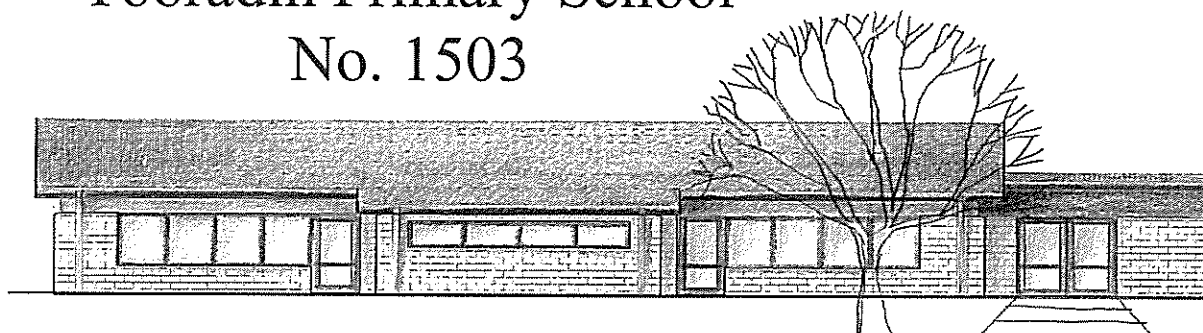


Tooradin Primary School  
No. 1503



Tooradin Primary  
OSHC (Out of School Hours Care)  
& Vacation Care  
Information  
Booklet  
2019

Service Approval Number: # SE-400007461



## **DIRECTORY**

<b>LOCATION</b>	Bayview Road Tooradin, 3980
<b>TELEPHONE</b>	5998 3321 or 5998 3477
<b>EMAIL</b>	tooradin.ps@edumail.vic.gov.au
<b>WEBPAGE</b>	<a href="http://www.tooradin.vic.edu">www.tooradin.vic.edu</a>
<b>PRINCIPAL</b>	Mrs. Zania Cope
<b>OSHC COORDINATOR</b>	Mrs. Eilleen Baker Phone: 0484 295 860
<b>WELLBEING COORDINATOR</b>	Ms. Rachel Davis

## **OUR PHILOSOPHY**

We are proud of our tradition and heritage at Tooradin Primary School, but at the same time, we recognise the school exists to continually promote the growth of all its members – students, parents and staff.

We see the education of the children at our school as a joint project between home and school. Parents have started the children's education and prepared them for us. We are extending their knowledge, however to do this effectively we must work together. It is by working together that we are able to jointly ensure our children are given a sound education.

We believe that the children at Tooradin are very fortunate because the size of the school is ideal for nurturing excellent learning and communication in a caring family atmosphere. Children are able to work in a safe, secure and friendly environment. Children identify with the school and develop a strong sense of belonging and pride.

The school has a tradition of excellence in academic achievement, as well a balanced program in creative skills and sporting programs. Children are given the opportunity to explore a variety of experiences to reach their full potential.

We are an environmentally friendly school with a focus on healthy living and sustainability. Our community is very supportive of the school and well represented by a committed School Council. Our supporting School Council ensures that we have the resources to provide not just quality education within our school environment but also a diverse range of learning opportunities in the wider environment.

Students are provided with the opportunity to learn the Italian language and culture in Grades Prep to Year 6. This program assists children to link and learn to communicate with people from a range of different backgrounds.

*Mrs Zania Cope*  
Principal.



## SCHOOL PROFILE

### ***VISION STATEMENT:***

In partnership with its community, Tooradin Primary School provides students the opportunity to develop academic and life skills.

### ***MISSION STATEMENT:***

To offer students the opportunity for high quality education in a supportive learning environment.

### **VALUES**

The school encourages an environment that fosters and instils life long values. Our shared values demonstrate our emphasis on a child focused learning environment.

- **Respect**
- **Responsibility**
- **Fairness**
- **Teamwork**
- **Safety**

**These expectations are consistent with the school motto**

**“The Caring, Country School”**

# STRUCTURE OF TOORADIN PRIMARY OSHC & VACATION CARE

## APPROVED PROVIDER

Tooradin OSHC and Vacation Care are operated by Tooradin Primary School Council. The program is licensed by The Department of Education and Training and the Approved Provider (Licensee) is Tooradin Primary School. The program is licensed as an OSHC Service with a maximum capacity of 60 students per day.

