



# **PRINCE ALFRED COLLEGE**

## **OUT OF SCHOOL HOURS CARE**

### **PARENT HANDBOOK**

Updated January 2017

## CONTENTS

Philosophy	Page 3 - 4
Hours of Operation & Services Provided	Page 5
Enrolment and Bookings	Page 6 - 7
After School Care Program	Page 8
Vacation Care Program	Page 9
OSHC Snack	Page 10
Homework	Page 11
Behaviour Management	Page 12
Health & Safety	Page 13-14
Co-Curriculum Activities	Page 15
Signing Out	Page 16
Fees	Page 17
Medical Conditions Policy	Page 18 – 22

## **PHILOSOPHY**

Prince Alfred College is committed to developing children who value integrity, excellence and Christian principles and who will serve their community and the world with confidence and compassion.

Prince Alfred College OSHC (PAC OSHC) is a valuable and integral part of the Prince Alfred College community. We are committed to ensuring that all children have the opportunity to develop their social and personal skills through the pursuit of physical, cognitive and creative interests, and through working in conjunction with families and the community to ensure the ongoing growth of children.

### **Our Values**

- An allegiance to Christian values.
- A commitment to optimum quality care.
- The provision of a bias free environment.
- An appreciation of diversity.
- A commitment to realizing and developing individual potential.
- A respect for each other and our environment.

### **Goals, Aims & Objectives**

- To provide an OSHC service that is fun, holistic and responsive to the needs of young boys and their parents.
- To deliver an OSHC program that enhances boys' development socially, emotionally, physically and intellectually.
- To encourage parent participation.
- To respond to feedback and/or suggestions about any aspect of PAC OSHC or vacation care.
- To provide an OSHC service that is culturally relevant and provides opportunities free of bias.

## **Confidentiality**

PAC OSHC staff has access to a wide range of confidential information. Any material given to us will be used appropriately and only for the purpose for which it is provided. PAC OSHC staff will not give out any information provided to other families.

## **HOURS OF OPERATION**

- Before School Care (7.30am – 8.20am during school terms)
- After School Care (3pm – 6pm during school terms)
- Vacation Care (8am – 6pm during school holidays)

### **SERVICES PROVIDED**

#### **Before School Care**

Before School Care operates Monday to Friday from 7.30am - 8.30am in the main OSHC room.

When your son arrives he will need to be signed in. He will be supervised at all times and has access to the wide range of games, craft and indoor activities.

Year 3 – 6 will be dismissed at 8.15am to make their way to class independently.

Reception – Year 2 students will be dismissed at 8.20am and all Reception and Year 1 students will be walked to class by the staff on duty.

Before School Care will be closed on public holidays and pupil free days.

#### **After School Care**

After School Care operates Monday to Friday from 3pm-6pm during the school term.

At 3pm OSHC staff members will collect all Receptions from their classroom and will walk them to OSHC. At 3.30pm all Year 1's will be collected from their classrooms by an OSHC staff member and will be walked to OSHC. Years 2-6 should make their way to OSHC independently.

PAC OSHC will be available on pupil free days including the Show Day, and Student-Led Conferences. Parents will be informed of opening times and dates as bookings are required.

PAC OSHC will be closed on public holidays.

#### **PAC Vacation Care**

PAC vacation care runs from 8am-6pm Monday to Friday during the school holidays and is closed for the two weeks over Christmas. As the dates change annually, this information will be communicated to parents when the December/January vacation care program is released.

Vacation care is available to boys and girls, as well as students from other schools. Places are sometimes limited and preference will be given to PAC students.

PAC vacation care will be closed on public holidays.

## **Enrolment**

An enrolment form must be completed by parents/guardians before students can use any of the OSHC services.

These forms are available in hard copy from the OSHC Director or the Preparatory School Office. Enrolment forms are also available to download from the school website. After completion please return to the PAC Preparatory School Office or the OSHC Director.

