play leisure experiences initiated by children. Working in collaboration with children and in partnership with families, educators use the Outcomes to guide their planning for children's wellbeing and learning. The framework supports a reflective practice model which includes an ongoing cycle of observing, documenting and evaluating children’s learning. Planning effective play based programs which enrich children's sense of enquiry and support their stage of development are instrumental in creating an environment which fosters a sense of being, belonging and becoming.

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

Inclusion Statement

St Augustine’s is committed to providing and promoting an environment which enhances all children’s development, including extending their life skills in a recreational environment that is safe and friendly, for all children to learn and have fun. We embrace the needs of all children in our care regardless of their background or varying developmental, physical or intellectual abilities. We actively promote the positive aspects of diversity and encourage acceptance and appreciation of differences in individuals. We expect that any visitors to our service will respect the individual differences of the children in our service and treat everyone without bias, prejudice or reference to stereotyping and will encourage the children to do the same. Any concerns about our policy or the children’s behaviour whilst visiting the service should be addressed to the Director or an educator.
Quality Child Care at St Augustine’s

St Augustine’s Out Of School Hours Care has been operating since 1990. We are a Childcare Benefit approved service and meet the quality care practices as set out by the National Quality Standards.

LOCATION ST Augustine’s Out Of School Hours Care is located at the end of the Sienna Hall. Entry to OSHC is via the church car park.

The telephone number is 8182 7987.

HOURS OF OPERATION The hours of operation are as follows:

Before School Care: 6:30am to 8:30am – Yr 3-7 children are dismissed from OSHC at 8:30am
Yr 1-2 children are dismissed from OSHC at 8:45am
Reception children remain at OSHC until their classroom is Open.

After School Care: 3:15pm to 6:15pm
Vacation Care: 6:30am to 6:15pm
Pupil Free Day: 6:30am to 6:15pm

FEES:

Before School Care
$16.50 Full Session (from 6:30)
$10.50 after 8:00am
This includes a cooked breakfast and or continental breakfast with programmed activities

After School Care
$22.00 Full Session (until 6:15pm)
This includes a light cooked meal with a smorgasbord, late snack and programmed activities/homework time.

Pupil Free Day
$53.00 Full day 6:30am to 6:15pm
$38.00 Half Day

Vacation Care
$53.00 Full Day, non-excursion 6:30am to 6:15pm
$55.00 Excursion days 6:30am to 6:15pm

This includes excursions, breakfast, programmed activities, morning tea, lunch and afternoon tea.

Child Care Benefit: Is available to families to help reduce the cost of childcare. To apply for Childcare Benefit the enrolling parent needs to register with the Family Assistance Office. Once
registered you need to provide the service with your child’s and your own date of birth along with the customer reference numbers (CRN).

JETCCFA: Families will need to test their eligibility with the Family Assistance Office. JETCCFA provides extra help with the cost of approved childcare for eligible parents undertaking activities such as job search, work, study or rehabilitation. Eligible families will need provide the service with a letter from Centrelink stating the start and finish dates for Jet payments, which service type they are entitled to receive JETCCFA for e.g. afterschool care, before school care & vacation care, and the number of eligible hours for each child and component of care.

PAYMENT OF FEES: A one off registration fee is payable upon enrolment. The registration fee is $30.00 per family. Accounts will be processed at the end of each week. Accounts will be emailed or be passed on to you through your child’s classroom.

Accounts must be paid weekly or fortnightly unless prior arrangements are made with the Director.

If an account is not paid on a regular basis and is in arrears, an additional $5.00 non-payment fee per month will be added. In addition the following steps will be followed.

1. A reminder notice will be issued and posted to the home address
2. The Director/Assistant Director shall contact parent/guardian to arrange payment.
3. The child will not be permitted to attend OSHC and the account will be placed in the hands of a debt collecting agency.
4. Future accounts must then be paid in advance.

All fees must be finalised before the end of each term and at the end of each vacation program.

ENROLMENT: Every family must enrol their child/ren in the program by completing an enrolment form. Enrolment forms are available from OSHC and the Front Office. A booking form must be completed at the beginning of each year for regular users and a casual booking form is used for families who wish to use the service from time to time. Bookings can also be made by phoning OSHC on 81827987 or by filling out a booking slip.