The Nominated Supervisor is available each day to answer questions or queries. Staff will provide parents/ guardians with verbal feedback about their child(ren). If you wish to discuss anything in greater detail, you are able to make an appointment with the Nominated Supervisor, the Wellbeing Coordinator or School Principal.

## HOURS OF OPERATION

Before School Care:	6.30am - 8.30am
After School Care:	3.30pm - 6.30pm
Holiday/ Vacation Care:	6.30am - 6.30pm

We will also be operating on Tooradin Primary School Curriculum Days.

We are closed on all public holidays throughout the year.

\* Please ensure that the staff car park is not used between 7.45am-8.30am and 3.30pm-4.00pm. Parking in this area is accessible during other times. Staff and families may access the school through the main entrance or the school gym entrance.

<u>TERM DATES 2019</u>		<u>TERM DATES 2020</u>	
Term 1	January 29 <sup>th</sup> – April 5 <sup>th</sup>	Term 1	January 29 <sup>th</sup> – March 27 <sup>th</sup>
Term 2	April 23 <sup>rd</sup> – June 28 <sup>th</sup>	Term 2	April 23 <sup>rd</sup> – June 28 <sup>th</sup>
Term 3	July 15 <sup>th</sup> – September 20 <sup>th</sup>	Term 3	July 15 <sup>th</sup> – September 20 <sup>th</sup>
Term 4	October 7 <sup>th</sup> – December 20 <sup>th</sup>	Term 4	October 7 <sup>th</sup> – December 20 <sup>th</sup>
<u>PUBLIC HOLIDAYS</u>		<u>PUBLIC HOLIDAYS</u>	
Australia Day	January 28 <sup>th</sup>	Australia Day	January 27 <sup>th</sup>
Labour Day	March 11 <sup>th</sup>	Labour Day	March 9 <sup>th</sup>
Good Friday	April 19 <sup>th</sup>	Good Friday	April 10 <sup>th</sup>
Easter Monday	April 22 <sup>nd</sup>	Easter Monday	April 13 <sup>th</sup>
Anzac Day	April 25 <sup>th</sup>	Anzac Day	April 25 <sup>th</sup>
Queen's Birthday	June 10 <sup>th</sup>	Queen's Birthday	June 8 <sup>th</sup>
Melbourne Cup Day	November 5 <sup>th</sup>	Melbourne Cup Day	November 3 <sup>rd</sup>

## OUR PROGRAM

Our programs are focused on developing every individual child, encouraging them to develop their emotional, social, intellectual, physical, and creative skills in a caring and supportive environment. The Victorian Early Years Learning and Developmental Framework and the National Quality Standards are at the core of all of our programs and guide our goal of being a leader in the industry through providing a high quality curriculum.

Children are encouraged to form a sense of belonging, which allows them to develop as independent, confident learners who are able to effectively communicate and engage with others positively. Our program plans for a range of indoor and outdoor experiences, balancing active and passive play.

Our staff receive ongoing training in providing quality, child-centered programs that stimulate and encourage each child to reach their full potential.

### Daily Program

The daily program is a guide to the activities and experiences that children will be involved in and is displayed clearly on the foyer display board. Along with planned activities, we incorporate the interests of the children and encourage them to be curious about their world, exploring and investigating to learn through their natural sense of wonder.

### Homework

A Homework area will be set up for any children of OSHC wishing to complete school homework during this time. Staff will endeavour to assist students if required. There will also be a reading corner provided for students to read school readers. OSHC staff may assist however, it is not their responsibility to enforce or sign off on the completion of homework tasks.

## STAFFING

At *Tooradin Primary School OSHC and Vacation Care* we have selected caring educators so the children will be treated with respect, care, kindness and understanding. Building **unity and teamwork** among staff is developed through our supportive school environment and appropriate professional development. *Tooradin Primary School OSHC and Vacation Care* is staffed in accordance with the Child Care Regulations. In order to maintain and strengthen the quality and consistency of our service staff are included in professional development at Tooradin primary School where appropriate.

