



Family Handbook

Revised December 2019

We would like to take this opportunity to welcome you to Eastern Out of School Hours Care - Randwick OOSH (ROOSH). We look forward to forming a partnership with you and your family.

ROOSH is an important part of many children's school life. We pride ourselves on providing a service that children love attending and we trust that you will share the same experience.

Eastern Out of School Hours Care was developed specifically for the OOSH service at Randwick Public School. We are the Directors of the company and together have been running the OOSH service at Randwick Public School for over 10 years. ROOSH is located on the grounds of Randwick School. The centre provides Before and After School Care as well as a Vacation Care program for school age children.

We aim to provide a program that is stimulating, fun and meaningful. Children are given ample opportunity to learn and grow through play. We provide a variety of activities at the centre and enjoy many exciting excursions during Vacation Care. Children also attend some afternoon excursions within the community.

We have a great space dedicated to ROOSH which enables us to provide a high quality program. We have many different play rooms/areas including an art studio, Kindergarten room, lounge/games room, chill out rooms and a year 5 & 6's room. The service is split into two centres, juniors and seniors. The Junior Centre operates out of the beehive building and surrounding areas and The Senior Centre operates out of the cottage.

We are extremely lucky at ROOSH as we have a very talented and motivated group of people working here, who love their job. The staff are very dedicated and each add their own special touch to ROOSH and its programs.

As an Outside of School Hours Care service we are guided by the National Quality Framework (NQF) which consists of a school aged framework, regulations and an assessment and rating system. A lot of effort and thought is dedicated to the centres program and routines in order to provide the best possible care and outcomes for the children at our service.

Please feel free to contact us at any time with any queries or feedback that you may have during your time with us.

We look forward to welcoming you and your family to our service.

Maria Peroy & Emma Connolly

Directors

Eastern Out of School Hours Care Pty Ltd – Randwick OOSH

Phone: 02 9398 7653

Email: admin@randwickoosh.com.au

Philosophy



We acknowledge the traditional custodians of this land– the Gadigal people of the Eora Nation and pay our respects to Elders both past, present and emerging. We promise to respect their land, its people and elders.

We aim to provide an environment and culture that is welcoming, supportive, stimulating, and inclusive and creates a sense of belonging.

We strive to make each child feel important and welcome regardless of their background and social worlds.

We believe that ROOSH should be a fun and safe place, whereby children have a voice and are involved in decision making surrounding programming and planning.

At ROOSH we recognise and value the importance of play. We aim to offer a program that provides ample opportunity for play, which in turn supports children’s learning and development.

We value family partnerships and have an open-door policy. Families are encouraged to get involved, contribute to the Educational Program and overall service and help inform decisions.

We know that children are deeply connected to their world and community and we are committed to facilitating that. We value our community and support active engagement, authentic participation, networking and contribution. We strive to influence the community for the better, through our programs and actions.

All educators at ROOSH are expected to be positive role models and be actively involved in facilitating children’s play and learning. We have qualified and experienced staff and ongoing professional development is a priority within our service.

Hygiene and lifestyle skills are scaffolded in our environment through an educative process.

We are committed to contributing towards a more sustainable future, by embedding practices that promote the protection and preservation of our environment.

We work within a critically reflective framework and it influences our decisions and practice across all aspects of the service.

We are advocates for children’s rights and support and promote the UN’s Convention on the Rights of the Child.

At ROOSH we aim to teach acceptance, respect and provide positive lifelong memories.

Giving back, empowering children and encouraging empathy and action, is important to us and is facilitated through our passion driven practices.

We endeavour to provide a high-quality service by following and implementing the National Quality Framework.

2019 STAFFING

Directors:

Maria Elena Peroy (Nominated Supervisor & Educational Leader) – Bachelor of Education & Diploma of Children's services

Emma Connolly (Nominated Supervisor & Educational Leader) - Certificate III in Children's Services & Diploma Children's Services OOSH

Coordinator:

Loren Calle (Additional Needs Supervisor & WHS Officer) – Bachelor of Behavioural Science & Studying Diploma of School Age Education and Care.