CANCELLATIONS: 24 hours notice is required to cancel a booking or the session will need to be paid for in full. To make a cancellation please fill in a cancellation slip or call OSHC on 81827987 and staff will fill the slip in on your behalf. Please let us know as soon as possible if your child won’t be attending as a space may be needed by another family. Parents of children that DO NOT SHOW UP OR DO NOT CANCEL WILL BE CHARGED.

LATE COLLECTION OF CHILDREN: When a child not collected by 6:15pm staff will:

- Endeavour to contact the parent or guardian
- Endeavour to contact the nominated contact persons and arrange for them to collect the child/ren.
- Contact appropriate authorities, to take care of the child/ren in the event that parents/guardians and emergency contacts cannot be reached.

Please note that in accordance with OSHC Guidelines a late fee of a dollar per minute will be charged to cover the cost of staff wages.
Quality Childcare at St Augustine’s

St Augustine’s Out of School Hours Care has been operating since 1990. We are a Childcare Benefit approved service and meet the quality care practices as set out by The National Quality Standards including the My Time Our Place Framework for School Aged Care.

OUR PHILOSOPHY

RATIONALE
We are a welcoming community, united in faith and centred on learning, which value and nurture the dignity of each individual.

AIMS
- To provide an environment which fosters each child’s wellbeing and challenges them to be curious about what is of interest to them, whilst developing self-identity, social competencies and a sense of belonging.
- To co-construct the curriculum with children and their families providing a pedagogical approach, which stimulates a free and enquiry style of learning.

OBJECTIVES
- Ensure provision of a safe and nurturing facility which meets all families needs.
- Ensure the environment fosters children’s wellbeing, development and holistic learning.
- Ensure an emergent curriculum develops from exploring what is relevant, interesting, and personally meaningful to children.
- Ensure the environment is inclusive involving social, cultural and linguistic diversity, including learning styles such as abilities, disabilities, gender, and family circumstances.
- Ensure families, management, staff and the community has an opportunity to express their diversity and allow their voices to be heard.

CLARIFICATION PROCEDURE

Children will be:
- Respected as individuals.
- Informed, consulted and encouraged to express their personalities and uniqueness.
- Supported socially, emotionally and physically at all times to build on a strong sense of well-being.
- Provided with meaningful play experiences which allow them to develop with their ideas, knowledge, and understanding. Supporting them to connect with and Nurtured to grow in confidence through problem solving skills, hypothesizing, critical reflection and collaboration.

Families will be:
- Recognised as important role models who are of paramount importance in their children’s lives.
- A support to the service and its Philosophy.
• Partners in creating an atmosphere, which compliments the local community and encourages quality care through developing relationships and fostering a sense of belonging.

Management will:
• Develop and maintain positive relationships with staff, children and families.
• Continue to develop workplace policies, standards and practices that are fair, non-discriminatory and are in the best interests of children and families.
• Encourage and support educators to access a wide variety of professional learning which is linked to providing better outcomes for children.

Educators will:
• Be positive role models and conduct themselves in a professional manner which complies with the Code of Ethics (Early Childhood Australia).
• Provide a curriculum which supports and caters to the needs of all children reflecting on the My Time, Our Place Framework for School Aged Children
• Recognise the importance of play in middle childhood development and value children’s play experiences, which will give opportunities for children to learn as they discover, create, improvise and imagine.
• Regularly participate in professional development undertaking reflection, critical self-study, engaging with contemporary theory and practice to build on skills and knowledge.
• Establishing and maintaining an ongoing cycle of review which reflects on current practice and measures outcomes for and of children's learning.
• Recognise that all children are competent, capable and intelligent and engage in one hundred languages of childhood.

Community will:
• Continue to provide an inclusive environment which considers all cultural and linguistic diversity, as well as learning styles, abilities, disabilities, gender and family circumstances.
• Be informed, consulted and encouraged to collaborate and work together co-operatively toward goals, knowledge and ideas.

