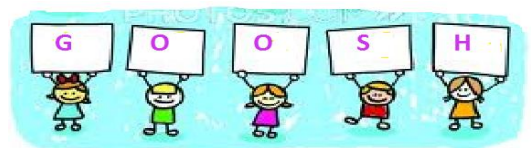


Glossodia Out of School Hours And Vacation Care.

Parent Information Handbook

2022



Landline: (02) 45766421 . Mobile: 0467 572 165
Internet Banking: Glossodia OOSH . BSB: 633-000 .

Email: glossodiaoosh@ihug.com.au
Account Number: 145910626

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Philosophy:

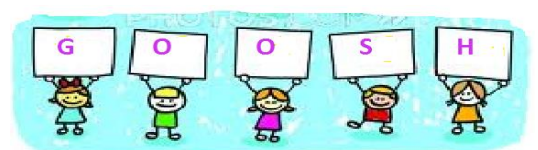
Glossodia, Out of School Hours Care is a place where children, families and staff are treated with respect and without discrimination, are valued as individuals regardless of race, cultural background, religion, gender and ability are safe at all times.

The National Quality Framework “My Time, Our Place” is designed to meet the needs of individual children in our care through play experiences, relevant to their age and experience within the context of their community. While remembering that outside school hours is a child’s free time, we endeavour to create a safe, fun, caring, stimulating and homelike environment which fosters independence, self-expression, a respect for others, inclusion and friendship as well as good health.

Intentional teaching learning experiences along with spontaneous play will be the foundations of all activities supporting and nurturing the children as they develop into responsible citizens, through an Emergent Curriculum.

Children will be actively responsible for developing our outdoor play areas and maintaining their play spaces through gardening and recycling while maintaining play spaces in a safe, responsible and sustainable manner.

Collaboration with parents, guardians and carers as well as staff and committee members will be undertaken in all facets of the curriculum in order to provide a quality service reflecting the needs of our families and our community.



Glossodia Out of School Hours And Vacation Care.

Introduction to OOSH

We are pleased to welcome you to our Centre.

Our Out of School Hours (OOSH) service offers centre based care for children aged 5-12 years for before and after school during the term (BSC) and (ASC), and all day during school holidays vacation care (VC). Its purpose is to create a safe and caring environment where children can freely choose amongst the program of activities. On behalf of Glossodia OOSH, we would like to welcome you to the service.

The vast majority of our children attending come from Glossodia Primary School but we welcome other children from other schools. We offer a 50 place service for BSC and ASC and 50 place service for Vacation Care.

Welcome to Glossodia Out of School Hours (OOSH)

The management and committee are pleased to offer your child/children a place at our centre. We hope your child's time at GOOSH will be a happy and rewarding experience. This handbook is intended to help you become more familiar with us by understanding the policies and practices reinforced at Glossodia OOSH.

Management

Glossodia Out Of School Hours Care is a non-profit Community Organisation and is part of Glossodia Community Centre, managed by a volunteer committee. The Centre Manager, Rae Brown is responsible for the daily operations of the Centre. The Coordinator Jacinta Adam is responsible for the daily running of the OOSH service.

Committee Members:-

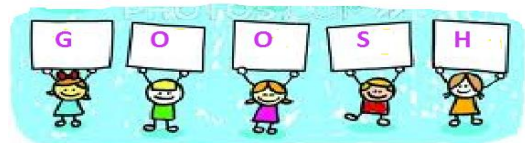
Susan Long

Renee' Blefari

Cheryl Keddie

Janine Madden

Kelly Gardiner



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Our Centre

Glossodia Out Of School Hours and Vacation Care caters for school children from years 5-12 Years of age. We established in 1995. We provide quality care and activities for children during school term and school holidays. We are closed on public holidays.

Permanent Part- time Staff

Jodie Barber - OOSH Coordinator NS
Rae Brown – Centre Manager

Casual Staff

Susan Martin-RP
Sarah Haley -RP
Mary Biddle -RP

Hours of Operation

School Terms 7am – 9am 3.30pm – 6pm
Vacation Care 7:30am – 5pm
Pupil Free Days 7am – 6pm

We are closed for 3 weeks at Christmas. Parents will be given adequate prior notice of any Centre closures dates.

Food

Before and After School Care

The kitchen opens at 7.00am and closes at 8:30am as most mornings staff need to have the kitchen clean and packed away. We share the OOSH room with other community organisations. Please abide by our kitchen timetable.

Afternoon tea is served when the children come in from school. All menus are displayed on the board near the kitchen.

