Mount Colah After School Care Association Inc.

2017 Family Handbook
Mount Colah After School Care Association Inc. Rules

1. **LISTEN** to the speaker.

2. **KEEP** your hands to yourself.

3. **TREAT** each other’s property & feelings’ as you would like to be treated - including the educators.

4. **RESPECT** the property of the service and return all equipment to the right place after use.

5. **PICK** up your rubbish & put it in the bin.

6. **USE** your words, not your actions to resolve disagreements.

7. **THINK** before you speak. We do NOT swear.

8. **WE** walk inside.

9. **PLEASE** and **THANK YOU** are nice words to be heard.

10. **YEAR 5 & 6** are the seniors and may at times have special privileges.
Welcome to Mount Colah After School Care Association Inc.

Mount Colah After School Care Association Inc. offers centre based outside school hours care for school aged children. Our purpose is to create a safe and caring environment where children can freely make choices and learn through a fun filled play based learning curriculum.

We would like to take this opportunity to welcome all families and children into our service. Please read through our Family Handbook and do not hesitate to contact us for further information.

At Mount Colah After School Care Association Inc. we provide care for children who attend Mount Colah Public School. We are a not for profit organisation, which is operated by a Management Committee made up of volunteer Parents.

During Vacation Care period we may accept children from other schools based on availability.

Our service is licensed for 105 children.

Service Details

Service location: Pierre Close (rear entry to Mount Colah Public School), Mount Colah.
Using the pedestrian pathway we are the first demountable building.

Postal Address: Mount Colah After School Care Association Inc.
C/o Mount Colah Public School,
Telopea Street, Mount Colah,
NSW, 2079

Contact Numbers: Ph: (02) 9477 7338 Mobile: 0400 338 294

Service Email: service@mtcolahoshc.com.au

Accounts Email: accounts@mtcolahoshc.com.au

CCB Customer Reference Numbers: Mount Colah Combined OSHC: 555 006 825K
Vacation Care: 555 007 647J

Our Philosophy

At Mount Colah After School Care Association Inc. we believe in providing an environment that is caring, calm, stimulating and fun for the children. We are strong advocates for the United Nations Convention on the Rights of the Child and believe that all children have the right to play and engage in a wide range of cultural, artistic and other recreational activities. We also believe that families are the most important part of the children's lives and respect their cultural and linguistic backgrounds.

As educators it is our role to support and follow children’s interests and strengths. We hold high expectations for all children to become successful, competent and capable learners. We believe in a holistic approach to education, and collaborate with children to shape our Educational Program and service culture. Educators continually strive to demonstrate, interact and model positive behaviour.

Our Educational Program acknowledges the importance of play and leisure in children’s learning and development and that their learning is not limited to any particular time or place reflecting our framework ‘My Time Our Place’ developed by the Australian Government for school aged children in Australia. This framework is used by our educators in order to provide children with opportunities that will extend their potential and develop a foundation for creating a better future for themselves and our nation.

At our service we believe in equity and inclusion and all children, families and staff, regardless of their abilities, gender, nationality, religion, beliefs, culture or socio-economic status, will be included, treated equally and supported by our service. Our service will endeavour to promote and build community networks and acknowledges the importance of these relationships.

At Mount Colah After School Care Association Inc., we recognise and respect the traditional owners of the land, the Guringai People, and value the Aboriginal and Torres Strait Islander culture.

"For the Love of Children"
HOURS OF OPERATION

Before School Care (BSC)  7:00am – 9:00am
After School Care (ASC)  2:30pm – 6:20pm
“Kindy Care”             2:30pm – 3:00pm (For kindergartens while they finish at 2:30)
Vacation Care (VC)       7:00am – 6:20pm

Mount Colah After School Care Association Inc. is closed on public holidays and three weeks over the Christmas period. We do, however, operate Vacation Care during school holidays and pupil free days.

SERVICE MANAGEMENT STRUCTURE

Mount Colah After School Care Association Inc. is a not for profit organisation, which is led by a volunteer parent Management Committee.

All members of the Management Committee have a high level of commitment to manage the service according to the Education and Care Services National Law and Regulations.

All positions on the Management Committee are up for nomination yearly in March. We ask all families to be involved not only with the committee, but with the service’s activities as well as participation in general parent meetings or family events. In addition to this, families are encouraged to provide us with feedback on our operation.

Management Committee 2016-2017
Susan de Burgh – President
Dawn Kilkelly – Vice President
Rhoda Mahon – Treasurer
Brooke Black – Secretary
Kathryn Williamson – Public Officer
Carolyn Bush – Staff Rep
Marie Darge – Family Rep
Joanne Curraey – P&C Rep
Dawn Kilkelly – Fundraising

Please note that the following information is subject to change based on the outcome of our AGM held in March 2017.

STAFF/CHILD RATIOS

Mount Colah After School Care Association Inc. operates with above the recommended staff to child ratios of 1:15 whilst at the service, 1:8 on excursions and 1:5 for swimming excursions.