Educators at St Augustine’s aim is to:
• Build and maintain trusting relationships with each child and between children.
• Provide a relaxed, friendly inclusive environment.
• Welcome family and community participation in the service.
• Provide educational programs which are developmentally suitable for all children accessing the service which reflect on the My Time Our Place 5 Outcomes
• Collect observations and learning stories for each child at the service, plan implement and evaluate programs based on written documentation.
• Support natural play that children initiate and engage in spontaneously.
• Support the development of physical, creative and, aesthetic development and development of life skills.
• Work collaboratively with others to provide the best possible care for all children.
• Provide healthy meals and develop lifelong healthy eating patterns.
• Provide a safe environment.
• Support Quality Care.
Building and Maintaining trusting relationships with each child and between children.

Educators are aware they are in a unique and privileged position – In many cases educators will be part of family lives for over 8 years. We aim to build positive relationships with all families; Educators recognize the importance of their role in children's lives and actively aspire to be positive role models. Educators spend time sharing meals and playing with children and naturally engaging in conversation. Educators encourage children to participate in a range of experiences teaching them to collaboratively work together.

Provide a relaxed, friendly, inclusive environment.

We are located in a prime position allowing children access to the school ovals and play equipment. OSHC uses the Caroline Chisholm Centre which is set up as a “home away from home”. We have a lounge area an ergonomically designed kitchen enabling children to participate in cooking experiences. We have large tables that educators and children sit around to eat breakfast, lunch, morning and afternoon tea. We also have activity tables enabling educators to set up play experiences and provide space for children to initiate play. OSHC also has easy access to the Sienna Hall which is used regularly for music & movement, team games, table tennis, yoga/meditation and drama.

Welcome family and community participation in the service.

Family and community participation is encouraged in a variety of ways. The OSHC Advisory Committee is made up of Parent Representatives. Many Parents donate resources or time to assist us in optimum service delivery. Results of parent participation can be seen throughout the program. Our room is shared with the Parents and Friends Association as well as playgroup which are held each week throughout the term. A variety of school support groups share our facilities including the school’s Student Representative Council, a student rep from OSHC attends the weekly meeting which keeps us informed and included in any events happening within our local community. We acknowledge and appreciate all levels of family and community participation in the service.

Provide Programmed experiences and spontaneous play enriching children's development.

Play and leisure activities provide opportunities for children to learn as they discover, create, improvise and imagine. When children play with other children they create social groups, test out ideas, challenge each other’s thinking and build new understanding. Activities such as puzzles play dough and sport develop fine and gross motor skills. Pool, imaginative play, group sports and games enrich social/emotional development. Reading, writing and computer games assist with cognitive and language development. All of these experiences are offered regularly for the children to choose from. Educators also support spontaneous play and leisure experiences initiated by the children. Play provides a supportive environment where children can ask questions, solve problems and engage in critical thinking. Educators also observe and record children’s learning and wellbeing making this a part of an ongoing educational program cycle. This includes planning documenting and evaluating all aspects of the program to achieve the outcomes set out in the school aged care learning framework. A range of programmed activities are planned and implemented each morning and afternoon. All programs are displayed above the sign in /out desk.
In Vacation Care OSHC offers a wide range of excursions and some examples are bowling, amusement parks, live performances, visits to the zoo and wild life parks etc. The Vacation Program is available from weeks 6/7 of the term. Educators endeavour to provide a wide variety of experiences that cater for the individual needs of each child. Children are encouraged to suggest excursions/activities/new equipment and when possible these requests are followed through.

**Work collaboratively with others to provide the best possible care for all children.**

We appreciate the individual requirements of each child and make decisions that promote inclusion and participation for all children. To achieve this educators build respectful trusting relationships and work collaboratively with parents, school personnel, support services such as Inclusive Directions and other professionals to find equitable and effective ways to ensure that all children have opportunities to experience achieving the outcomes outlined in the School Aged Care Framework.