## ENROLMENT

On enrolment, you are required to complete and sign the Enrolment Form and Enrolment Agreement. These provide us with vital information about your child so that we can provide the highest quality care for them while attending *Tooradin Primary School OSHC and Vacation Care*. Please ensure these are completed accurately and that the School Office is notified of any changes, which may occur, such as changes of address or phone numbers as soon as possible. It is most important that these forms are returned to the School Office prior your child's first day of attendance.

**If there is a court order in place** both the School office and OSHC need to be given a copy and filed with the enrolment information. It is most important that the School office and OSHC be kept up to date of any changes to these orders. Should any child or staff member be put in a potentially dangerous situation at any time at all, Police will be notified immediately.

As per our enrolment and orientation policy parents and families must understand that at times there may be a waiting list in place for positions within our service, to ensure the child care system is fair the Australian government has put together the 'priority of access guidelines'. These guidelines are for all childcare benefit approved early childhood settings to follow when allocating places under these circumstances. Tooradin Primary School will abide by the guidelines as required by the Australian Government.

### Priority of access guidelines

- 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.

Within these main categories, priority should also 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 which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$43,727 for 2015-2016, or who or whose partner are on income support;
- children in families from a non-English speaking background;
- children in socially isolated families; and children of single parents;

A childcare service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:

- are notified when your child first entered care that your service follows this policy
- are given at least 14 days' notice of the need for your child to vacate.

# FEE STRUCTURE

## CHILD CARE ASSISTANCE (Fee relief)

Child Care Benefit (CCB) is a payment made by the Federal Government to families to assist with the costs of childcare. Australian residents using childcare provided by approved childcare services may receive CCB.

To receive CCB you must contact the FAO on 136 150 Mon-Fri 8am-8pm. Your CCB will be paid from the date of approval from FAO. If for any reason you are not eligible for CCB payments, you will be charged full fees for days that your child attends. (Please note that you will be required to paid full fees until the centre receives your CCB approval)

The percentage of Childcare Assistance you are entitled to is based on the family's income. The FAO will be able to advise you of your subsidy.

In order to receive CCB, parents **must sign** every child in and out EVERYDAY they attend the Centre. To receive CCB for a child's absences, a record must be made of the reason for absence, including date and parent signature. Upon your child's return to the Centre please sign the appropriate day in the sign in folder and indicate the reason for absence eg. Sick/holiday/RDO.

## TAXATION BENEFITS

The childcare rebate is up to 50% of the Gap Fee for eligible families for up to a maximum of \$7,500 per child per annum. This rebate is not means tested; however, you should check your eligibility through the family assistance office. The 50% rebate can either be paid to the service directly to decrease your weekly gap fee or can be paid to you directly into a bank account that is nominated to the FAO in quarterly, fortnightly or weekly payments.

## FEES

**Fee invoices are sent out** on Monday of each week. These invoices must be paid by the Friday of this week. Invoices are for the previous week's attendance of our child. Our only payment method's at our school is through Qkr or direct deposit. The Centre link deduction is processed by our Director prior to you receiving the invoice. *No cash is held* on premises.

Overdue accounts will result in suspension of your child's care and will attract late penalty fees as per the current rate pursuant to the Penalty Interest Rates Act.

**Before school daily fee: \$18.00**

**Before school weekly fee: \$85.00**

**After school daily fee: \$20.00**

**After school weekly fee: \$90.00**

**Morning and Afternoon daily fee: \$35.00**

**Morning and Afternoon weekly fee: \$170.00**

**Vacation care daily: \$80.00**

**Vacation care weekly: \$ 370.00**

Please note: we charge you the "gap fee" amount each week.

The gap fee is the amount left after your Child Care Benefit is removed.

## **ATTENDANCE & ABSENCES**

It is important that *Tooradin Primary School OSHC and Vacation Care* have accurate numbers for each session. The new OSHC policy states that parents/guardians need to inform our OSHC staff on their direct contact information available below if their child will be absent for the session. For the morning session it is essential to inform the OSHC Coordinator by 6.45am of that morning and for afternoon sessions by 10am that day. Please be advised that informing our OSHC team is to be made on the contact phone number 0484 295 860. It is also important to inform our staff directly if your child will be away on holidays, as the school office staff do not have access to your child's attendance in OSHC.