## **Bookings**

Bookings **are not** required for Before School Care.

Bookings **are** required for After School Care.

There are two types of bookings; permanent and casual.

**Permanent bookings** are where your son will come to OSHC on a regular basis for the whole term, for example Mondays of each week.

**Casual bookings** will only apply for the dates specified. Permanent and casual bookings can be made at any time during the term. Casual bookings are required to be made before 2pm on the day specified.

Casual and permanent bookings can be made by emailing [oshc@pac.edu.au](mailto:oshc@pac.edu.au) or calling the Prep School Office during school hours (ph. 8334 1203).

Any boys who are not booked in, or who arrive at OSHC from the School pick up zones, will be charged a long stay (until 6pm). Notes written in school dairies or messages communicated to a teacher are not regarded as bookings.

Bookings for vacation care will only be accepted if a vacation care form is handed in.

### **Cancelling A Booking**

If you do not require the service of PAC OSHC please cancel your booking by phoning PAC OSHC directly (ph. 8334 1268) or the Preparatory School Office during school hours (ph. 8334 1203). PAC OSHC has a duty of care to all students booked in and cancellations must be received from parents.

If your son does not arrive at PAC OSHC then you will receive a phone call from the OSHC Director or staff member checking his location and safety. Unnecessary phone calls can cause stress for staff members and take their attention away from other boys, so please ensure cancellations are made.

## AFTER SCHOOL CARE PROGRAM

To provide an OSHC service that is fun, holistic and responsive to the needs of students, each term PAC After School Care has a new and exciting themed program that forms the basis of the structured activities offered. These programs are educational and provide boys with opportunities to increase their self-esteem and social interaction. Most importantly, they give students the chance to relax, enjoy themselves and have fun!

OSHC has a new theme each term. These themes are based on the boys' interests, cultures, different environments and world events or celebrations. Many of the activities offered by OSHC will be based on the current theme. An outline of upcoming activities is displayed in the OSHC room so that students are aware of when activities will occur. These include cooking, craft, challenges and sports. To cater for the wide range of ages in OSHC, several different structured activities will be available each day.

All students have the opportunity to participate in all of these activities. All aspects of the program are fully supervised and children are encouraged to participate and engage in different activities.

All students have the opportunity to engage in free play and a number of construction tools, including Lego, duplo and mobilo. Board and card games are also available. Sometimes these activities will form part of the structured program for the day. For example, chess boards may be set up before students arrive.

On most days' the children have access to the gym. A wide variety of sports equipment is available to students to use outside of structured sports activities. Outside play and playground time will be offered when the weather permits.

Computer time will be available on some days. OSHC staff supervises computer access and ensure that any games played are age appropriate and that all students are cyber-safe. OSHC computer time is in accordance with the school policy.

PAC OSHC will sometimes show DVD'S. All movies are age appropriate and are rated either G or PG. Television shows from free to air TV will not be shown.

### Personal Belongings

Please ensure that all of your son's personal belongings are named. This will help the OSHC staff to return them to your son or their teacher as soon as possible. Any belongings that are found but are not named will be put in the Lost Property box outside the OSHC room beside the After School Care Roll.

***Mobile phones, electronic games or iPods should not be brought to After School Care. If found staff will look after these items until the student is collected.***



## VACATION CARE PROGRAM

To provide an OSHC service that is fun, holistic and responsive to the needs of students, each school holidays a different vacation care program is prepared. Vacation care is a time for students to have fun and socialise with their peers while having a relaxing holiday. To facilitate this, each vacation care day is based around a particular theme and includes activities that cater for all ages.

To deliver an exciting and fun program, some vacation care days will involve excursions or incursions. Vacation care will always begin and end in the OSHC room.

Many of the activities and games available in After School Care will also be available in Vacation Care. Outside play and sports games are available, along with cooking and craft activities.

Students are encouraged to make use of the wide range of construction and board games.

