

# Trinity College Blakeview

## Basic Parent Handbook

### and Information

(Full Parent Handbook and Policies and Procedures at the OSHC service)



If you would like any further information please contact  
Lorraine at the OSHC service

Postal Address: PO BOX 279, BLAKEVIEW SA 5114

Email Address: [bradylo@trinity.sa.edu.au](mailto:bradylo@trinity.sa.edu.au)

Phone Numbers: 8254 5827 - Mobile 0401 604 527

## Hours of Operation

**Before School Care** (BSC) is open from 6.30 until 8.30am

**After School Care** (ASC) is open from 3.15pm until 6.00pm

**Vacation care** (Vac) Vacation care is available from 7.00am until 6.00 pm. As these are approved childcare facilities government child care rebates apply.

**Pupil Free days** on pupil free days care is available from 7.00am until 6.00pm

As this service is an approved childcare facility government childcare rebates apply through the Family Assistance Office at Centerlink.

*Blakeview's ASC, BSC, and Student Free Days*

**407 136 269 T**

*Vacation Care*

**407 309 288 X**

To register for CCB please ring the Family Assistance Office on 13 61 50.  
For further information contact Lorraine Brady on 8254 5827

## Bookings

Permanent bookings can be made by filling out the enrolment form attached or by phoning Lorraine Brady on 8254 5827

Casual bookings can be made directly at the OSHC service or by phoning Lorraine on 8254 5827

(Please note casual bookings can only be taken if a current enrolment form is filled out and filed with the service.)

Emergency bookings can be made by phoning the service on 8254 5827, between 6.30 – 8.30am staff will be available and after 8.30am please leave your contact details on the answering machine.

Emergency contacts and medical information need to be noted prior to attending the service

## Fees

As the Trinity College Blakeview OSHC service is government approved, government childcare rebates apply.

**Annual Registration:** A registration fee of \$15.00 per child is payable annually.

**Before School Care:** \$12.00 for the session

**Vacation Care:** \$38 per day

**Student Free Days:** \$28 per day

**After School Care:** \$18 for the session

## Non Attendance

In the event your child/ren have a booking and fail to attend we will

- Endeavour to locate the child within the school yard.
- Phone the front office to confirm the child's attendance at school
- Phone the parents

In the event that parents/guardians or emergency contacts cannot be reached within 1 hour of school closure, it will be assumed that the child/ren should be in attendance, and are missing. Police will be contacted.

It is very important to notify the service if your child/ren has a booking and is not attending the service on a particular day, to ensure that the service knows your child is safe.

If a staff member is following up on the whereabouts of a child who has failed to attend this means our child: staff ratio is jeopardised. For cancellations please phone the OSHC service on 8254 5827.

## Absent days

You have 42 Allowable Absent days each financial year, that you receive CCB% from Centrelink. If you don't use a day that is booked you will be charged an absence day After you have used the 42 days you will not be entitled for any Centrelink benefits on any other absent day, therefore funding the cost yourself unless special request is made to Centrelink for additional absent days. During Vacation Care if bookings are made on the booking form you will receive a charge for the booking made, either a cancellation fee of \$20 (no CCB%) or an absent day charge. Therefore any bookings made at the service will now be charged for unless extenuating circumstances which will be negotiated with the Director.

## Late Cancellation Fee

If you have a booking with the service, and you don't notify the service that your child is not attending a full session fee will be charged with no CCB%

## Late Pick Up Fee

The service is open until 6.00 pm; a late collection fee of \$1.00 per minute per child applies after this time.

This is not claimable under your CCB percentage.

## Payment of Fees

Fees are charged on a weekly basis. Accounts are sent to you at the end of the following week and payment is required within 14 days of receipt of your account  
Fees are charged on a weekly basis and you will receive an invoice from the service. Accounts are sent to you at the end of the following week and payment is required within 14 days of receipt of your account

Payments can be made by the following options:

- In person at the Blakeview Front Office or by
  - By cheque
  - EFTPOS
  - Credit card (over the phone)
- In person at the OSHC service by
  - By cheque
  - By cash
- By Bpay (OSHC have their own Bpay number)

If you are unable to meet these requirements, you will need to contact Lorraine Brady on 8254 5827 to discuss your situation, prior to the due date of your account.