Team Leader:

Samuel Argyropoulos (Team Leader & Environmental Sustainability Officer) - Bachelor of Business, Diploma in Small Business, Certificate IV in Fitness, Certificate III in Nutrition. Studying Diploma of School Aged Education and Care.

Permanent Educators:

Heather Connolly (Kindergarten Group Leader) - Studying Diploma of School Aged Education and Care.

Dina Abi-Hanna (Homework Leader) – Post Graduate Certificate in Education

Daniel Petkovski (Physical Educator Leader) – Professional Athlete, Diploma of School Aged Education and Care

Jordan Figon – Sports Coaching & Development, Professional Athlete. Studying a Diploma of School Aged Education and Care

Senior Educators:

Vanessa Cairelli – (Holistic Health and Nutrition Advisor) - Hatha Yoga Teacher, Diploma of Communications (Graphic Design) & Studying Bachelor of Science (Naturopathy)

Cazara Santika – Certificate in Children's Services

Centre Chef:

Anna Coleman – Food Safety Supervisor Certificate

Administration Assistant:

Nadine Penn

Along with a fantastic group of experienced, enthusiastic and dedicated staff members.

* All permanent staff have training in child protection, first aid, anaphylaxis & asthma.

DIRECTORS HOURS

Directors generally work an 8 hour day Monday – Friday.

ENROLMENT AT THE CENTRE

A waitlist form must be completed as soon as possible if you would like your child to enrol in ROOSH. Your child's name will be placed on a waitlist and you will be notified as soon as a position becomes available.

Before your child commences their first day at ROOSH in a permanent or casual position, an enrolment form and orientation must be completed. All requirements/information requested in the enrolment must be finalised before the first day of attendance.

PRIORITY OF ACCESS

Enrolments will be allocated as follows:

- 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.

STAFF/CHILD RATIOS

1:15 Before/After school care and Vacation Care

1:8 Excursions

1:5 Swimming Excursions

PAYMENT OF FEES

Statements are issued at the beginning of the month on a fortnightly basis and can be collected from the statements box located in the lounge room at the Cottage or they will be emailed to families who have provided an email address.

Fees can be paid by cheque, internet transfer, or by direct deposit at any Westpac Branch. Further instructions for payment can be found on your statement.

It is important that families are familiar with the Fees Policy. This is distributed to families, can be found in the family library and a copy can also be requested at any time from the ROOSH office.

CURRENT FEE STRUCTURE

Before School Care

Permanent Position: \$14.80

Casual Position: \$17.85

After School Care

Permanent Position: \$19.80

Casual Position: \$22.85

Vacation Care

\$33.70 per child + Excursion fee

CHILD CARE SUBSIDY (CCS) AND ADDITIONAL CHILD CARE SUBSIDY (ACCS)

We are a CCS and ACCS approved service. To register for CCS/ACCS, please contact Centrelink on 136 150.

SIGNING IN AND OUT

It is a condition of Child Care Subsidy (CCS) as well as enrolment at the centre that your child is signed in and out of the centre, for each session they attend, by a parent or guardian.

Children are unable to sign themselves in or out.

These sheets are proof of attendance for CCS claims and also act as a roll call.

Only authorised contacts will be able to collect children from the centre. An authorised contact is someone whose information is provided on the enrolment form or given to the centre in writing. If your child is being collected by someone who is under 18 years, you will need to provide the centre with a written notice of approval (please contact the Directors for further information in this situation).

CENTRE HOURS

Before School Care - 7:30am to 9:00am

After School Care - 3.00pm to 6:00pm

Vacation Care - 7:30am - 6:00pm

The centre closes for 2 weeks at the end of the year. Exact dates are communicated to families during term 3.

