



## **Prince of Peace OSHC Family Information 2012**

### **1. Prince of Peace Outside School Hours Care (OSHC) - Nut Free environment:**

#### **1) Background**

The Prince of Peace Outside School Hours Care (OSHC) was established by the Prince of Peace Congregation at the beginning of 1991 as a service to Prince of Peace families and the community. OSHC at present is centrally managed by Queensland Lutheran Early Childhood Services (QLECS). POPOSHC offers Before School, After School, Pupil Free Day & Vacation Care for children of school age, from Prep through to Primary and Middle School. We are licensed to have 66 children during Before School Care and 100 children during After School, Pupil Free Day and Vacation Care. The program is run on a non-profit basis. Prince of Peace OSHC is accredited under the National Childcare Accreditation Council and Licensed with the Office for Early Childhood Education and Care under the Child Care Act 2002 and Child Care Regulations 2003.

Prince of Peace OSHC offers varied and exciting programs which allow the children to play and explore in a stimulating environment. Programs are designed to cater to the children's age, skills, interests and abilities through a variety of challenging and recreational activities. These are in accordance with the 'My Time Our Place-framework for OSHC' from the National Quality Framework. Our service also offers the Active After-school Communities (AASC) program which is a national initiative under the Australian Sports Commission. This provides primary school-aged children with access to structured physical activity programs and is free of charges to families. At Prince of Peace OSHC, we aim to extend and enrich children's wellbeing and development.

Families can choose to make a permanent booking or casual booking for their children depending on the family needs. Child Care Benefit (CCB) and the Child Care Rebate (CCR) will be available to assist families with the cost of child care. Please contact Family Assistance Office (FAO) on 13 61 50.

Please contact OSHC Coordinator to obtain an enrolment form or for more information.

#### **2) Office Hours:**

Before School Care: 6.30am – 9:00am  
After School Care: 1:00pm – 6.00pm  
Pupil Free Days: 6.30am – 6.00pm  
Vacation Care: 7.00am – 6.00pm  
Public Holiday or Weekend: Closed

#### **3) Contact:**

##### **Becky Xie (Coordinator)**

Phone: 3872 5740

Mobile: 0419 682 097

Email: [princeofpeace.oshc@glecs.org.au](mailto:princeofpeace.oshc@glecs.org.au)

(Please email, leave messages on answering machine or send sms if office is unattended.)

##### **All Correspondence**

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ABN No: 52 398 418 053

## **2. Management structure and Staff**

**Manager (QLECS):** Mary-Anne Rowett (for 2012)  
(Email: [mary-anne.rowett@qlecs.org.au](mailto:mary-anne.rowett@qlecs.org.au))

**Coordinator/Director:**  
Becky Xie *Bachelor of Education (Secondary); First Aid & CPR; Studying Master of Education (Early Childhood)*

**Part-time Assistants:**  
Mrs. Margaret Steptoe *Diploma of Children's Services; First Aid & CPR*  
Mrs. Desley Payaton *Diploma of Children's Services; First Aid & CPR*  
Miss Jussara Azvedo *Bachelor of Education (Brazil); First Aid & CPR*

**Casual Assistants:**  
Miss Ellie McConaghy *Studying Bachelor of Education; First Aid & CPR*  
Miss Nicole Carseldine *Studying Bachelor of Social Science (Counselling); First Aid*  
Mr. Matthew Sweetman *Studying Bachelor of Business; First Aid & CPR*  
Miss Ashleigh Suffolk *Studying Bachelor of Education (Primary); First Aid & CPR*  
Miss Shannon Harper *Bachelor of Science; First Aid & CPR*  
Mr. Tyrone Anderson *Bachelor of Mathematics*  
Mr. Keagan Leamy *Studying Bachelor of Information Technology; First Aid & CPR*  
Mr. Hrvoje Margetic *Studying Bachelor of Education; First Aid & CPR*  
Miss Amber Mason *Studying Bachelor of Nursing/Health Science (Paramedics)*  
Miss Monique Malan *Studying Bachelor of Nursing; First Aid & CPR*

## **3. Our Aims & Objectives:**

OSHC provides Christian care in a happy, safe and Christ-centred environment for children of parents/carers who are unable to care for them outside of school hours, due to work or other commitments.

We aim to provide play and leisure opportunities that are meaningful to children and in a way that:

- ❖ Protects children from harm;
- ❖ Respects the child's dignity and privacy;
- ❖ Promotes the child's identity and wellbeing;
- ❖ Provides meaningful experiences to the child by providing a balanced variety of play and recreational activities to meet the needs and interests of the child;
- ❖ Encourages children to connect with and contribute to their world;
- ❖ Encourages children to become confident and involved learners;
- ❖ Encourage children to become effective communicators.