Unless specified in the daily program, students will need to provide their own snacks and lunch. Water bottles should also be brought to Vacation Care.

Computer time is also available and operates the same as in After School Care. Movies are sometimes shown and are PG or G rated.

Unless specified in the daily program, students are not encouraged to bring games or toys from home.

### Personal Belongings

Please ensure that all of your son's personal belongings are named. This will help the OSHC staff to return them to your son or teacher as soon as possible. Any belongings that are found but are not named will be put in the Lost Property box outside the OSHC room beside the After School Care Roll.

***Electronic games and toys such as Nintendo DS and iPods are not to be brought to vacation care. If found staff will look after these items until the student is collected.***

## OSHC SNACK

Snack is prepared by OSHC staff in a clean environment in a hygienic manner. The snack provided at OSHC is nutritious and offers a variety of fruit and vegetables, as well as sandwiches. Boys also have access to tap water and cups to stay hydrated. Water from drinking fountains is also available.

As part of the Term program, on a rotational basis, we provide extra varied and nutritional snack choices. This reinforces the theme of that week for the Term program. For example, if our Term program is 'Countries' and the week's theme is Italy, pasta may be provided on a certain day.

Another successful part of the OSHC program is that boys are able to contribute in preparing and assisting in the snack choice. This may include baking, cooking and decorating creations. Boys are often given the responsibility to prepare their own snack to help them make informed healthy choices. We respond to feedback given by the boys and make changes in accordance.

All snacks that are provided take food allergies into consideration. If a boy is present who has particular allergies, he will be provided with another option so he does not feel excluded.

At OSHC, snack is provided to Receptions at 3.00pm, and to Years 1-6 at 3.45pm.

Before eating their snack, all students are provided with anti-bacterial hand sanitizer and have the opportunity to wash their hands with soap and water depending on their preference.

Plates are provided to all students, who are encouraged to sit down while eating their snack. When the weather permits, snack may be eaten outside.

## **HOMEWORK**

### **Purposes of Homework**

Homework provides students with an opportunity to engage in activities that will reinforce and consolidate their learning. It establishes appropriate attitudes, habits, expectations and a commitment to learning that will ensure continuity of learning between the Preparatory and Middle School.

Further, homework is critical to encourage the development in each student responsibility, independence, self-discipline, organisation and planning skills.

### **Time Guidelines**

The Prince Alfred College homework policy states that homework is set regularly on a class basis from Years 3-6 and may be given from Monday to Thursday. The normal time allowance for homework each night is 30minutes.

To coincide with this policy, Years 3 to 6 are taken to a classroom to work on their homework from 4.30pm-5.00pm. Computers can be used for homework only if required. During this time, they will be supervised by an OSHC staff member who will provide help if needed. If students do not have homework, they are still required to do quiet reading or an activity sheet of their choice.

Students will not be required to complete their homework or complete their entire homework time allowance in OSHC. Students can choose to work on their homework for as long as they like.

## **BEHAVIOUR MANAGEMENT**

PAC OSHC follows the behaviour management policy used by Prince Alfred College.

The procedure used by OSHC staff to remind boys of acceptable behaviour and to warn children of possible consequences are summarised by the following steps:

**1) Verbal Warning 1**

Individuals are reminded of expected behaviours when participating in certain activities at OSHC.

**2) Verbal Warning 2**

Where students fail to respond to an instruction or expectation, a warning is given that they may be removed from the activity.

**3) Redirection from Activity**

Students will be removed from the activity after a warning, if they continue to behave in an inappropriate manner. A staff member will then speak to the student individually about their choices and will discuss ways in which behaviour could be improved.

**4) Continued Misbehaviour**

If a student continues to behave inappropriately then the OSHC Director will speak to the student. Parents will then be notified about the behaviour and if required the Deputy Head of the Preparatory School will be contacted.