**Provide healthy meals and develop lifelong healthy eating habits.**

School Aged Care services can provide up to 50% of children’s daily nutritional requirements as recommended by the National Heart Foundation. Our service provides breakfast at Before School and a light meal at after school care. A choice of foods is offered at all meal times. Cereal, wholegrain/whole meal breads and menu items are offered each morning for breakfast along with fruit juice or milk. Fruit is offered each afternoon in various forms including fruit salad and a fruit platter along with a choice of 2 or 3 menu items. Children participate in planning, cooking, serving and cleaning up after each meal time. Children are made aware of and follow good food handling and hygiene practices. All educators and children sit and enjoy meals together so they are relaxed social occasions. Offering food and using utensils from various cultures provide staff and children with the opportunity to discuss cultural similarities and differences. During Vacation Care and pupil free days lunch, morning tea and afternoon tea are also offered, also children with special dietary needs can be considered when menu planning. Please discuss any special dietary requirements with OSHC Educators. All menus are displayed in the kitchen next to the entrance door, and on the white board. **If your child/ren does not like what is offered on the menu please provide a packed lunch and snacks.**

**Provide a Safe Environment**

Children’s safety is of upmost importance. At St Augustine’s we have many procedures in place to ensure your child’s safety, these include:

**Booking and Cancellation Policy** – The procedures detailed in this policy are essential to enable educators to know at all times which children are booked into care. This enables us to help direct children to other pick up areas if they are not booked into OSHC. It also ensures that we adhere to correct child: educator ratios as detailed through the National Quality Standards.

**Sign In/Out Procedures**– It is a Commonwealth Government Requirement that parents and caregivers sign children in/out of care. It also helps educators to ensure all children are kept safe and accounted. **Children are NOT PERMITTED to sign themselves into the roll book, and must be accompanied by a parent when arriving for Before School Care.**
**Sun Protection Policy:** OSHC Educators offer sun screen to children before engaging in outside play and when going outside during Vacation Care and Before School Care (and reapply at 3 hourly intervals) during Term 1 and 4. Children attending OSHC and Vacation Care are required to wear a bucket hat, wide brim hat or legionnaire hat, from the 1st of September to the 1st of May hats need to be worn during excursions at all times. Children are also required to wear clothing which covers their shoulders. All staff and children will remain indoors during 11.00am and 3.00pm when the temperature is over 35 degrees. Excursion days may be cancelled if weather is not appropriate for the planned outing.

**Child Protection:** OSHC educators are mandated to notify any suspicions of child abuse and neglect to the Child Abuse Hotline. Educators and volunteers are required to complete a police check before commencing. Volunteers must undertake an induction seminar prior to working with children. Children will only be released to parents / caregivers who have been nominated as collection authorities on the enrolment form. If anyone else other than the nominated collection authorities will be collecting your child the service must be notified and the person collecting your child will need to show photo ID.

**Medication Policy and Procedure:** Certain medications may be administered by educators accompanied by a health care plan and medication form from the child’s doctor. Parents are also required to complete and sign an Authority to Administer Medication to Students at School form. All medication must be provided to staff in the original prescribed container, labelled with the child’s name, prescribed medication, dosage used by date and times to be given. Please speak to the OSHC Director should you need educators to administer medication. Educators are **not permitted** to administer antibiotics and panadol/nurofen as per St. Augustine’s School Medication Policy.

**Asthma Friendly:** The service has an asthma kit which is readily available on site. The new regulations state that each child who is asthmatic must have their own spacer. The service will provide your child with one if they do not have one. Your account will be charge $7.50 if a spacer is provided. When on excursions an asthma kit is carried at all times.

**Illness**- Parents /Caregivers will be informed of any complaints of illness from their child. Information regarding infectious diseases is displayed near the sign in/out area when necessary.

**Excursion Procedures:** The required child: educator ratios derived from the National Quality Standards are 8 children to 1 adult or 5 children to 1 adult on swimming excursions. At St Augustine’s we strive to ensure that every excursion is a positive experience for children and educators. Preparing for an excursion takes time and can become stressful for everyone involved. On excursion days we require children to arrive at the service 30 minutes prior to departure. This time is necessary to guarantee that all children are accounted for, offered morning tea, ensure that they are wearing sun-smart clothing(children not wearing appropriate hats/clothing are given a school polo shirt and /or hat and parents accounts are charged as necessary),hats are required for all excursions throughout the year. A list of children in attendance and emergency contact information is taken on each excursion. The Director/Assistant Director will ensure a private vehicle is used on all excursions for use in case of emergency.