## **4. OSHC is regulated by a series of law and other provisions such as:**

- Education and Care Services National law (Queensland) Bill 2011 (replaced QLD's Child Care Act 2002 and Child Care Regulation 2003);
- Commission for Children and Young People Act 2000;
- National Quality Framework and National Quality Standard.

## **5. QLECS' Policy and Procedure Manual:**

OSHC's day to day management is guided by the QLECS Policy and Procedure manual. Copies of these procedures are available from the centre upon request.

## **6. Children to Staff Ratios are as follows:**

- maximum of 15 school age children to 1 carer at the centre
- maximum of 8 school age children to 1 carer for excursions.
- maximum of 5 school age children to 1 carer for swimming.

## **7. Program:**

<b>Care</b>	<b>Time</b>	<b>Routine</b>	<b>Activities</b>
<b>Before School</b>	6:30am - 8:45 am	<b>Prep:</b> walk to class at 8:30am <b>Grade 1:</b> walk to class at 8:20am Term 1-3 <b>Grade 2-6:</b> leave at 8am <b>Grade 7+:</b> leave to bus at 7:05am	Free Play Indoor.
<b>After School</b>	2:30 pm – 6:00pm	<b>Prep:</b> pick up from class at 2:30pm <b>Grade 1&amp;2:</b> Arrive at OSHC Homeroom from 3pm to 3.15p.m. <b>Grade 3-6:</b> Arrive at 'Old OSHC Room' from 3pm to 3:15pm. <b>Grade 7+:</b> Arrive around 4pm from high school <b>All children (including Grade 3-6) return to OSHC Homeroom around 5:00pm for quiet indoor play.</b>	-Nutritious food and drink for Afternoon Tea; -Active After-School Communities sport -Baking; -Indoor/Outdoor free play.
<b>Pupil Free Day</b>	6:30am – 6:00 pm	Normal BSC/ASC with special planned activities	Indoor/Outdoor play.
<b>Vacation Care</b>	7:00am - 6:00pm	Normal BSC/ASC with theme activities	Indoor/Outdoor Play. Incursions **.

### **- Photographs**

Throughout the year we will be taking photographs of the children doing various activities and on special occasions.

Please notify staff on the 'Child/ren's Booking Form' if you do not wish your child's photograph to be taken or placed on display at the centre, on the centre computer or on the school website.  
All photos printed will be processed on OSHC computer and printed using the school printers.

## **8. Enrolment; Bookings and Cancellations:**

- Enrolment Form: to be completed annually and annual fee applies. Custody orders or any relevant up to date medical information should be provided with the enrolment form.
- Permanent/ Casual bookings: available
- Cancellation/Absences: must be signed asap as a LEGAL REQUIREMENT
- Before/After School Care: 24 hours
- Pupil Free Days: 24 hours
- Vacation Care: 48 hours
- Illness: a doctor certificate will be required to avoid charges.

## **9. Dropping off; Signing in/out:**

- Children are to be signed in and out at the table at the front of the OSHC Homeroom.
- Collecting child/ren: Authorisation to collect. All children are collected from the OSHC Homeroom.

## **10. Fee Structure January 2012**

<b>Session</b>	<b>Fee</b>	<b>Note</b>
Annual Administration Fee	\$25.00 per family	Every Year
Before School Care (6:30am-8:45am)	\$10.50 per session	Each Child
After School Care (2:30pm-6:00pm)	\$14.50 per session	Each Child
Pupil Free Day (6:30am – 6:00pm)	\$42.00 per session	Each Child
Vacation Care (7:00 am-6:00pm)	\$42.00 per session	Each Child
Late Pick up fee – after 6:00pm	\$25.00 per 15 minutes or part thereof	Per Family

### **- Payment details:**

- Account statement email out weekly;
- **Bank Direct transfer (preferred);**  
**Account Name: Prince of Peace OSHC**  
**BSB: 034-083**  
**Account: 242456**  
**Bank: Westpac**
- Credit Card/ Eftpos at OSHC;
- Cheque made payable to " Prince of Peace OSHC";
- Bank Direct Debit (not available yet).

## **11. Child Care Benefit (CCB) & Child Care Rebate (CCR)**

- Available to eligible families
- Family Assistance Office (FAO): 13 61 50
- Then provide both Parent's and Child's Customer Reference Number (CRN) and day of birth to OSHC;
- 42 'Allowable absences' per child per financial year'; additional absences require a doctor certificate.

## **12. Sun Protection Policy: No hat No play:**

As you will be aware, Queensland has the highest incidence of skin cancer in Australia. Staff will ensure the children apply sunscreen during any sessions between the hours of 10:00am and 3:00pm. Hats must be worn outside at all times by both staff & children.

