LOCATION  Wallaroo Primary School
AND POSTAL  Hughes Street
ADDRESS  WALLAROO SA 5556
Email Finance  sandy.shaw116@schools.sa.edu.au
Email Director  Vicki.Loone868@schools.sa.edu.au
Director’s Mobile: 0428 280425

Account Information:  BSB: 105-020  Account No: 035949340
(For direct debit to the OSHC bank account for payment of fees via the Internet.)

For Building locations please refer to Site map at the back of this booklet.

PHILOSOPHY
Wallaroo Primary School Community Out of School Hours Care provides After School Care for preschool and school aged children. Wallaroo Primary School Community OSHC is a quality service founded to support the Wallaroo community.

AIMS
We provide a child-orientated setting where:

- Children are encouraged to develop to their full potential within a safe, supportive and stimulating environment
- The value of play is important and we promote this through a range of free choice, structured and challenging activities.
- The recreational, social, emotional and educational needs and wellbeing of children are considered at all times.
- Children, families and staff are treated as equal and valued individuals with unique interests and needs.
CURRENT OSHC STAFF

Vicki Loone
Director

Sandy Shaw
Finance/Admin

Di Seddon
Qualified Child
Care Professional

Sheree Bruce
Certificate 3
Child Care Assistant

Kelly Cuthill
Certificate 3
Child Care Assistant

Dave Hettner
Child Care Assistant

Carolyn Bartlett
Child Care Assistant

Sam Kop
Certificate 3
Child Care Assistant

Staff have current First Aid Certificates and have completed Responding to Abuse and Neglect Training and regularly attend training to meet the needs of children in their care e.g. Asthma, Anaphylaxis training, activity and programming training, etc.

The Wallaroo Primary School and Community OSHC team members are committed, trained professionals who cater for children’s individual needs and bring to the program enthusiasm and a wide range of unique skills and experiences. All staff are required to under-go a Criminal History Check in line with service policy at the time of employment. The OSHC Advisory Committee conduct meetings twice a term to promote Quality Assurance (Accreditation), professional development, networking, service support and promotion.
OSHC Programs are staffed as follows

Staff Ratios
1 to 15 children = 1 staff = Staff member must be qualified.
16 to 30 children = 2 staff = 1 qualified, 1 not qualified.
1 to 10 children = 1 staff when preschool children are attending.
Off site excursions require a risk assessment which will determine appropriate ratios.
Staff ratios are in accordance with the SA Standards for OSHC.

**OSHC ADVISORY COMMITTEE**

The Wallaroo Primary School and Community OSHC service is managed by a voluntary Advisory Committee which is a sub-committee of the School Governing Council. The OSHC Advisory Committee meets twice a term, prior to Governing Council meetings, and is responsible for making recommendations to Governing Council in the areas of setting fees, financial management, revising and setting policies and procedures as well as ensuring quality child care is maintained.

The Wallaroo Primary School Community OSHC Advisory Committee consists of the following people:

Wallaroo Primary School - Principal
Vicki Loone - OSHC Director
Jason Niotis - Governing Council Representative
Bronwyn Scholes - Parent Representative
Anne Pearce - Parent Representative
Sandy Shaw - Finance/Administration
PRIORITY OF ACCESS POLICY

Access must be granted to families in this order:
Priority 1 Children 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 Family Assistance Act
Priority 3 Any other child.

Within these main categories priority should 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 lower incomes
- children in families with a non-English speaking background
- 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.

Any child care service that has no vacant places and is providing care for a child who is a third priority may require that child to leave the service in order for the service to provide a place for a higher priority child.

Outside School Hours Care services must give school children priority over children who have not yet commenced school. Where an Outside School Hours Care service has no vacant places and is providing care for a child who has not yet commenced school, the service may require that child to leave the service in order for the service to provide a place for a school child.