## **HEALTH & SAFETY**

### **Allergies**

All OSHC staff members have EpiPen qualifications and have access to confidential information concerning students who have food allergies. If your son has an allergy, please ensure that he brings his EpiPen to OSHC with him in the unlikely case that he has an anaphylactic reaction. The OSHC Director will store it in a place which is easily accessible for staff.

### **Illness**

If your son becomes ill or unwell whilst at OSHC, we will monitor him and notify you of his condition. You may be asked to collect your son from OSHC if he displays the following symptoms:

- Diarrhoea
- Vomiting
- Head Lice
- Inflamed or discharging eyes or ears
- Temperature over 38 degrees

If you cannot be contacted, we will phone the emergency contacts on your son's enrolment form. In the event of an emergency, we will phone for an ambulance. Every effort will be made to establish immediate contact with you. However, your son's medical needs will always come first. If your son is sent home unwell, they must remain at home until they have completely recovered, or are no longer infectious to other children or staff.

## **Medication**

All OSHC staff members have first aid qualifications.

PAC OSHC and vacation care does not stock and will not provide any medication (e.g. Panadol, Nurofen) to students in the event of an illness occurring while boys are in our care.

If a student arrives at OSHC or Vacation Care and requires prescription medication for a non-infectious medical problem, the prescription medication must be in its original container, with a chemist label on it that states your child's name and dosage. Non-prescription medication will only be administered in the appropriate dosage listed on the original container and must be accompanied by written authorisation.

Long-term medication requires a doctor's letter stating its use and for the period required (i.e. Ventolin for Asthma) and must accompany an Action Plan.

Please inform the OSHC Director or an OSHC staff member of any medication your son requires, as well as the time it is to be administered, the dosage, storage and any other instructions as required by the doctor.

## **Sun Protection**

At OSHC we aim to promote positive attitudes towards sun safety, through role modelling, education and appropriate behaviours. The sun safety policy at PAC is "No Hat, No Play" during Term 1 and Term 4. Sunscreen will be provided to all boys before they play outdoors. Staff will ensure that sunscreen is applied to all children at least 10 minutes before starting outside play. Sunscreen will be re-applied every few hours during OSHC and vacation care.

## **CO-CURRICULUM ACTIVITIES**

PAC OSHC encourages students to make the most of the opportunities offered by PAC. PAC OSHC will make every effort to structure the OSHC program around co-curricular activities.

All co-curriculum activities are organised outside of OSHC. Please ensure that you inform the OSHC Director of any co-curriculum activities that your son will be participating in. This will ensure staff members know his location and safety.

### **Music Lessons**

Some music lessons take part after school so please ensure that you let OSHC staff know so that we can ensure that your son gets there on time. Some music teachers do pick the boys up from OSHC and walk them back if their lesson is at 3.30pm.

### **Chess**

Chess takes place on Wednesday evenings 3.30pm-4.45pm during Term 2, 3 and 4. Chess is offered to Year 3's to 6's. After chess has finished, boys will make their way independently to OSHC.

### **Kelly Sports**

Kelly Sports take place on Wednesday afternoons every term for seven weeks. The program starts in either week 2 or 3 of each term. The starting date will be confirmed on the first day of school.

Kelly Sports takes place at the following times for Receptions to Year 2's:

Receptions: 3.00pm-3.45pm  
Year 1-2: 3.45pm-4.45pm

Receptions will be walked to Kelly Sports by a Reception teacher and dropped off at OSHC by a Kelly Sports member of staff.

The Year 1's and 2's will make their way independently to Kelly Sports after class and then walk together to OSHC.

### **Tennis**

Tennis lessons take place before and after school. Please ensure that you let OSHC staff know if your son has a tennis lesson so that we can ensure that he gets there on time and knows his location. Any Receptions that have a tennis lesson after school will be picked up by the Tennis coach from their classroom and walked to OSHC after his lesson.

## **SIGNING OUT**

Before departing, please ensure you have signed your son out on the After School Care Roll located by the door to OSHC. This requires a time and signature. If you do not sign your son out, then you will be charged a long stay (until 6pm). PAC OSHC staff members are not legally allowed to sign out for you.

