

THE GOOD SHEPHERD LUTHERAN PRIMARY SCHOOL

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OUTSIDE SCHOOL HOURS CARE PROGRAM INFORMATION FOR PARENTS

The following details are for your information, and outline the policies and procedures which occur in this program for the safety and care of your child.

AIMS

The aim of the Outside School Hours Care Program is to provide supervised care for children in a warm, friendly atmosphere outside school hours. Children will have the opportunity to be involved in various activities, eg. games, craft, supervised sport, etc. Care is available Monday to Friday (except school holidays) after school every school day from 3:30–6:30pm, and also on Curriculum Days from 8:30am–6:30pm.

ON ENROLMENT

An enrolment form must be filled out before your child can attend the program.

- Please list an emergency contact.
- If you have sole custody of your child, it is a legal requirement that a copy of the court order be kept on our records - please ensure that you hand a copy to the Office.

The information, will, of course, be kept confidential, and will only be used on a "need to know" basis.

BOOKINGS

Families may use the Outside School Hours Care Program on a permanent or casual basis.

Permanent Bookings

Children using the Program permanently will be listed on the daily attendance roll—please inform the Program Co-ordinator within 24 hours on 0423 777 355 the previous day if your child will not be attending a booked session. Failure to do so will result in the fee being charged.

Casual Bookings

A casual booking can be made at any time. To make a casual booking please contact the Co-ordinator on 0423 777 355,

PROGRAM TIMES

Outside School Hours Care begins at the close of school each day, 3:30pm, and closes at



6:30pm.

Staff members are not legally responsible outside these hours.

Late fees will be charged at a rate of \$1.00 per minute or part thereof.

PLEASE NOTE:
Repeated late collection of children may jeopardise participation in the program.

If a child is still in After School Care at 6:45pm, the protocol to be followed, in line with legal requirements is:

- A) Parents and/or emergency contact will be phoned.
- B) Quality Junior Programs Management will be contacted. If no response at this point..

Special points of interest:

- After School Care runs from 3:30 to 6:30pm.
- Afternoon tea is provided.
- Casual or Permanent Bookings are available.
- Childcare Cash Rebate Receipts are available.
- Cost is \$13.00 per child per night for After School Care .

- C) After 1 hour, Police will be called and informed that the child has not been collected.
- D) Two staff will remain with the child at all times at the program until the child has been collected.

Please notify the Co-ordinator if any changes are to be made to collected arrangements, or if you are running later than usual.

Non-authorized collection of children will not be permitted at any time. Please notify the Co-ordinator in writing.

Children under medication must have all medicine clearly labelled with the child's name, dosage and times of administration. All medicines must be handed to staff.



"Afternoon tea is provided at After School Care, along with a special time set aside for children to do homework."

NUTRITION & FOOD HANDLING

Healthy and nutritious snacks are one of the most important components of our program. We provide a light snack after school. Menus are displayed within the service to inform you and your children what will be eaten.

All food is prepared, handled and stored to the standards and guidelines of the Food Safety Act 1984.

2008 FEES

After School Care
Per child: \$13.00

Child Care Benefit

It is important that all families register with the Family Assistance Office before they attend the program to receive their entitlement for discounts on our fees. Registration is not time consuming or stressful. Simply contact the Family Assistance Office on 13 61 50 for details on how to register. You will need to quote the Customer Reference Number below:

406 984 150X.

Payment:

Accounts are issued every two weeks and can be collected from

the program or emailed directly to you. Accounts must be paid within 7 days with payments being made by either cheque, direct debit, credit card or BPay.

If you are having difficulties in paying your account please contact QJP on 9543 3077.

Any cancellation of a permanent booking will still incur the full cost of care for that day. 24 hours notice must be given for any change to a permanent booking to avoid being charged.

Casual bookings can be cancelled but 24 hours notice must be given.

GENERAL

1. Children are responsible for their own possessions.
2. No child is allowed outside the School grounds.
3. School areas, inside and out, are not to be littered.
4. No child is to play in the toilet areas or designated out-of-bounds areas.
5. The Principal reserves the right to remove any child who frequently exhibits unacceptable behaviour.

We have enclosed a copy of our Discipline Policy & Program Rules. Please discuss these with your child/ren.

Please feel free to contact either the Outside School Hours Care Co-ordinator on 0423 777 355 or Quality Junior Programs on 9543 3077 should you have any concerns or queries. Please make sure that you sign your child/ren in and out of the program.

Thank you.

Kerri Anne McInnes
Program Co-ordinator
0423 777 355

RULES OF THE GOOD SHEPHERD LUTHERAN PRIMARY SCHOOL OUTSIDE SCHOOL HOURS CARE PROGRAM

1. MANNERS AND RESPECT

- We treat each other with respect
- We say "Please" and "Thank you".
- We listen to others. We share with others.
- We use positive language. (No swearing, put-downs or inappropriate language).

2. SAFETY

- Keep hands and feet to yourself.
- Walk, don't run (unless in games supervised by staff).
- Move safely, carefully and think about others.
- Do not go outside, WITHOUT ADULT SUPERVISION

3. MOVEMENT

- Always make sure staff know where you are playing.
- Don't go out of bounds.
- Never leave the general group without asking for permission.
- When going to the toilets or drink fountains, ask for permission and then go with a partner.

4. CLEANING UP

- If you use something, put it back in its right place when you have finished.
- Clean up your mess.
- We clean up together, we keep our place tidy.

5. THE TIMEOUT RULE

- We are responsible for our own behaviour.
- If we make it difficult for other people to feel safe, if we interfere with others, then we

will be reminded of the rule, and we may be asked to play somewhere else, or to sit out of an activity altogether.

6. OUTSIDE SCHOOL HOURS CARE PROPERTY AND THE PROPERTY OF OTHERS

- We must respect the Outside School Hours Care property, and the property of others at all times, and take care not to lose or damage it.
- If we damage or lose the property of others, we may be required to pay for its repair or replacement.
- If something is not yours, leave it alone.

7. SIGN OUT RULE

- Parents must sign their child out of After School Care.
- Please ensure that the time is recorded in the Sign Out Book.

"Parents must sign their child/ren out of After School Care."

DISCIPLINE POLICY

In the event that children cause a disruption to the program, the following steps will be taken:

1. A WARNING

Unless a serious breach of discipline, whereby a higher order response would be appropriate.

2. REMOVAL WITHIN PROGRAM VENUE

The child is invited to think about his/her behaviour and rejoin the group when he/she is able to do so without further disruption.

The behaviour of the child will be discussed with the parent.



3. SUSPENSION

A child may be suspended from the program in the following instances:

- Physical violence towards an adult.
- Physical violence towards another child.
- Continued disruptive behaviour of a serious nature.

In the case of suspension, the child will be asked not to attend the Program on the next scheduled day of attendance.