Vacation care is available to school age children from Randwick Public School and the wider community. Children who are enrolled to start kindergarten are able to attend in the December/January school holidays prior to the commencement of their first term.

Bookings are essential and places are limited.

LATE PICK UP FEE

Any parent who collects their children after 6pm will be charged a late fee. 6:01pm is considered late.

Wherever possible, parents should advise the centre when they will be late to collect their child.

If a parent continues to collect their child after 6pm, the Directors will need to discuss other options with them and suitable arrangements must be made, or the child's place in the centre may be cancelled.

Late Pickup Fees are as followed:

Any pickup after 6pm is considered a late pickup and will incur a fee.

6.01 - 6.05 - Flat rate of \$10.00

6.06 - 6.15 - Flat rate of \$25.00

6.16 - 6.30 - Flat rate of \$50.00

For every 15 minutes thereafter, an additional \$50.00 will be added to the charge.

If a family is late collecting children more than four times in a term, the late fee will be doubled for all lateness for the remainder of the term.

Late fees are not subsidised with CCS.

ABSENTEES

Parents/Guardians **must** phone or email the centre if their child is going to be absent from After School Care by 2:45pm. If they are absent from school, you still need to contact the centre as we are not necessarily informed by the school. Children are considered missing if the centre has not been informed and appropriate action is taken.

LATE NOTIFICATION FEE

The following Late Notification Fee schedule applies for families who fail to notify the service of their child being absent during after school care. Families are required to notify the service before 2.45pm on the day of the attendance.

The Late Notification Fee is as follows:

1. A Family will receive three warnings per calendar year for failure to notify OOSH of their child's absence from after school care (**notification must be given by 2:45 pm on the day**)
2. If a family fails to notify OOSH for a fourth time, a \$10 'Late Notification Fee' will be charged to their account. This is added to their fortnightly statements
3. For every time a family fails to notify OOSH after this (in that same calendar year), a \$10 'Late Notification Fee' will be charged to their account

A Late Notification Fee is **not** eligible for CCS deductions.

GETTING TO AND FROM SCHOOL

During before school care roll call is at 8.30am, children who are in year 3 or above can (with parent permission) walk to their class lines once their name has been marked off the roll. Children who are in year 2 or below are able to walk to their class lines just before the school bell rings. A staff member takes the kindergarten children to their class line up area.

During after school care at 3.00pm, staff pick up the kindergarten children from their class line up area/classroom and bring them to the centre. All children in year 1-6 walk over to the centre by themselves.

CANCELLATION OR VARIATION IN YOUR OOSH CARE

The centre must be given 2 weeks notice in writing for any cancellation of your child's permanent placements. Families are not eligible for CCS if a child has left care and the notice period is still in order. The centre must be given 24 hours notice for cancellation of a casual position, otherwise full rates apply.

Permanent bookings incur a charge when the child is absent e.g. sick, holidays, etc. Fees however are not charged on public holidays.

If you would like to add an additional permanent position to your before and after school care, the request must be placed in writing to the centre and a position will be offered when available. If the position is not available at the time of the request, a waitlist form is required to be submitted and a member of the management team will call to confirm when the spot becomes available.

CASUAL BEFORE AND AFTER SCHOOL CARE

Casual bookings are taken on a week to week basis. Parents/guardians are able to call from 7.15am on a Monday morning for the following week. If a spot has not been confirmed at the time of call, you can be placed on a waitlist and a member of the management team will call to confirm if the spot becomes available. Casual positions are added to your fortnightly statements after the attendance.

VACATION CARE

Vacation care runs during each holiday period (with the exception of 2 weeks over the Christmas and New Year period when the centre is closed) where we provide fun & exciting programs with a variety of excursions and centre based days. A separate form is to be completed and returned with payment to secure a position each vacation care period. As our program is very popular, it is advised that you return the forms as soon as possible once they are released.

