



St Joseph's Parish After School Care Program

OUR PROGRAM

The St Joseph's Parish After School Care Program is run as a service for families within the school community who require care for their children during business hours at the end of the school day. It offers parents, career and guardians an opportunity to pursue their commitments; relaxed in the knowledge their children are safe and well cared for.

The service aims to:

- ❖ Provide quality affordable care for children in an environment that meet their physical and intellectual needs
- ❖ Offer a caring environment that promotes positive attitudes, personal growth, high self-esteem and respect for others
- ❖ Provide programs and/or activities based on individual and group needs and will consider gender equity, cultural background, social needs and disability
- ❖ Incorporate activities which take into account the children's changing needs in the areas of physical, cognitive, creative, language, social and emotional developments
- ❖ Foster equal opportunities for all children
- ❖ Incorporate parental and community skills and resources
- ❖ Provide appropriate procedures to effectively maintain this service
- ❖ To ensure that all children have a safe and supervised environment in which to play

HOURS OF OPERATION AND FEES

The service will operate between 3.20pm-6pm every school day and will be based in the Meeting Room in St Joseph's Hall. The cost of the service will be \$15 per session per child. Accounts will be processed on a monthly basis and payable at the school office or by direct debit.

Child Care Benefit is a payment from the Commonwealth Government to help you with the costs of child care. Child Care Benefit helps you balance work and family life. It also provides opportunities for children's learning and development.

In order to claim a Child Care Benefit (which everyone is entitled to) your child must be registered at the service he/she attends. To do this, all parents must apply for Child Care Benefit (CCB) through the Family Assistance Office (FAO). Please contact the FAO on 13 61 50 between 8am to 8pm to register your child or for further information. The CRN for the St Joseph's Parish After School Hours Care is PR-00006638 - this number is required when registering your child. If the service does not receive your CCB details from the FAO, the full fee will be charged. It is the family responsibility to ensure their Child Care Benefit information is current with the Family Assistance Office.

ENROLMENT

All children attending the service need to be formally enrolled, enrolment forms are available from the office. Once a child has been enrolled they will either receive a phone call or meet with the coordinator in regards to their child's care. Children will go straight to the Meeting room in the hall (prep children will be picked up from their classroom), where they will be signed into the program by a staff member and will be signed out by a parent or authorised person. If someone other than the parent or guardian

is collecting the child/ren a staff member must be notified, no child will leave the premises unless collected by an authorised person.

In the event of a waiting list for After School Care, the following criteria will be put in place.

- First Priority: a child at risk of serious abuse or neglect;
- Second Priority: 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' ;
- Third Priority: any other child.

All information provided on the enrolment record will remain confidential.

Casual Bookings

Children booked in for care on a causal basis run the risk of not being accepted if we are full. If an unbooked child comes to After School Care and we are full, the child will be taken to the office and a parent or guardian will be called to organise collection.

ATTENDANCE

We require you contact the school office if your child will not be attending the service on their booked day. Child Care Benefit is payable for 30 absences per year, providing the attendance record is signed. Additional absences are allowable if supporting evidence is provided e.g. medical certificate. If you are unable to give 24 hour's notice of cancellation, it is still advisable for you to ring before the session begins, this will be noted as a Late Cancellation and you won't be accumulating your allowable yearly absences.

LATE FEES AND NON-COLLECTION

It is often upsetting for children who are not collected at the appropriate time. If unforeseen circumstances prevent prompt collection of any child, staff should be notified in advance or, as soon as possible by either phoning the school office on (03) 57621347 (between 8am - 4pm) or the service directly on 0409014482(after 4pm).

If staff members have not been notified that the parent/guardian will be late, they will ring all contact numbers at regular intervals after closing time. As the service needs to cover the costs of remaining open after closing time, the parent/guardian may be charged \$2 for every minute late per child. The late fee will apply at the discretion of the Coordinator or Manager. This will be decided on a case by case basis, as deemed by the Coordinator or Manager. Payment of the late fee will be required within fourteen days.

OUTSTANDING BALANCE

Out of Hours School Care operates through Government Funding and collection of fees. This funding is limited to salaries and running costs. It is important that accounts are settled in a timely manner to ensure the continuation of this service.