## **LATE FEES**

*Tooradin Primary School OSHC and Vacation Care* will offer your child a caring supportive and engaging program in a safe and supportive environment. In return, we expect you to honor your responsibility in paying your account. Should your account fall in arrears due to insufficient funds in your account, our bank's penalty fee will be charged to you and you will be issued with a FRIENDLY REMINDER. If the account is then not brought up to date a FINAL REMINDER NOTICE will be issued with the Late Penalty Fee added to the account to cover administration costs, and your child's enrolment at *Tooradin Primary School OSHC and Vacation Care* may be suspended or cancelled if payment is not received immediately.

If you have trouble paying your account, for whatever reason, please contact the School Office and explain the situation. We will endeavor to assist, wherever possible, to work with you to manage your payments. Please do not leave it until you are in debt.

*Tooradin Primary School OSHC and Vacation Care* closes sharply at 6.30pm, and any extension beyond that time is very costly due to the Education and Care Services National Regulations on staffing requirements, which must be observed. Accordingly, the Centre reserves the right to impose a **late fee of \$1.00 per minute** if a child remains at the Centre after closing time of 6:30pm.

## **HEALTH & WELLBEING**

### **FLEXIBUZZ (formerly Tiqbiz)**

Families are required to download the FlexiBuzz app onto their electronic device, as this is our primary form of communication in the event of an emergency or to update you on news or events at school. Information about this app will be forwarded to your prior to commencing school. Information about this app will be handed to families at the time of enrolment.

### **SICK CHILDREN**

If your child is sick and requires medication then please think carefully before bringing him/her to *Tooradin Primary School OSHC and Vacation Care*. Remember sickness is spread easily and quickly when large numbers of children are in close contact with each other. *Tooradin Primary School OSHC and Vacation Care* is not equipped to care for unwell children as it is extremely difficult for staff to provide the appropriate care for children who are ill and still give attention to the rest of the group. So before bringing a sick child to *Tooradin Primary School OSHC and Vacation Care* you should ask yourself - *'Is my child well enough to attend OSHC and Vacation Care? Are they well enough to be involved in all aspects of the curriculum (including playing outdoors)* If you answered No then they should not return until they are well. Please remember if their illness was contagious then you will be required to provide a medical clearance. Please also note the nominated and certified supervisors have the right to request that a child be collected should they feel that a child is not well enough to attend and be involved in the daily program.



## EXCLUSION FROM OSHC/ VACATION CARE

Certain infectious diseases are covered by specific Health Department regulations. Exclusion of the patient and others they come into contact with is sometimes required.

The most common are listed below:-

Disease	Exclusion Period
Chicken Pox	At least two (2) weeks after the first spots appear or when blisters have all crusted
Conjunctivitis	Until discharge from eyes has stopped
Diarrhoea	Up until diarrhoea has stopped
Diphtheria	Until a medical officer has certified recovery
German Measles	Until your child has fully recovered and for five (5) days after the rash appears
Glandular Fever	Not necessary to keep children at home but some children will be too sick to attend school
Hand, Foot and Mouth	Until blisters have dried
Head Lice	Until hair has been treated. Everyone living in the same house (as well as linen) should be treated at the same time as the affected person
Hepatitis A	Until your child has recovered which is usually seven (7) days from the first signs of jaundice
Hepatitis B and C	It is not necessary to keep your child at home
HIV	It is not necessary to keep your child at home
Impetigo	Until appropriate treatment has commenced and visible sores are covered
Influenza	For five (5) days after the appearance of the first symptoms
Measles	For at least five (5) days after the appearance of the rash
Meningitis	Until the child is well
Meningococcal	Until the child is well
Mumps	Until the child has completely recovered and at least ten (10) days after the appearance of swelling
Ringworm and Scabies	Until the day after fungal treatment has begun
Scarlet Fever	At least 24 hours after treatment has begun
Streptococcal Infection	At least a day after commencing treatment and the child is well
Tuberculosis	Until a medical practitioner believes the child is well
Whooping Cough	Child should be kept at home for at least five (5) days from the start of antibiotic treatment.