If demand exceeds available supply of funded places, the service will activate a waiting list to fulfil care responsibilities. The waiting list will be in relation to priority of access guidelines above. It is at the discretion of the Director and OSHC Advisory Committee. Wallaroo Primary School Community OSHC is advertised locally and families are encouraged to use the Wallaroo Primary School Community OSHC service within the Wallaroo community.
BOOKINGS AND CANCELLATIONS

Bookings must be made by contacting the Director (Vicki Loone) on the OSHC mobile, number 0428280425. Bookings are NOT made through the front office of the school as Vicki holds the booking sheets to ascertain staffing as bookings arise. Please note that bookings are at the discretion of the Director and Principal, according to priority of access policy and waiting list policy in place. (See priority of access, waiting list, hours of operation, bookings and cancellations/cancellation fees details).

Bookings:
- Regular bookings are recorded on booking sheets under Permanent Bookings for each term.
- Casual bookings need to be made as early as possible to ensure places. These can be made by contacting the Director on mobile number 0428280425.
- Emergency use can be arranged by contacting the service anytime on the day of use.
- Children are NOT permitted to book themselves into the service.
- If a child does not turn up to the gym when expected (in accordance to the booking sheets), the Director will make contact with a Parent/Guardian to discover the child’s location to ensure their safety.
- If a parent is not able to be contacted within 15 minutes, staff will search Wallaroo Primary School grounds and contact classroom teacher and Principal for support and information.

Cancellations/Absences from the program:
- Children booked into Wallaroo Primary School Community OSHC need to be cancelled 48 hours prior to the day of care. If cancellation happens less than 48 hours notice parents will be charged. (See Fee Policy). This will be known as an allowable absence. CCB will be deducted from the session fee.
- Each child is given 42 allowable absence days by Family Assistance per financial year. After 42 days have been used parents have to pay entire fee for session.
Payment of fees:
Your account will be either emailed to you or mailed out to you weekly. The accounting system works a week in arrears which means you will receive your account for this week's service next week. Payments are to be made in the front office of the school, where you will be issued with a receipt.

We accept cash, cheques or electronic funds transfer via the internet.
- Cheques payable to: Wallaroo Primary School and Community OSHC.
- Please refer to the centre's details for account information for Internet Banking at front of this handbook.
- If a payment is made via electronic funds transfer it is advised to send an email to sandy.shaw116@schools.sa.edu.au to confirm the payment.

Payment of fees is required within 7 working days unless other arrangements are organised. Please see the Finance/Administration Officer in the front office if you are experiencing difficulties with payment. Accounts exceeding $100.00 past this date may result in denial for access of care to our service until the account is paid.

Late Collection Policy:
Policy:
Parents/Guardians are responsible for collecting children from the OSHC service within the hours of operation listed.
Procedure:
After 6pm a late collection fee of $20 for 0 - 15 minutes is applicable. If families/guardians are not present after 15 minutes, you will be required to pay wages for staff and the initial fee of $20 on top of wages. This fee is charged per family to their account. Further child care will not be provided until this fee has been paid to the service.

If a child is left after 6:15pm without notification, the person deemed in charge will endeavour to contact the Parent/Guardians or emergency contacts listed on the enrolment form. If they cannot be contacted after 15 minutes:
- Initially the service will seek the assistance of local Police to help in locating the Parent/Guardians.
- The children may be required to leave the centre with persons nominated on their enrolment form.
- Detailed signage will be left on the OSHC door if staff and children eventually leave the service.
- If we have not heard from a Parent/Guardian by 6:45pm, Crisis Care (131611) will be contacted to assist in the matter at hand.
Signing your child in/out of the program and collection:
Children must be signed in/out of the OSHC program on the attendance record provided, by
an enrolling parent or guardian or a contact listed on the child’s enrolment form. The exact
time of arrival and departure must be noted and then initialled. If someone other than a
“listed” contact is required to collect children at any stage, a phone call to the Director on
her mobile is required for safety and legal reasons. The collecting person’s full name is
required and staff will request that unknown persons display photo identification for staff to
view.