The program and enrolment forms are available approximately 3-5 weeks prior to each holiday along with information about how to enrol. Enrolments are open to Randwick School families only for the first 72 hours after the program has been released. After the 72 hour period is over, enrolments are open to the wider community also.

Please be aware that once families have enrolled in vacation care, there are no refunds or transfers.

STAFF DEVELOPMENT/PUPIL FREE DAYS

The centre is open on staff development/pupil free days. Bookings are taken for this with vacation care enrolments. On strike days the centre will operate within its regular hours for Before and After School Care.

HOMEWORK

Children can be encouraged to do homework at the centre but this is not enforced. Families wishing to for their child to complete homework tasks while at OOSH can ask for their child to be placed on the homework list. Each afternoon, a staff member is in charge of reminding children on the homework list to complete their homework. A space has been set aside for homework and is open between 3.30pm – 5.00pm.

ROOSH also offers an extra activity named Homework Help that is available for ROOSH children to enrol in at an additional charge. More information about this can be found in the next section (ROOSH Extra Activities).

ROOSH EXTRA ACTIVITIES

As an addition to the programming provided by ROOSH, we have committed to offering extra activities within our service.

Activities take place away from the main OOSH areas (e.g. in a school classroom, library or outdoor courts) and is conducted by outsourced teachers/instructors hired through ROOSH.

Activities may change depending on availability, interest and demand. Activities can range from languages to sports, dancing and more. So we would love to hear your ideas and suggestions.

A standing activity that is supplied every term throughout the year is **Homework Help**. This activity is run by a qualified primary school teacher (hired through ROOSH) and support educators. The teacher and support educators cater for all year groups and learning levels. Currently this activity is provided on a MONDAY, TUESDAY & THURSDAY afternoon but is subject to change depending on demand.

All bookings are treated as permanent bookings and require two weeks notice for cancellation. All families wishing to enrol need to complete a Homework Help enrolment form. This can be found on the Randwick OOSH website or obtained from the centre.

The current fee for homework help is \$12 per child.

FOOD AT OOSH

Healthy, nutritious and multicultural menus are developed each week for children.

Breakfast (7.30am – 8.30am)

The before school care menu consists of different cereals, toast and drinks e.g. smoothies and milos, and hot breakfast is provided once a week with the day being changed each term.

Afternoon Tea

The afternoon menu is prepared fresh at the centre each day by our cook.

Meals are noted on the weekly program and a detailed menu is displayed on a notice board near the sign in and out area. The children often help prepare/serve afternoon tea throughout the week.

We are able to cater for special dietary needs, as long as the centre has been informed by the parent/guardian in writing.

Drinking water and cups are always available for children.

We are always looking for new ideas! If you have a popular recipe we would love to receive it!!!

PERSONAL BELONGINGS

Personal belongings brought from home are done so at the families' discretion. The centre will not take responsibility for breakage or loss. Children are not permitted to play with handheld video game consoles during before and after school care. They are permitted at times during vacation care, however again the centre takes no responsibility.

MEDICAL CONDITIONS

If your child has a medical condition, the service needs to be informed of this and all required documents will need to be provided before the first day of attendance.

Children who have life threatening medical conditions (such as anaphylaxis or asthma), will need to have a Medical Management Plan that is signed by a doctor, given to the centre and discussed with a member of the management team before enrolment. A Risk Minimisation Plan and Communications Plan will then be developed with a member of the management team and parents. Where possible, we will exclude certain products from the service to minimise risks for life threatening allergies.

ROOSH currently strives to be a nut and kiwi fruit free zone.

MEDICATION

If your child requires medication whilst at the centre, the Parent/Guardian must complete a Medication Form.

That medication will not be administered to your child unless (excluding asthma and anaphylaxis medications):

- The medication is in its original container
- My child's name is on the medication
- The medication is current
- A separate medication form has been obtained by Randwick OOSH staff and filled out by the parent/guardian

ACCIDENTS

In the case of an accident your child will be treated by a first aid trained staff member and the accident/incident will be recorded.