### **Late Collections**

If your son is collected after 6:00pm, then you will be charged a late fee. Collection of children between 6:00-6:10pm will incur a \$10.00 late pick up fee per child. After 6.10pm every additional fifteen minute interval or part thereof will incur a \$20.00 late pick up fee per family. If late fees are incurred on three occasions within a term the families ongoing enrolment will be reviewed and possibly can-celled.



## OSHC FEES

**Fees are listed in the Fee Schedule that is available with the enrolment.**

### **Child Care Benefit (CCB)**

Child Care Benefit (CCB) is a Commonwealth Government payment made to families to assist with the cost of child care. All Australian residents are eligible for CCB and can be received as:

- Reduced fees through the OSHC service
- A lump sum payment direct to families at the end of the financial year in which the service is used

Parents can register with the Family Assistance Office (ph. 136150). The CCB is based on the family's estimate of their modified taxable income for the year in which the care is provided. To be eligible for CCB families must provide a CRN.

## **MEDICAL CONDITIONS POLICY**

### **Aim**

The service and all educators can effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the service to ensure the safety and wellbeing of children, staff and visitors.

### **Implementation**

PAC OSHC will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The service will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of the Medical Conditions Policy must be provided to all educators and volunteers at the service. The Policy must also be provided to parents of children enrolled at the service.

No child enrolled at the service will be able to attend the service without required medication prescribed by their medical practitioner. Families are required to provide this information on the Enrolment Form as outlined below and are responsible for updating the service on any new medication, ceasing of medication, or any changes to their child's prescription-

Parents must inform the Nominated Supervisor of any changes to their child's medication plan or requirements. Parents will be formally requested at the start of each year via the Centre's blogsite to provide any updates.

### **Information that must be provided on Enrolment Form**

The service's Enrolment Form provides an opportunity for parents to help the service effectively meet their child's needs relating to any medical condition.

The following information must be completed on the Enrolment Form, and any information will be attached to the Enrolment Form as necessary and kept on file at the service-

- Asthma
- Diabetes
- Allergies
- Anaphylaxis
- Diagnosed at risk of anaphylaxis
- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner using the Enrolment Form.

- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner at any point during the child's education and care at the service.
- Any Medical Management Plan put forward by a child's parents and/or registered medical practitioner. The Medical Management Plan must be used to inform the Medical Conditions Risk Minimisation Plan. Parents are responsible for updating their child's Medical Management Plan as necessary and will be regularly reminded by the service as per the Medical Management Communications Plan.

### **Identifying Children with Medical Conditions**

- Any information relating to the above medical conditions will be shared with the Nominated Supervisor, educators, volunteers and any other staff member at the service. Individuals will be briefed by the Nominated Supervisor on the specific health needs of each child.
- Information relating to a child's medical conditions, including the child's Medical Management Plan, Medical Conditions Risk Minimisation Plan, and the location of the child's medication will be shared with all educators and volunteers and displayed in the following areas of prominence to ensure all practices and procedures are followed accordingly- A Child's Action Plan (including a photo of the child) will be displayed in both the centre Staff Room and in the Child's Classroom. It will also be displayed in the kitchen when it relates to dietary needs.
- All educators and volunteers at the service must follow a child's Medical Management Plan in the event of an incident related to a child's specific medical conditions requirements.
- All educators and volunteers at the service must be able to identify a child with medical conditions easily.
- All educators and volunteers at the service must be able to locate a child's medication easily.

### **Medical Conditions Risk Minimisation Plan**

Using a child's Medical Management Plan, the service will develop a Medical Conditions Risk Minimisation Plan in consultation with a child's parents. The Medical Conditions Risk Minimisation Plan must ensure that any risks are addressed and minimised. The Plan must be developed with the child's parents and medical professionals and these individuals must inform the Medical Conditions Risk Minimisation Plan. To promote consistency and ensure the welfare of all children using the service, we will follow all health, hygiene and safe food policies and procedures.