We will NOT allow a child/ren to leave the service unaccompanied or allow them to be
escorted from the service by somebody other than a “listed contact” without verbal or
written notification.

Waiting List:
The waiting list ensures all families waiting to use the service are placed in order of booking
request. This procedure is at the discretion of the Director and priority of access policy
details.

Sport/other commitments during the program:
If your child has other commitments before, during or
after the program, you will be required to submit a written
consent letter to staff so we can safely allow your child/ren
to leave the program alone or with other people.

Behaviour Management Policy:
Please refer to the back of this booklet for the Behaviour Management Policy.

Grievance Policy:
Please refer to the back of this booklet for the Grievance Policy.

Mobile Phone Policy:
Please refer to the back of this booklet for the Mobile Phone/Technology Policy.

Sun Safety Policy:
To ensure all children attending the service are protected from skin damage caused by
harmful ultraviolet rays of the sun:
- Children will be required to wear a sun safe hat outside at any time while at the
  service.
- Children with a permanent/regular booking at OSHC will be supplied with a red hat for
  OSHC purposes.
- Sunscreen will also be applied during the hotter months.
- Please ensure that your child is wearing appropriate clothing and footwear, sleeveless
tops and thongs are not deemed as appropriate and safe items.
Healthy Snack:
The OSHC Director provides a healthy afternoon snack each session. Dietary requirements are taken into consideration when these snacks are planned and prepared.

Hand washing:
Children wash their hands and use Germ Buster before food and after toileting.

Parent Notice Board:
The parent notice board is located on the fold out kitchen window doors. Please take the time to read and view valuable information.

Quality Assurance:
Wallaroo Primary School Community Out of School Hours Care is registered with the Australian Children's Education & Care Quality Authority (ACECQA) and is continually gathering evidence to sustain our recognition of a service offering high quality care for children within our community.

Wallaroo Primary School Community OSHC aims to provide school age children with high quality care that promotes learning and development with particular emphasis on play, social interactions and recreation. The broad objective of ACECQA is to ensure that children in Outside School Hours Care have stimulating, positive experiences and interactions that foster their self esteem and confidence, that of which meets the requirements of the National Quality Standards. It does this by defining quality in OSHC, by providing a way to measure the quality of care provided by the service and identifying areas for on-going quality improvement. ACECQA is a Commonwealth Government initiative linked to Child Care Benefit funding approval for OSHC services.

OSHCQA involves our program maintaining quality standards required for Accreditation. Families will be involved in Accreditation by assisting the service in completing surveys and reading materials attached to accounts. OSHC Management Committee are currently involved in procedures at regular meetings to ensure we are meeting standards required to by us from the ACECQA. Please speak to the Director if you have any queries about this matter.
Medication:
If your child/ren require any prescribed medication, our staff will be able to administer it under the following conditions:

- An action plan from a doctor is available and must be retained by the service if medication is for a long term condition or complaint, such as asthma, ADHD or epilepsy.
- It is prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements.
- If a child is required to be taking medication during the school day and the medication has been left in the front office for staff to administer, the medication will be given to the Director of OSHC at the end of the school day and taken to the OSHC room for safe keeping, administering and/or giving to parent/carer on collection.
- The Parent/Carer will also be asked to sign a Medication form if medication has been administered during an OSHC session.

Child Illness:
You will be contacted if your child becomes ill while in care at the service and you will be required to collect your child if requested by staff to do so. Please note we do not have extra staff available to care for sick children.

OPERATING HOURS OF CARE

ASC (After School hours Care) - Monday - Friday
3.00pm - 6.00pm

VAC CARE (Vacation Care) - Monday - Friday
8.30am - 6.00pm

PUPIL - FREE DAYS - As needed by our families and to the Directors discretion within accordance to bookings for these days.
# Recommended exclusion periods from child care, kindergarten and school:

(Reference: Government of SA, Department of Health, You've Got What?)