All fees must be settled within a fortnight of that service and must not exceed \$150.00 (10 sessions x \$15). Service will be withdrawn until the account has been brought within this range.

HEALTH AND SAFETY

Nutrition, food and beverages, dietary requirements

St Joseph's Parish After School Care Program will provide an afternoon tea which will be a nutritious, balanced snack for the children taking into account health concerns (allergies and intolerances), children's tastes and cultural background. Children will have access to water at all times.

The staff will be aware of individual dietary needs and allergies. Staff are trained in dealing with allergic reactions should they occur. Children with food intolerances and allergies will be served allergy free food.

Afternoon tea will be monitored by staff and children will be encouraged to be seated while eating and drinking. Staff will model this behaviour by sitting with the children.

St Joseph's Parish After School Care Program will follow National Standards for OSHC services by maintaining clean and hygienic food preparation areas. All staff and children will wash and dry their hands prior to handling and eating food.

Sun Protection

St Joseph's enforces a "No Hat - No Play" policy from September 1st to April 30th as recommended by the Skin Cancer Council. Children and staff will be asked to wear hats while playing outside within the schools hat policy guidelines. The hats the children wear will protect their face, neck and ears. Baseball caps are not approved, as they do not protect the neck and ears. As an alternative, staff will refer to the 'Sun Smart' app which gives notification as to when sun protection is required.

On days designated to be above 35C a hot weather day program will be called. Outdoor activities will be organized in areas of shade when possible. SPF 30+ Sunscreen will be provided to apply 20 minutes before outdoor play. Children with a sunscreen allergy will be asked to supply their own. We will by example demonstrate and practice SUN SMART behaviour.

First Aid

- Staff are required to administer first aid when necessary within the limits of their expertise and training.
- Staff are not required to diagnose or treat serious injury or illness, apart from carrying out the appropriate first aid procedures.
- Diagnosis and treatment are the responsibility of the ambulance or medical practitioner in attendance.

First aid supplies are kept on hand and are appropriately kited out. At least one staff member has Level 2 first aid training. In the event of a minor accident staff are to attend the child's first aid needs. The staff will use gloves when handling bodily fluids and safely discard in the waste materials. In the event of a major accident staff will attend to the child's primary first aid needs and seek medical attention. Parents/Guardians will be contacted immediately.

INCIDENT, INJURY, TRAUMA AND ILLNESS

When a child becomes ill or suffers an injury or trauma, the child's parent/guardian will be contacted by service staff to make arrangements for the child to be taken home as soon as possible. Whilst your child is waiting your arrival, they will be made as comfortable as possible and signs and symptoms of the illness will be monitored and recorded. This information will be placed on your child's file. The accident/illness register must be completed and signed by the parent and staff member involved in the incident on the day. Staff are committed to providing a service that focuses on maintaining a healthy and safe environment. Staff monitor and supervise the children at all times, and adhere to the schools Occupational Health and Safety Policy.

INFECTIOUS DISEASE

St Joseph's Parish OHSC will take all reasonable steps to prevent the spread of infectious disease. We follow and promote the correct hygiene practices and meet the requirements of State and Commonwealth legislation. In the event of the occurrence of an infectious disease within our service, the child's parents/guardians will be notified as soon as possible, and be removed from the service. Families should refer their child to their Dr for diagnosis.

Notification of the occurrence of infectious disease within this service will be communicated in a non-prejudicial manner, and privacy will be maintained at all times. Where applicable, certain infectious diseases will be reported to the local public Health Department (Benalla Rural City Council).

Exclusion periods for infectious disease are tabled below (see Communicable Disease Exclusion Table). Children having an infectious disease will be excluded from the service in accordance with the appropriate guidelines. Families have a responsibility to notify service staff immediately if their child has contracted an infectious disease. The Communicable Disease Prevention and Control Unit can be contacted on 1300 651160. Public Health Staff can provide advice, support and resources to help manage outbreaks of infectious disease.

Our service will provide information on common infectious diseases and hold immunization schedules and providers. Your child's immunization status is requested up initial enrolment at our school and so that you can be notified of any infectious outbreaks which could affect your child.