Experienced and/or qualified educators are employed to provide quality care for your children. Educators are committed to programming and implementing a variety of activities that facilitate fun, excitement and discovery within a safe and caring environment.

This service complies with the Working With Children Check as required by the Commission for Children and Young People. There is always an Educator with Senior 1st Aid, anaphylaxis and asthma training at the service during operating hours.

Staff 2017
Sahar Khorrami – Director/ Nominated Supervisor (Bachelor of Teaching birth to 5)
Kate Moore – Educational Leader/ Certified Supervisor (Cert III Children Services)
Katie Cook – Educator (Cert IV Outside School Care)
Rhiannon Cornell – Educator/ Certified Supervisor
Abbey Feltham – Casual Educator/ Certified Supervisor/WHS & First Aid Officer
Kirsten Burns – Casual Educator/ Certified Supervisor
Tim Buwalda – Casual Educator/ Certified Supervisor
Emily Phillips – Casual Educator
Karen Bender – Casual Educator
James Taylor – Casual Educator
Jackson Barnard – Casual Educator
Ivy Wales – Bookkeeper
Service Policy and Procedures

SCHEDULE OF FEES

Before School Care
7:00am – 9:00am  permanent $14.00 per child
Casual $22.00 per child

After School Care
3:00pm – 6:20pm  permanent $18.00 per child
Casual $22.00 per child

Please note: Kindergarten children can be cared for from 2:30pm – 3:00pm while they finish early in Term 1 for an extra $5 per child, per day.
We are an accredited service and you are able to claim CCB and CCR on all sessions of Before/After School Care and Vacation Care.

Vacation Care
7:00am – 6:20pm  $60.00 paid by due date, $70.00 after due date and casual bookings

Extra charges may apply based on the activity.

Annual Enrolment Fee
$49.50 Payable on commencement of care per family.

Please note that all fees are paid by Direct Debit from a nominated account. Fee Invoices will be emailed at least 5 business days prior, notifying of the date and amount debited to your account, or as advised. Permanent bookings are to be paid for regardless of the attendance of the child.
All casual BSC, ASC & VAC attendances will be added to your next direct debit or as advised.

Please keep in mind that the service closes at 6.20pm and anyone collecting their child/ren after this time will be charged a late fee at a rate of $20.00 charge per 15 minute block after close of business. The same rate applies in Vacation Care. These fees will be placed onto your fortnightly invoice.
For more information please see the service Fees policy available at the service. Policy and procedures are also electronically available upon request.

DELIVERY AND COLLECTION OF CHILDREN

Sign in and out sheets are placed on our sign in/ out bench. Please make sure you sign your child/ren in on arrival and sign them out on pick up.

Before School Care
Parents need to sign each of their children in - the time of arrival and their signature. A Certified Supervisor Educator will sign the children out when they leave for school.

After School Care
A Certified Supervisor Educator will sign the children in to after school care. Parents need to sign their children out on collection writing the time of pick up and their signature. If someone other than the parent or the legal Guardian of the child is collecting the child they are required to be listed on the enrolment form or a written notification from the parent/ guardian needs to be given prior to collection. The person collecting your child requires to have a photo ID for Educators to view before the child is permitted to leave the service.
Please don't forget to check for any notes written in the comments section next to your child’s name.

Vacation Care
Parents need to sign their children both at arrival and departure. If someone other than the parent or the legal Guardian of the child is collecting the child they are required to be listed on the enrolment form or a written notification from the parent/ Guardian needs to be given prior to collection. The person collecting your child requires to have a photo ID for Educators to view before the child is permitted to leave the service.
Please don't forget to check for any notes written in the comments section next to your child’s name.
For more information please see the service Delivery and Collection policy available at the service. Policy and procedures are also electronically available upon request.
**MEDICATION POLICY/ INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY**

- All medication require to be in the original packaging with a Pharmacy label stating child’s name, dosage required and expiry date. Please inform an Educator about your child’s medication and make sure the medication record is fully completed. Please keep in mind we are not able to administer counter medication to the children. No medication is to be left in children’s bags.
- Any child that is unwell or with a temperature of 38.5°C or higher will be removed from the main group and placed somewhere quiet. Families will be contacted to collect the child as soon as practical.
- Any incident known by the educators to your child is recorded in our incident/accident form. The Guardians/Parents of the child who has had the incident/accident are required to sign the report. Educators will contact families in result of any head injuries.

For more information please see the service Medication and Incident, Injury, Trauma and Illness policy available at the service. Policy and procedures are also electronically available upon request.

**SUN POLICY**

We are a sun smart service and sunscreen is readily available at the service at all times. All children are required to wear a wide brimmed hat during outside play. However during the winter season children are able to play outside without a hat during low UV index times. The UV index is checked daily during the winter season.