In the case of a serious accident needing medical attention, the parent/guardian will be contacted and the child will be transported to the hospital by Ambulance if necessary. In this scenario, a staff member will accompany the child until a parent/guardian arrives.

Parents are asked to sign a consent for the above on the enrolment form. This needs to be signed before a child can start attending ROOSH.

EMERGENCY PROCEDURES

Emergency Procedure Plans are displayed at all exits and main rooms of the service. All families should take the time to read these and discuss the emergency procedures with their child at home.

The assembly point for evacuations is Alison Park.

MOBILE PHONES

Children are not permitted to use mobile phones at the centre. If families choose to allow their children to carry a mobile phone, children may keep them stored in their bags.

Please note: The centre does not hold responsibility in the case of stolen or missing items.

FAMILY INVOLVEMENT

At ROOSH we believe that families have a very important role to play at the centre and we value your opinion. We have an open door policy and highly encourage family involvement at the centre. Communication between all stakeholders is a priority to us. All feedback is welcomed.

We have a suggestion box located in the lounge room near the sign in and out area and appointments can be made with the directors.

We communicate with families via email, our website, phone, family notice boards and posters displayed throughout the centre. We also have a family library in order to provide families with valuable information and resources. If you wish to borrow something from the library, please see a member of the management team to help arrange this. You will also find a community notice board near the family library, which contains community events information as well as information about community services available to families.

COMPLAINTS PROCEDURE

If you have any complaints please see the Directors. We always welcome any type of feedback.

PRIVACY

The centre complies with the Commonwealth Privacy Act.

All children's files, correspondence and personal information are confidential and kept in a safe manner. Information is not used for any purpose other than running the centre.

NATIONAL QUALITY FRAMEWORK (NQF)

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- **A National Legislative Framework**
- **National Regulations and Law**
- **A National Quality Standard**
- **A National Quality Assessment and Rating Process**
- **A National body called the 'Australian Children's Education and Care Quality Authority'.**

MY TIME OUR PLACE- SCHOOL AGED LEARNING FRAMEWORK

My Time, Our Place—Framework for School Age Care in Australia is part of the Council of Australian Government's reform agenda for childhood education and care and is a key component of the Australian Government's National Quality Framework for childhood education and care. It has been incorporated in the National Quality Standard in order to ensure delivery of nationally consistent and quality school age care across sectors and jurisdictions.

The Framework ensures that children in school age care will have opportunities to engage in leisure and play-based experiences which are responsive to the needs, interests, and choices of the children attending the service and contribute fully to their ongoing development.

It supports and provides guidance to educators working with school age children in outside school hours care, long day care, and family day care settings.

The Framework for School Age Care builds on the Early Years Learning Framework and extends the principles, practice and outcomes to accommodate the contexts and age range of the children who attend school age care settings.

SUN POLICY

The centre has a **NO HAT NO PLAY** policy and we ask parents to please assist us in enforcing this rule by ensuring their child has a hat at the centre every day. It is also a requirement of Randwick Public School to wear a hat every day. Please ensure your child is dressed appropriately during Vacation Care. We advise families to not send children in singlets or thongs.

POLICY AND PROCEDURES

ROOSH have many policies and procedures in place that are required to be followed by all stakeholders. A copy of ROOSH Policies and Procedures are available at the centre.

VALUE PLAY AS A LEARNING OPPORTUNITY

Children in school age care learn through engaging with their environment in multiple ways. Play is the natural way for children to explore and develop skills and school age care services are in an excellent position to support children's learning through engagement and interaction in a socio-cultural setting. Play is instinctive, voluntary and spontaneous. It gives satisfaction and a sense of achievement. Children's play is purposeful and meaningful and promotes physical, cognitive, emotional and social development.

My Time, Our Place – Middle Years Learning Framework



The United Nations Convention on the Rights of the Child, Article 31 states that, "every child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts" (1989)