Family Input

We have a suggestion box located on the sign in desk as well as a very active Facebook page! We love hearing all feedback and suggestions from parents

Glossodia Out of School Hours And Vacation Care.

Conditions of Enrolment

1. The Centre will be open between 7 – 9am and 3.30-6pm.

All children must be picked up by 6pm or a late fee will be charged. Continued lateness may result in the cancellation of enrolment.

2. All children attending the Centre must have completed an enrolment form containing all relevant information, signed by a legal guardian.

3. Children will only be released from the Centre to authorised persons. Staff reserves the right to deny the release of children to unauthorised persons not listed on the enrolment forms.

4. Children will be released into the care of unauthorised persons as previously told by parents or guardians by the way of a voice call or signed letter, but must also have photographic I.D.

5. Management reserves the right (after consultation as per the discipline policy) to cancel a child's placement if their behaviour is deemed unacceptable

6. Fees should be paid as per the Fee Schedules/Policies. If there are any problems with payments please see staff or Centre management.

7. Staff must be notified of all absences. Absences must be paid for and unexplained absences for a period of three weeks may result in the loss of placement.

8. Children will not be allowed to go to the shops, before or after. Children will not be permitted to give money to children outside of the service to purchase things from the shop on their behalf.

9. All children must have a signed permission note to attend excursions.

10. Staff reserves the right to refuse a child who is ill or has a contagious disease.

11. Staff will walk children to Glossodia Public School in the mornings.

12. Staff will be responsible for collecting children from Glossodia Public School only. No responsibility will be taken for children attending other schools until they meet the Staff at the Glossodia School meeting place.

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13. The Centre reserves the right to forward any relevant details contained in the enrolment form to a collection agency or the local court, if accounts are in default after all policies concerning fee collection have been followed.

PLEASE READ THE ABOVE CONDITIONS AND THE POLICIES CONTAINED IN THE OOSH KIT CAREFULLY and sign below in the presence of a Staff or Management Member.

I _____ have read and understood the conditions and policies of Glossodia Out Of School Hours Care Service and agree to abide by them.

Signed _____

Date _____

Signed in the presence of:

_____ (Staff/Member)

Sign in/out Procedure

Regulations require families to sign attendance records, this is now done via Electronic sign in.

Children are only released from the centre to persons nominated by the family on the enrolment form.

The centre must be informed if someone different will be picking up your children and any custody arrangements or court orders.

All children are not to leave the centre unaccompanied unless written permission from their family has been negotiated with Management.

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Schedule of Fees (General Information)

Our fees are \$22 per child for a permanent booking with our before school and \$32 for after school care service and \$25 per child for a casual booking for before school \$35 for after school hours. There is a \$35 per family fee every term to cover craft and administration and a \$60 refundable bond for each family enrolment.

Our Vacation Care Service offers a long day (7:30am to 5pm) at a flat rate of \$65. Incursions and Excursions are offered at an extra cost.

As we are an Accredited Service we are able to offer the Child Care Subsidy (CCS) child care information is reported to the department electronically. We must have correct Childcare Rebate Numbers (CRN) for all children and the claiming adult.

A late payment fee of a \$10 per 5 minutes will be charged if your children are not collected from the centre by 6pm, the centre's closing time.

Fees are still payable for any days your children are absent including illness. .

Payment can be made via internet banking.

Receipts will be issued on the following week after payment has been made.

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ACECQA (Australian Children's Education & Care Quality Authority)

www.acecqa.gov.au

ACECQA (Australian Children's Education & Care Quality Authority) through the National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services and school age care.

There are 7 Quality Areas:

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

All staff, families, management and of course, children will be involved in the process and development.

The National Quality Framework took effect on 1 January, 2012 with key requirements being phased in over time. Requirements such as qualification, educator-to-child ratios and other key staffing arrangements will be phased in between 2012-2020.

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National Legislative Framework

The National Legislative Framework consists of:

The Education and Care Services National Law (“National Law”)

The Education and Care Services National Regulations (“National Regulations”)

The purpose of the National Law is to create a jointly governed uniform national approach to the regulation and quality assessment of education and care services.

The National Regulations set out application processes, the process for rating and assessments, minimum operational requirements, review of decisions and make arrangements to move existing services into the National Quality Framework.

Copies of the National Law and National Regulations are able to be viewed through the ACECQA website at www.acecqa.gov.au. We also have a hard copy available in Heidi’s office for your perusal or you are more than welcome to research it via our internet service.

Glossodia OOSH, like all services throughout Australia, are currently updating our Centre with the 7 new National Quality Standards. These are the new national benchmark for the quality of education and care services.