Please note: all children are encouraged to wear enclosed shoes, a hat that shades ears, neck and face and sun smart clothing during vacation care and Pupil Free Days for safe play and fun outdoors.

## **13. Medical Alerts:**

### **Medication can only be given to children if it is:**

- ❖ a prescribed oral medication;
- ❖ in its original package with a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing and expiry date; and
- ❖ accompanied by a letter of authority from the parent/guardian.

Parents will be asked to fill out the services medication form.

Staff are not legally permitted to administer any medication, including panadol, without a doctor's certificate, parent letter and centre medication forms completed.

**- Parents:**

Parents/ Carers are responsible to keep the centre informed of any risks and the necessary procedures in treating such, in writing, to ensure the welfare of your child.

Please ensure you provide the centre with an Epi-Pen, puffer or any medications necessary for your child, ensuring they are within the use-by date.

Please note POPOSHC is encouraging a Nut-Free environment; please AVOID sending foods, (especially those containing NUTS) that are known to cause an anaphylactic reaction to a child sharing the same space.

**- Centre:**

The centre keeps a detailed and up-to-date Medical Alert Folder with the children's photographs and individual management plans. All staffs are required to read, check and be aware of the information kept in this folder.

Most staffs are trained in First Aid and there will always be a staff member present who is qualified to administer an Epi-Pen.

## **14. Incidents/ Accidents:**

If a child is injured at the service:

- ❖ First aid will be administered by a qualified staff member (First Aid Certificate); and
- ❖ An accident report will be filled out and shown to the parent, who then needs to sign the form.

### **Serious Accidents**

If a child requires urgent medical attention (due to an accident or sudden onset of serious illness), the following procedure will be adopted:

- Render immediate First Aid
- Contact parent or emergency contact if parent cannot be contacted and discuss the situation and make appropriate plans.
- If necessary, an ambulance will be called and the child taken to the nearest public hospital. A staff member will remain with the child until the parent/emergency contact arrives. Staff will continue to try to contact parents, if contact was unable to be made earlier.

## **15. Anti-Bullying Policy and Expectations:**

OSHC has a Duty of Care to all children who attend and staff who work within Prince of Peace OSHC. We are committed to provide a safe and caring environment. Prince of Peace OSHC will follow and support the Behaviour Management Policy of the College (available on the College website). Our staff will encourage positive attitudes and respectful behaviour through instruction, admonition and staff setting an example by modelling the Service Philosophy.

Should any children's behaviour be unacceptable, appropriate disciplinary action will be taken consistent with the Service Behaviour Management Policy. Corporal punishment is not used as a disciplinary measure at OSHC.

In the event that a child wilfully continues to reject guidance to change unacceptable behaviour, particularly a behaviour that continually disrupts activities at OSHC; or negatively affects or endangers other children and defies the rules and behaviour expectations of OSHC, the parent / guardian of that child will be contacted immediately and asked to collect the child. The child will be excluded from the program effective immediately and the lifting of the exclusion will be at the discretion of the Coordinator and the QLECS Manager.

Prince of Peace OSHC expects our children to:

- Have Fun with all children and friends;
- Be Loving & Caring by keeping their hands, feet and mean words away.
- Be Responsible;
- Respect staff, visitors and other children at all times;
- Respect OSHC property by taking care of equipment and keeping the area clean and tidy;
- To Share & Take Turns during play;
- Be Safe by not playing in out of bounds areas and following sun safety policy.

## **16. Further Information:**

### **16.1 Family Involvement**

Parents and Carers are encouraged to participate in the OSHC program. They can be involved in many different ways, such as:

- ❖ Contribute ideas to the program;
- ❖ Donate usable resources;
- ❖ Offer some special skills;
- ❖ Keeping staff informed of happenings in yours and your children's lives;
- ❖ Help in fundraising events;
- ❖ Participate in excursions;
- ❖ Respond to surveys and feedback sheets.

### **16.2 Priority of Access Policy**

The Commonwealth Government sets down guidelines in which a centre must give priority of access to parents. The categories are listed below:

- 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:

- Aboriginal and Torres Strait Islander families;
- families which include a person with a disability;
- families on low incomes;
- families from culturally and linguistically diverse backgrounds;
- socially isolated families;
- single parent families.

## **17. Conclusion:**

The Prince of peace Outside School Hours Care and staff wish to welcome you to our centre. We are here to provide you and your family with the best possible care. We welcome your interest and input into the program. Please feel free to comment on or ask for information about activities, experiences, the centre's philosophy or any child developmental issues that may affect you or your family.

We also want to take this opportunity to encourage your involvement in the centre in any way you see fit. E.g. suggestions for activities or programs, or through donation etc.

We look forward to working with you and caring your child/ren.