## ASTHMA CARE

The Department of Education has recently published a new policy for the management of asthmatic children in schools. Asthmatic students need to supply the appropriate medication required. This medication is kept in the OSHC first aid cabinet. It is essential that a current Asthma Management Plan signed by your GP is also kept on OSHC's file.

## ANAPHYLAXIS

It is a requirement of DET that students who have been diagnosed with anaphylaxis carry an EpiPen (or as directed by the doctor) and OSHC is informed of their specific allergies. Information from the student's doctor must be supplied for a specific anaphylaxis plan. An EpiPen will be stored in the OSHC first aid cabinet.

## **MEDICATION**

**Medication Folders** are located in the foyer and a medication form needs to be completed before any medication can be administered. It is important that all medication be handed directly to a staff member of *Tooradin Primary School OSHC and Vacation Care*. Remember to let the staff member know if the medication requires refrigeration.

**Prescribed Medication** must have a pharmaceutical-dispensing label clearly marked with the child's name, date and the dosage required on it.

**Non-Prescribed Medication** will only be administered with written authorised parental permission, which includes name of medication, dose, child's name, date of last dose and the symptom needing treatment with directions for administration. Doses will be restricted to the manufacturer's instructions. The only exception to this is when symptoms develop during the day that phone contact is made with the parent from a staff member and permission is gained to administer a single dose of Paracetamol.

## **WHAT TO BRING EACH DAY**

Due to the ever-changing weather, it is important that you provide a coat and hat for outdoor play. (Refer to our clothing and footwear policy) Please ensure that his/her name is clearly marked on each article. During the school term please have your child dress in full school uniform. During Vacation Care periods please have your child dress in play clothes that can become a little dirty, and that enable uninhibited play and that can be easily managed by them. Please do not send children in good clothing. Remember to provide spare clothes according to the weather.

## **TOYS AND OTHER TREASURES FROM HOME**

Please discourage your children from bringing toys etc. to the Centre. As you may understand, we cannot take responsibility for these items brought from home.

Comfort toys such as teddies, blankets, a family photo from home etc. are allowed and welcomed to help children settle in to our service and help them to achieve a sense of belonging.

## WHAT WE SUPPLY

### FOOD

#### *OSHC –*

*Mornings children will be provided breakfast prior to 8.00am*

*Afternoon – Children will be provided with an afternoon snack (fruit platter/ cheese and biscuits) and at 4.30pm a light meal.*

**VACATION CARE** – Children will be provided with breakfast until 8am, morning tea, afternoon snack and a light meal at 4.30pm. Lunch is not provided.

We employ a trained and experienced cook to prepare fresh healthy meals on the premises.

### EXCURSIONS

From time to time throughout the year, we may take the children in Vacation Care on excursions. Prior to these, parents are given information on the excursion regarding the type of transport to be used and a permission form to sign and return. Parent participation is always welcome and adult to child ratios are always followed.

### ARRIVAL AND DEPARTURE

Children must not be left at the Centre before 6.30am, as they are not covered by insurance prior to this time. It is essential that you **sign your child in and out every day** they attend the *Tooradin Primary School OSHC and Vacation Care*. These records are used in case of an emergency such as a fire etc. as well as for claiming Child Care Benefit. If this is not followed through, you will be charged full fees.

A responsible adult known to the staff **must** bring children to OSHC. If for some reason someone else other than yourself needs to bring your child, please phone and let us know.

**On arrival**, please take your child to a staff member and share any relevant information, which might be important to your child's wellbeing throughout the day. If your child is upset when you leave, chances are that before long they will have settled. If you are concerned in any way, please do not hesitate to give us a call to put your mind at ease. We will call you if we feel your child is unduly upset. Always say goodbye to your child and reassure them that you will be back later to pick them up. We will understand, not upset, if your child cries when you leave, try not to be anxious, as children are quick to sense your feelings.