When paying your OSHC account please ensure that this is all that you are paying, we are now separate from the School with our fees and payments and are not able to take money for any school fees.

## **Continued non-payment of your account will jeopardize your child's placement at the service**

### Non Payment of Fees

Families who have fees outstanding for two weeks will receive a letter requesting payment immediately or to contact the Director within seven days to negotiate payment options.

Following further non-payment of fees owed to the service, or failure to make contact with the Director, a letter will be sent to the family advising that their children's attendance will be refused until **ALL OUTSTANDING FEES ARE PAID**.

If on a second occasion a family allows their account to become overdue without negotiation, the children will be permanently excluded from the service.

Each year, your OSHC account **MUST** be cleared before you can return to the service the next year.

### Late Pick Up

All children must be collected by 6.00 pm. Please phone the service wherever possible, if you know you are going to be late.

When children are left after the service closes the Director will:

- Endeavour to contact the parent/guardian or contact the emergency contacts.

In the event that this is unsuccessful, the Director will contact Crisis Care who will work with local police to locate the parent/guardian.

## Signing Out guidelines

Parents are required to use the following guidelines for signing out. Children will be signed in on the day sheet by the OSHC staff for each session. Parents need to sign children out as they leave the service daily. (If children will not be attending the service until later in the session please let the OSHC staff know).

**FAILURE TO SIGN YOUR CHILDREN OUT WILL ATTRACT A FULL SESSION FEE.**

## Clothing and Special Items From Home

Whilst care will be taken with children's personal belongings, we do ask that you and your children assist us by labelling personal belongings and clothing, any items not collected within a week of being left are put in the lost property in the Schools front office. If children wish to bring toys, precious things or money from home, staff are not responsible for their safe keeping, Staff reserve the right to determine the suitability of certain items, if deemed inappropriate the item(s) in question will be placed in the filing cabinet for safe keeping until the parent/guardian arrive to collect children.

## The Program

We will endeavour to provide a program developmentally appropriate to the leisure needs of the children attending the service. And will provide the development of each child's social, physical, emotional, and intellectual potential. We hope that the children will be actively involved in all program planning, implementation and evaluation processes.

In After School Care and Before School Care the staff will allow children to make their own choices from a range of activities.

We aim to encourage children to develop self-determination and appropriate ways of using their leisure time.

The program includes choices such as:

- Arts and crafts
- Hobbies
- Videos and TV
- Table top and board games
- Quiet areas for homework
- Creative play
- Outdoor play

Children and parents are encouraged to put forward suggestions and ideas for the program.

## Health and Safety Matters

### Sun Safety

We believe that it is a shared responsibility between parents, students and the staff to ensure that children are protected from Ultra Violet radiation. We would like this to be remembered during Student Free days and Vacation Care, where children need to wear clothing that protects their shoulders and wide brimmed or bucket hats (not caps).

Staying in line with the recommendations from the Cancer Council and Trinity College Blakeview School, Trinity College Blakeview OSHC will be accessing the daily UV Alert graph daily to ensure that children are wearing a broad brimmed or bucket hat and sunscreen 30+ when the UV rating is above 3.

This information can be accessed on the following web site:

[http://www.bom.gov.au/products/UV/Adelaide\\_SA.shtml](http://www.bom.gov.au/products/UV/Adelaide_SA.shtml)

A No hat –play under verandas only policy is adopted for any children who don't have a wide brimmed or bucket hat, if the UV rating is above 3. During the day when the rating is less than 3 children are able to play outside with no hat or sunscreen as it is important during this time for children to have exposure to vitamin D.

During Vacation Care and Student Free Days it is recommended that sunscreen is used (as recommended on the bottle) on exposed skin that cannot be protected naturally by clothing and **children bring a wide brimmed or bucket hat everyday** so they are able to play outdoors if the UV rating is above 3. We prefer children to wear clothing that covers their shoulders and back as these are areas that are more sensitive, and need protecting from UV rays. Protection can be wearing loose light-coloured closely woven cotton garments with sleeves. If children wish to wear sun glasses we recommend that parents check that they are approved by the Cancer Council.