**Work Health Safety:** St Augustine’s Parish School along with OSHC abides by the Catholic Church Manual and follows the WHS policies and procedures within it.
A visitors WHS information brochure is available from the service and is handed to all visitors who come on site. If you have any issues or concerns regarding WHS please address them with the Director. The school has a WHS Committee which meets twice a term. An OSHC Rep attends these meetings.

**Behaviour Guidance:** Behaviour Guidance is in line with the services Behaviour Guidance policy. The Director has the right to suspend any child, following consultation with Management. Management then reserves the right to terminate the enrolment of any child if their disruptive behaviour persists, after reasonable efforts have been made to include the child in a positive manner.

**School Age Care Guidelines**

- Be honest, sensible and caring.
- Treat others the way you would like to be treated.
- Respect, listen and follow all adult’s requests.
- Keep our hands and feet to ourselves.
- Respect each other’s feelings.
- Keep noise to an appropriate level.
- Walk inside at all times.
- Stay within OSHC boundaries; if you can’t see a staff member then they can’t see you!
- We always play safely.
- Respect each other’s property.
- When outside we wear a hat, shoes, sun safe clothing and sunscreen.
- Respect OSHC equipment.
- Pack away equipment neatly after use.

**Emergency and Accident Procedure:** In the event of a serious accident or head injury, the educators will notify the parents immediately. In the event of an accident the educators will provide First Aid. In the event of a serious injury or illness the educators will seek the nearest medical assistance required, including ambulance and transport to the nearest hospital. The cost of the ambulance will be incurred by the parents/guardians. Educators are then required to complete an accident report. In the event of a child becoming ill during school hours, or suffering a contagious infection, the child will not be permitted to attend the program. If a child becomes unwell during the program he/she will be cared for and the parent/guardian will be notified to collect the child as soon as possible.

**Grievance Procedures:** St Augustine’s OSHC Management and educators strive to offer the best possible quality of care. Parent/child feedback is most welcome. There is a suggestion box located next to the sign in/out area, which we encourage children, families and staff to use. Parents are also encouraged to discuss any concerns or complaints with OSHC educators or the OSHC Director.

**If parent/guardian has a grievance issue:**

- The parent should discuss the problem with the relevant staff member.
- If, after discussion with the relevant staff member, the parent feels action is necessary, they should take the matter up with the Director/Assistant Director.
• If the Director/Assistant Director is unable to solve the issue it will be taken to the School Age Care (OSHC) Advisory Committee.
• The committee will write directly to the parent concerned to advise of its decision.
• If a decision is unable to be reached the matter will be referred to the Principal/School Board and the outcome will be advised in writing.
• The Parent can also contact the Catholic Education Office if they deem this necessary. All concerns complaints are treated in a confidential manner.

Role of the Advisory Committee

Out Of School Hours Care Advisory Committee is responsible for:

• The determination and implementation of policies relating to the children, educators, financial and facilities management of the St Augustine's Out Of School Hours Care Program.
• Promotion of a supportive atmosphere and working environment for staff.
• The provision of an educational program which includes the individual needs of all children achieving the outcomes set out in the My Time Our Place Learning Framework for School Age Children.

Role of the Parent

Parents have the responsibility to:

• Collect their children on time.
• Pay their fees on time.
• Advise educators, either personally or by telephone of non-attendance of child/ren.
• Inform the staff of ant enrolment changes i.e. - access provisions, contact numbers or address changes.
• Provide their children with a water bottle and snacks especially during Vacation Care and on Excursions.
• Ensure their children have a suitable hat and are dressed in sun safe clothing in line with our sun protection policy.
• Ensure children are wearing appropriate footwear, rubber thongs are not encouraged.

Parents are also encouraged to take an active interest in the program and staff by:

• Contributing Ideas and resources such as art and craft materials etc., and providing feedback through our family surveys.
• Attending excursions as a volunteer if able (Parents will need to have undergone a police clearance through the Catholic Archdiocese of Adelaide and attend a volunteers Induction seminar at the school).
• Becoming a member on the Advisory Committee.