Any allergens that may be present at the service will be communicated to parents and addressed through the Medical Conditions Risk Minimisation Plan.

- Risk minimisation practices will be carried out to ensure that the service is to the best of our ability providing an environment that will not trigger an anaphylactic reaction in a child. These practices will be documented and reflected upon, with any practice that may be discovered amended to decrease risk. The service will display an Australasian Society of Clinical Immunology and Allergy inc (ASCIA) generic poster called Action Plan for Anaphylaxis in a key location at the service, Near the Administration desk.  
<http://www.allergy.org.au/content/view/10/3/#r1>
- Ensure that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the service or its programs without the device.
- Develop an ongoing communication plan with the child's parents and with educators at the service to ensure that all relevant parties are updated on the child's treatment, along with any regulatory changes that may change the service's practices in regards to anaphylaxis.
- The service will ensure that the auto-injection device kit is stored in a location that is known to all staff, including relief staff; easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of heat.
- Routinely, the service will review each child's medication to ensure it hasn't expired.
- The service will not allow children to trade food, utensils or food containers.
- Food prepared for them at the centre will be prepared in line with their management plan and family recommendations.
- Families are requested to label all drink bottles etc. with the child's name that they are intended for.
- The use of food products in craft, science experiments and cooking classes may need to be changed in order to allow children with allergies to participate.
- Food preparation staff will be instructed on the necessity to prevent cross contamination.
- Parents will be asked not to send food with their children that contain high allergenic elements even if their child does not have an allergy. For example, a sign

in the foyer reminding families not to send food with high allergenic elements to the service even if their child doesn't have an allergy.

- If appropriate, a child with allergies may have to sit at a different table if food is being served that he/she is allergic to. This will always be done in a sensitive manner so that the child with the allergy does not feel excluded.
- Always follow correct health, hygiene and safe food policies and procedures.
- Risk minimisation plans provided by families will be consulted by the service when making food purchases and planning menus.
- Where a child is known to have a susceptibility to severe allergy or anaphylaxis to a particular food, the service will have a / {allergy-awareness policy" for that particular food, e.g. a / {Allergy-Aware (Nut) Policy", which would exclude children or other people visiting the service from bringing any foods containing nuts or nut products such as:
  - o peanuts, brazil nuts, cashew nuts, hazelnuts, almonds, pecan nuts
- any other type of tree or ground nuts, peanut oil or other nut based oil or cooking product, peanut or any nut sauce, peanut butter, hazelnut spread
  - o any other food which contains nuts such as chocolates, sweets, lollies, nougat, ice creams, cakes, biscuits, bread, drinks, satays, pre-prepared Asian or vegetarian foods
  - o foods with spices and seeds such as mustard, poppy, wheat and sesame seeds
- In the situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction, staff will:
  - Call an ambulance immediately by dialling 000
  - Commence first aid measures
  - o Contact the parent/guardian
  - o Contact the person to be notified in the event of illness if the parent/guardian cannot be contacted.
- Educators should be educated to recognise how serious anaphylaxis is and undertake the steps that need to be taken in order to minimise the possibility of occurrence. The service will maintain the following in relation to educator qualifications for anaphylaxis:
  - o The service will ensure that all educators have completed first aid and anaphylaxis management training that has been approved by the Secretary by January 2013. After this, educators will complete training at least every 3 years from the date their qualification was issued.

- o The service will ensure that all educators in all services whether or not they have a child diagnosed at risk of anaphylaxis undertakes training in the administration of the adrenaline auto-injection device and cardio- pulmonary resuscitation every 12 months.
- o The service will also ensure that all relief educators used by the service adhere to these qualification requirements.

### **Sources**

#### **Education and Care Services National Regulations**

#### **National Quality Standard**

#### **Review**

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties