

LILYDALE WEST PRIMARY SCHOOL

OUT OF SCHOOL HOURS CARE PROGRAM



PHILOSOPHY

Our Philosophy is one that allows all children to be treated equally and to accommodate their individual needs.

We provide a warm, friendly environment in which they can feel safe and secure, where children are given the opportunity to make choices and to take on new challenges, to develop their self esteem through active participation in developmentally appropriate recreational activities.

PROGRAM GOALS

OUTCOME 1: Children have a strong sense of identity

OUTCOME 2: Children are connected with and contribute to their world

OUTCOME 3: Children have a strong sense of wellbeing

OUTCOME 4: Children are confident and involved learners

OUTCOME 5: Children are effective communicators



LOCATION

Lilydale West Primary School operates a Before and After School Care Program and also caters for early dismissals at the end of each Term. We also operate a special program for Curriculum Days (Pupil Free Days).

Our program is located in the senior building and entry is via the side door near the computer room. Our program is housed in the room formally known as the GP room. The kitchen and the administration office for the program is attached to this room.

**PLEASE FEEL FREE TO CONTACT OUR FRIENDLY STAFF
WITH ANY ENQUIRIES.**

PROCEDURES

BOOKING YOUR CHILD INTO THE PROGRAM

- 1. Bookings may be made by telephoning the OSHC on 0400028043 in the mornings between 7:00 and 8:50 and in the afternoons between 3:15 and 6:00.**
- 2. Occasional bookings may be made by telephoning the school office on 9735 4670 should you require care for the afternoon of the same day.**
- 3. Only 40 places are available for Before School Care and 50 places for Afternoon School Care. Permanent bookings have precedence over other bookings. Once all places are filled, no further places are available.**

NOTIFYING ABSENCES

Please notify us as soon as possible (prior to 2.00p.m. is a great help) if your child will not be attending a session for which they have been booked. This means staff will not spend unnecessary time looking for a child who is not there and it also means we may be able to offer your place for that session to a child who needs care in an emergency or is on the waiting list. All permanent bookings that have been made and cancelled still have to pay for that session, if a child is absent for an extended period and we are notified of a contagious disease then the family will be asked to pay for the first absent day and the following booked days will be waived at the discretion of the co-ordinator.

ENROLMENTS

The program provides year round quality care for children attending Lilydale West Primary School. Before children shall be accepted into the program, they must have one enrolment form per family and one medical information form per child, completed in full and lodged with the program by a parent/guardian. All forms are available at the School Office.

A registration fee of \$5.00 per family is payable on enrolment. If registration occurs later in the year the registration fee will be charged pro rata for that year.

Before School, After School, Pupil Free Day and Early Finish Day Care Programs: Children may be enrolled in care, either on a permanent fulltime, permanent part-time or casual basis.

End of term early finish - The school finishes early on the last day of term and our program will offer care for this. If you are booked in on this day we will assume you would still require this unless we are notified otherwise.

ARRIVAL AND DEPARTURE PROCEDURES

Leaving your child in the mornings – sign into the program and collecting your child in the afternoon , sign them out.

Attendance Roll is located on the table just inside the General Purpose Room.

Please enter time you are leaving (collecting) your child and sign in appropriate section.

THIS IS A SECURITY PROCESS WHICH CLEARLY IDENTIFIES IF A CHILD IS ST

IS A SECURITY PLL PRESENT AT THE END OF THE SESSION OR IN CASE OF AN EMERGENCY EVACUATION.

ARRIVAL AND DEPARTURE PROCEDURES

Staff need to be notified of children's arrival and departure from the Program.

Children must not arrive or depart from the program unaccompanied by a parent/guardian.

Only **AUTHORISED PERSONS** may collect child.

FOOD

Before School Hours Care provides breakfast for all children, consisting of milk,(with or without Milo), juice, cereals, toast with spreads.

After School Hours Care provides both hot and cold snacks.

Menus for the program are displayed each week.

Children with food allergies and special dietary requirements are also catered for.

ACTIVITIES

Art and Craft activities in both Before and After School Care, including work with paper, glitter, glue and other mediums.

Games, construction sets, dress – ups.

After School Hours Care gives opportunity for children to go for ball games and time on the climbing equipment and the adventure playground.

IMMUNISATION


**TO BE ELIGIBLE FOR
CHILDCARE BENEFIT (CCB),
CHILDREN MUST HAVE
RECEIVED ALL UP-TO-DATE
AGE APPROPRIATE
VACCINATIONS, OR
EXEMPTIONS**

BEHAVIOUR EXPECTATIONS FOR CHILDREN

ATTENDING OSHC

It is expected that all children attending the OSHC program will behave in an appropriate way to ensure a safe and happy environment.

UNACCEPTABLE BEHAVIOURS ARE:

- 1. A blatant disregard or failure to obey the instructions of the OSHC staff.**
 - 2. Swearing.**
 - 3. Bullying, fighting with or hurting another child**
 - 4. Endangering the safety of other children.**
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BEHAVIOUR CONTINUED

CHILDREN WHO CONTINUALLY ERODE THE QUALITY OF THE PROGRAM BY DISPLAYING THE ABOVE BEHAVIOURS MAY BE EXCLUDED FROM ATTENDING THE PROGRAM AFTER CONSULTATION WITH THE SCHOOL PRINCIPAL, THE CO-ORDINATOR AND THE SCHOOL COUNCIL

SUN SMART POLICY

In conjunction with the School's Sun Smart Policy all children who attend in Term One and Four need to wear a hat if going outdoors. In some cases the class teachers have requested that children leave their school hats in their classrooms or on their pegs therefore, it would be a good idea if all children could bring spare hat to school to be left in their hat bag at OSHC.

HOURS AND COST

BEFORE SCHOOL HOURS – 7.00am – 9.00am \$11 per child

AFTER SCHOOL HOURS – 3.30pm – 6.00pm \$14 per child

CURRICULUM DAYS (PUPIL FREE DAY) 7.00am - 6.00pm \$45 per child

EARLY FINISH DAY (END OF TERM) 2.30pm - 6.00pm \$16 per child

PAYMENTS

Please be advised that payments can be made at the General Office by CASH, CHEQUE or EFTPOS.

It can paid directly at the OUTSIDE SCHOOL HOURS CARE PROGRAM by CREDIT CARD, CASH and CHEQUE

STAFF

VALME JACOBS CO ORDINATOR

Working towards Advanced Diploma in Children's Service

Diploma in Children's Services

Food Handling Level One & Two

First Aid Level Two

Anaphylaxis Training

Manuel Handling Training in the Workplace

STAFF

ALISON WARREN CO ORDINATOR

**Working towards Diploma in Outside School Hours
Care**

Certificate IV in Outside School Hours Care

Food Handling Level One & Two

First Aid Level Two

Anaphylaxis Training

Manuel Handling Training in the Workplace

STAFF

PAULINE FERGUSON ASSISTANT

**Professional Development in Lieu of Minimum
Training (Grandfathering)**

Food Handling Level One

First Aid Level Two

Anaphylaxis Training

Manuel Handling Training in the Workplace

STAFF

TAHNEISHA WARREN ASSISTANT

**Working towards her Certificate IV in Outside
School Hours Care**