Infection Control

Staff will follow all required precautions in regard to the management of spilt blood/bodily fluids. Appropriate cleaning aids are supplied and will be used to attend to bodily fluid spills. Syringes that are used for medical conditions are disposed of appropriately.

All spills of bodily fluids will be mopped up with paper towel, placed inside a sealed bag along with gloves used by staff to attend the incident, and disposed of in an appropriate bin. Gloves will be worn when managing spills of any type of bodily fluid. Spills will be cleaned with a bleach solution. Hands are to be washed in hot soapy water after cleaning up a spill. Equipment exposed to blood or bodily fluids will be cleaned with hot soapy water and bleach as soon as possible.

Hygiene

In order to ensure the spread of infection is kept to a minimum, all staff will model a high level of personal hygiene and ensure that hygiene practices are followed to prevent cross infection.

Staff and children wash and dry their hands before and after meal times, using the toilet, blowing their nose and other activities that require attention to cleaning afterwards. Appropriate hand drying facilities/materials are provided. Food safety guidelines are practiced where food is prepared and handled.

In order to ensure all children and staff are safe whilst in care, sound hygiene and infection guidelines are followed at all times.

MEDICAL CONDITIONS

Medical plans

Children enrolled in the service are required to share all medical conditions with the staff. This information is critical to the safety and care of the children, all information is kept confidential. Individual plans are designed for children with serious medical conditions including asthma, diabetes, anaphylaxis and other allergic reactions. Staff will be notified and will have access to the action plans. A minimization plan may be put in place to assist in the management of these conditions.

Medication

Children who suffer from asthma are encouraged to self-administer their medication under the guidelines of their action plan which is signed by an authorised person, with the supervision of a staff member. Other medication needs to be recorded in the medication register including the name of the child, dosage, name of the medication and when required and needs to be signed by the parent or an authorised person. The medication needs to be named. Medication will not be administered if it is past its expiry date, not in its original packaging, the name is different to the child required for or is not signed in the medication record by the parent or authorised person. Medication will be appropriately and securely stored while children are in care.

GOVERNANCE AND MANAGEMENT

St Joseph's Parish After School Care program is operated by St Joseph's Parish Benalla, the primary nominee is the Principal of St Joseph's Primary School. The program is implemented by a coordinator who is responsible for the day to day running of the program.

EVACUATION PROCEDURE

All staff and children will participate in emergency evacuation drills several times throughout the year. Staff are familiar with the floor plans which are located in each room, visitors will be made aware of these procedures.

The need to evacuate the centre in an emergency could be for any of the following reasons - fire, bomb threat, gas leak, burst mains, unwelcome intruder, etc

Steps to follow in an emergency are:

Whistle will be blown in three long blows.

- Stay calm
- Administer first aid if required
- Dial 000
- Remain with the children at all times
- Reassure children and commence evacuation procedures
- Collect sign in book
- Remain in assembly area and contact parents

Designated assembly areas are:

On the premises The school oval on the far side of the cricket pitch

Off the premises The gardens oval near the pavilion

EXCURSIONS

In the event of an excursion or incursion authorization will be sought from parents and adult/child ratios will be adhered to. All aspects of an excursion/incursion will be assessed as to whether it is suitable for the children involved.

STAFF, RESPONSIBLE PERSON AND INTERACTIONS WITH CHILDREN

There will be two staff in attendance at all times while the after school care program is running. One staff member will be determined as the responsible person by the nominated supervisor; both staff members have a level of qualification that is required for the program. From time to time we will have volunteers and students assisting at the program, they will come under the regulations and will have a Working With Children Check and a Police Check. The details of the nominated supervisor will be available to staff and parents. Staff will adhere to the school's Vision and Mission Statement when interacting with children and parents. Interactions with the children will be positive and respectful. Children will be encouraged to express themselves, allowing them to develop self-reliance and self esteem. Behaviour management will follow the St Joseph's behaviour management policy which promotes positive guidance and encouragement.

COMMENTS/CONCERNS/COMPLAINTS

Any feedback or concerns can be addressed to the After School Care Staff or alternatively to the School office. Any complaints will follow the St Joseph's Primary School Policy and Procedure, available from the school office.