When attending any outdoor swimming excursions children **MUST** wear swimming tops that cover their shoulders and back, failure to do this may result in children not being able to participate.

Sunscreen will be supplied to the children by the service, if there are any issues with children using the provided sunscreen (if your child is allergic) then you will be required to provide your child with acceptable sunscreen.

### Infectious Diseases

Children suffering from infectious diseases are excluded from OSHC for the length of time specified in the “Staying Healthy in Child Care” document.

The children will not be readmitted to OSHC until the period of exclusion has been completed or a certificate from a medical practitioner declares the child able to return. Notification will be made aware to all parents in the event of an infectious disease.

## Illness and Accident

Children who are ill or suffering from a contagious disease will not be able to attend the service. In the event of a child becoming unwell during the session, she/he will be comforted and cared for by staff and the parent/guardian or emergency contacts will be advised to come and collect the child as soon as possible.

## Accident Procedure

In the event of an accident staff will provide first aid (All staff have a current First Aid certificate)

In the event of a serious injury or illness, the Director/Assistant Director will seek medical assistance, and if necessary call an ambulance, Please note parents are responsible for any medical costs incurred.

In the event of an accident where medical assistance is required parents/guardians will be contacted immediately.

In the event of a minor accident staff will record the event on an accident/illness report sheet, which parent's/guardians will be required to sign.

## Medication

Prescribed medications (including Panadol) can only be administered on receipt of a written consent form, which is available from the service. This form must be completed by a parent/guardian and doctor, and medication (Including Panadol) must be supplied from home with the child's name and correct dosage on it in the original container.

Only a qualified staff member will administer medication. Who will then document this on a medication form which needs to be signed by the parent/guardian upon collection of their child?

## Allergies and Special Medical Conditions

A file with children's special medical conditions or allergies will be kept in the OSHC kitchen and all staff will make themselves aware of these children and their special requirements

## Nutrition

The focus on the program regarding food consumed is to provide a healthy and nutritious snack and also to provide a wide variety of different foods keeping within healthy eating habits.

Where possible, snacks will reflect a wide variety of cultural backgrounds. Children will be encouraged to try different foods but never forced to eat.

Where children have special dietary needs, the parents may be asked to provide a list of suitable and unsuitable foods or asked to supply special food requirements.

## Emergency/Evacuation Procedure

In the event of an emergency, staff are responsible for ensuring that all children and visitors proceed in an orderly fashion to the oval as directed, where they remain until the all clear is given.

All doors will be closed but not locked and under no circumstances will any person re-enter the building until safety is established by the relevant emergency services.

## Parent Grievance Procedure

The opportunity for parents/guardians to air their grievances is available through either the Director or the School Principal, It is requested that parents do not discuss grievances in front of the children or other staff members

You may need to make an appointment time to speak to the Director. If this proves to be unsatisfactory or you feel you can't speak to the Director then contact can be made through the Front Office on 8254 6622 to make an appointment to see the Principal.

## Children's Grievance Procedure

The children have the opportunity to air their grievances in a variety of ways:

- Speaking to their parent and together approaching the Director
- Speaking to the Director themselves
- Speaking to a staff member they feel comfortable with
- Attending the next OSHC Kids Committee meeting to discuss issue.
- Writing a note in the suggestion box

## Our Staff

We strive to offer a high quality service. To assist in this we ensure our staff all have a police check upon employment. We provide training in Mandatory Notification and First Aid as well as general training in other areas necessary in our service, like Asthma and Epi pen training.

If your child has any special needs that will require training for the staff please let the Director know prior to the commencement date.

## Kids Committee

We believe it is important to involve the children in decisions at OSHC. We have a kids committee meeting on varying days of the week a couple times a term so that children can give us some ideas, suggestions, discuss concerns about OSHC. If your child is interested please let staff know.

## Parent Committee

On the 5<sup>th</sup> week of term 1 and 3, Wednesday nights a group of parents get together with the Director and Principal to discuss issues that are happening at OSHC All parents are encouraged to come along and share your ideas and opinions on the service; Meetings begin at 6.00pm and finish around 7.00pm.