<table>
<thead>
<tr>
<th>Disease of Condition</th>
<th>Incubation Period</th>
<th>Period of Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>14-17 days</td>
<td>Exclude for at least 7 days after first rash appears and until all blisters have dried.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td></td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td></td>
<td>It can be contagious. The centre reserves the right to ask that a child be removed from the centre after 2 consecutive diarrhoea motions. Exclude for 24 hours after return of normal bowel motion.</td>
</tr>
<tr>
<td>Hand Foot and Mouth Disease</td>
<td></td>
<td>Exclude until blisters have disappeared.</td>
</tr>
<tr>
<td>Head lice (Pediculosis)</td>
<td></td>
<td>Exclude until effective treatment has been given and the scalp is completely cleared of both the Lice and the nits (the eggs).</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td></td>
<td>Exclude until sores are healed and have faded.</td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>14-60 days</td>
<td>Exclude until medical certificate certifies recovery.</td>
</tr>
<tr>
<td>Herpes simples (cold sores, fever blisters)</td>
<td></td>
<td>If sores are around the mouth, exclude until all sores have healed.</td>
</tr>
<tr>
<td>Influenza and influenza-like illnesses</td>
<td></td>
<td>Exclude until well.</td>
</tr>
<tr>
<td>Measles</td>
<td>10-14 days</td>
<td>Exclude for at least 7 days after the first day of appearance of rash.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td></td>
<td>Exclude until well.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td></td>
<td>Exclude until medical certificate certifies recovery.</td>
</tr>
<tr>
<td>Mumps</td>
<td>14-21 days</td>
<td>Exclude for 9 days or until swelling goes down.</td>
</tr>
<tr>
<td>Ringworm /Tinea &amp; Threadworm</td>
<td></td>
<td>Exclude until the day after appropriate treatment has commenced. Not excluded if lesions are on part of the body that can be covered.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td></td>
<td>Exclude until fully recovered or for at least 4 days after the onset of the rash.</td>
</tr>
<tr>
<td>Scabies</td>
<td></td>
<td>Exclude until medical certificate certifies recovery.</td>
</tr>
<tr>
<td>Thrush (a fungal infection of the mouth caused by the overgrowth of Candida Albicans)</td>
<td></td>
<td>Need not be excluded if spots are covered.</td>
</tr>
<tr>
<td>Vomiting</td>
<td></td>
<td>The Centre reserves the right to exclude a child that has vomited once. Vomiting can lead to the spread of infection and dehydration. Children can return after 24 hours have elapsed since cessation.</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td></td>
<td>Exclude for 14 days after the last exposure to infection, or until they have completed at least 5 days of a 10 day course of antibiotics. Or, until Medical Certificate of recovery produced.</td>
</tr>
</tbody>
</table>
Additional Information:

- You will be required to sign the consent on the Enrolment Form to say you understand and have read all information contained in this book.
- Please notify us of any changes to your child’s enrolment form. Details such as change in phone numbers, addresses, emergency contacts, medical and family details.
- Please ask children to leave toys at home unless otherwise requested. We accept no responsibility for broken personal toys at OSHC.
- Children must abide by a reasonable code of behaviour, respect school property, OSHC property and comply with staff requests at all times. (See Behaviour Management Policy)
- Families are to conduct themselves in a civil and respectful manner at all times.
- Staff will conduct themselves in a professional manner and treat all children equitably.
- “No hat ~ No play” (See Sun Safety Policy)
- Children are encouraged to participate in outside school activities, then proceed to OSHC upon completion, however, we can not accept responsibility for children while they are involved in activities or while child/ren are making their way to OSHC or away from OSHC.
- Recyclable and natural items are greatly appreciated.

For further information please refer to policies held in OSHC room (school gym).