Only **authorised persons** (as indicated on the enrolment form) will be allowed to collect children from *Tooradin Primary School OSHC and Vacation Care*. If your child is to be collected by someone other than those stated on the enrolment form then you need to notify the Director, either verbally or in writing. An adult that is to pick your child up other than one known to the staff requires identification (photographic).

### SUN SMART

At *Tooradin Primary School OSHC and Vacation Care*, we follow the recommendations of The Anti-Cancer Council in our Sun smart policy. Sunscreen and hats are to be provided by parents for children when playing outside during terms 1, 2 and 4. Parents will be required to give permission for staff to apply sunscreen. If your child has special sunscreen due to skin irritation you will need to supply this clearly labeled with your child's name.

## **ORIENTATION PROCEDURE FOR NEW FAMILIES**

Tooradin Primary School welcomes new school families to our OSHC and Vacation Care service. We care about your child's wellbeing and ensure that your child is supported as they become accustomed to the program.

Here is the procedure we adopt to settle your child at *Tooradin Primary School OSHC and Vacation Care*.

- On enrolment, each family will receive a current parent handbook, enrolment form and FlexiBuzz App instructions.
- If necessary, you will be given a tour of the School and meet the staff and children.
- The parent will be given the opportunity to ask the staff any questions and spend time in the room observing routines and the education environment.
- The staff in the room will introduce the family and child to other staff members in OSHC so that they become familiar with most staff. (continuity of main staff will stay the same to help the child settle easier)
- Staff are happy to discuss the child's daily progress with parents/ guardians and how he/she is settling in and ways to provide continuity of care between home and OSHC.
- Communication books, parent carer interviews, daily routine sheets, daily evaluations, verbal communication are just some of the ways we work together with parents to keep them updated with their child's progress at Tooradin Primary School OSHC and Vacation Care.

## **GRIEVANCES AND CONCERNS**

If there is a concern, please discuss it with us as soon as possible. We suggest that you follow up your concern in the following order:-

- Speak with the staff of OSHC or Vacation Care to rectify your concerns or the Principal if your concerns are management related
- Make an appointment to speak to the School Principal if you are unable to resolve your concern with the OSHC or Vacation Care staff
- Should your concern still not be resolved then you may like to contact the Department of Education and Early Childhood Development on 9265 2400, or by mail to Level 3, 295 Springvale Road. Glen Waverley, VIC 3150
- This Department is the licensing body for Child Care Centers and has a statutory responsibility to ensure that regulations are adhered to.

## **RESPONSIBILITIES**

Parents are responsible for:-

- Ensuring details are up to date at all times on enrolment forms
- Signing each child in and out each day of attendance
- Maintain CCB as per the FAO requirements
- Notifying Tooradin Primary School OSHC or Vacation Care of your child's absence
- Reporting to the Centre, illnesses or allergies your child may have
- Completing medication forms when necessary and notifying staff of this
- Ensuring all required clothing is provided
- The safety of all children within the centre by ensuring all doors and gates are closed when entering and leaving the service
- Adhering to all our policies and procedures at all times

## POLICIES

*Tooradin Primary School OSHC and Vacation Care* operates under a number of policies and procedures. The primary aim of these is to guide our practices and standards and to give clear direction to all staff and families around our service requirements. A copy of all policies and procedures are located in our policy folder in the foyer for all families to read. Please ensure you take the time to read and understand our policies and feel free to ask questions or make suggestions concerning any of our policies.

The Tooradin Primary School Council will review all our policies as part of our ongoing review process and all staff and families will be notified of any adjustments.

Please remember we value your feedback whether positive or negative and our director is always available to receive any feedback you have to offer

**We look forward to working in partnership with you to help your child develop and thrive.**

# Tooradin Primary School



## **OSHC & Vacation Care rules:**

Students at *Tooradin Primary School OSHC and Vacation Care* are required to follow these rules:

- We follow all staff instructions
- We use equipment for its correct purpose at the correct time.
- We stay within our personal space.
- We communicate with others in a courteous and respectful manner.
- We are responsible members of our learning community and allow others to learn
- We listen carefully when others are talking
- We walk sensibly in the school buildings and pathways
- We walk bicycles and scooters inside school grounds