For more information please see the service Sun Protection policy available at the service. Policy and procedures are also electronically available upon request.

**SERVICE ROUTINE**

**Before School Care**

7:00am- service opens, please note that we cannot accept children into the service prior to this time.
7:00am to 8:00am- Breakfast is served
8:00am- Children have a choice of staying inside or going outside (weather permitting) and engaging in our morning program
8:35am to 8:40am- Year 5 & 6 are signed off to go to school
8:45am to 8:55am- Year 4 to Kindy are signed off to go to school
9:00am- Service closed

**After School Care**

2:30pm- Educators arrive and prepare afternoon tea.
3:05pm- School bell rings and children are signed in at the service.
3:10pm to 3:30pm- Children are served afternoon tea and interact with each other and the educators while eating afternoon tea.
3:30pm- Children have the choice of staying inside or going outside (weather permitting) and engaging in our afternoon program.
5:00pm- Children are brought inside and engage in indoor experiences. (4:30 to 4:45pm during winter)
5:30pm-5:45pm- Children and Educators tidy up the service.
5:45pm- Late snack is served.
6:20pm- Service closed

**KINDER KIDS**

Kinder children who attend BSC will be walked down to their classroom by an Educator until we feel they are able to do so independently. Kinder children who attend ASC will be given an ASC badge, which they will wear to know they will be attending ASC. At 3:00pm an Educator will collect the children from their class until we feel they can walk to the service independently.

**Vacation Care**

7:00am- Service opens, 6:20pm- Service closes

Daily routine changes depending on the program of the day. Vacation Care Programs are available 5 weeks prior to the start of the school holidays. Your confirmation form will contain a detailed description of each day’s program and times that children need to be at the service and what they need to bring for the day. It also contains a menu informing you of the food children will be having throughout the holiday period. For a detailed run down of the daily activities please read our daily running sheets at the service which gives a clear and precise run through of each day. We do encourage Family and Parent involvement, so if you have a special area of talent, which you would like to share with us or you would like to join us on an excursion please inform the Director/Coordinator.

**Extra-Curricular Activities**

Please note that an Extra-Curricular form needs to be completed for your child if they are attending any activities during our after or before school sessions. Forms are available at BASC office or electronically upon request. For more information please speak to the Director/Coordinator or Assistant Director/Coordinator.
EDUCATIONAL PROGRAM
Our curriculum is in line with our framework ‘My Time Our Place’ and its 5 outcomes:
1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

We pride ourselves on the Educational Program of our service. The Educational Program is displayed at all times for you to read and give feedback on. Please feel free to ask questions from Katie Cook our Educational Leader or make any suggestions about the Educational Program.

Our programming is lead from observations taken from the children, children’s suggestions, family suggestions, what’s happening in our community and Educator directed intentional teaching experiences.
Please use the Feedback section on our program to give us constructive feedback about our curriculum. We also have a comments book located at the sign in and out bench where you can share your suggestions and feedback about the service operation.

MEALS
The service provides breakfast, afternoon tea and late snack during school terms. During Vacation Care we provide breakfast, morning tea, afternoon tea and late snack every day. Lunch will also be provided on some days.
We ask families to please provide children with nutritional and healthy food/snacks during their time at the service. The service will try to cater for children’s individual needs, however due to the large number of children with allergies and special dietary requirements we request the assistance of families to provide food/snacks for their child/ren.
We are a nut free service and ask that children do not have food containing nuts when they are at the service.
For more information please see the service Nutrition, Food and Beverages Dietary Requirements Protection policy available at the service. Policy and procedures are also electronically available upon request.

COMPLAINTS PROCEDURE
We aim to ensure that parents feel free to communicate any concerns they have in relation to the service, staff, management committee, programs or policies without fearing negative consequences, and that they are made fully aware of the procedures to do this. Our priority is to do everything possible to improve the quality of our service.
Please refer any complaints to the Director/Coordinator of the service. Complaints forms are also available at the service for families to use if need be.
For more information please see the service Complaints policy available at the service. Policy and procedures are also electronically available upon request.

HOMEWORK
Children are able to do homework at the service. Please note whilst the completion of daily homework is encouraged, children will not be forced.

ABSENCES
All children’s absences are to be reported to the service via email, text or verbally by the families. If a child is to attend an ASC session and is not present the Educators will contact the child’s parents/guardians to know of their whereabouts. If families fail to inform the service of their child’s absence from the ASC session before 3:00pm of the day a $5.00 non-notification fee will be charged for each child.
For more information please see the service policy available at the service. Policy and procedures are also electronically available upon request.

*Please note all service policy and procedures are available at the service or electronically upon request.

The Team of Mount Colah After School Care would like to welcome you and your child/ren to our service.
We look forward to working in partnership with you in order to create a safe and caring environment for your children.
Please do not hesitate to contact us about anything, drop in or give us a call on 9477 7338 or 0400 388 294