Welcome to Perth College Outside School Hours Care

The Perth College Outside School Hours Care is licensed as an Out of School Hours and Vacation Centre under the *Education and Care Services Law (WA) Act 2012* and is also registered for Child Care Benefit with Centrelink and for Quality Assurance with the National Childcare Accreditation Council. We are also members of *Children Services Support Unit* and the *Early Childhood Association Australia*.

This parent handbook is designed to give you all the information needed to make it as easy as possible for both you and your child to take advantage of this service. There are certain procedures we need to follow to make the Outside School Hours Care Centre a safe and happy place and these are outlined in this booklet for your information. Our service is rated by the Department of Local Government and Community Education as Exceeding the National Quality Standards.

**National Quality Framework and Quality Improvement Plan**

The National Quality Framework (NQF) was the result of an agreement between all Australian governments to work together to provide better educational and developmental outcomes for children. The NQF introduced a new quality standard in 2012 to improve education and care across long day care, family day care, preschool/kindergarten, and outside school hours care.

The NQF includes:

- the National Law and National Regulations
- the National Quality Standard
- an assessment and quality rating process
- National learning frameworks
Benefits for children and families

Research shows quality education and care early in life leads to better health, education and employment outcomes later in life. The early years are critical for establishing self-esteem, resilience, healthy growth and capacity to learn. Quality education and care shape every child’s future and lay the foundation for development and learning.

The major benefits for parents and children include:

- improved educator to child ratios, ensuring children have greater individual care and attention
- educators with increased skills and qualifications
- better support for children’s learning and development through approved learning frameworks
- consistent, transparent information on educators, providers and services in the national registers.

Caring for children is an enormous responsibility. Australia has always had safe, regulated child care. The introduction of the NQF has raised the bar to improve education and care outcomes. Part of this process is assessment and rating. Regular assessment and rating ensures the new standards are being implemented, and over time, will measure the quality improvements at every service.

- The National Quality Framework raises quality standards in education and care services across Australia.
- The National Quality Standard is more demanding with heightened benchmarks than previous systems. The NQS also allows room for continuous quality improvement.
A program helps each child to learn and develop. Experiences stimulate and engage each child.

**Examples of what to look for:**
- Your child’s interests and ideas are included in the program.
- Your child is supported by educators to participate in play and learning.

Your child’s safety and health are important all day, every day. Your child will be safely supervised and will feel secure.

**Examples of what to look for:**
- Your child’s service takes precautions to protect children from illness and hazards.
- Food and drinks provided by the service are nutritious and appropriate for children.

Indoor and outdoor spaces allow your child to play, learn and develop their skills.

**Examples of what to look for:**
- Outdoor and indoor spaces are welcoming and suitable for children.
- Buildings, furniture, equipment and resources are safe and well-maintained.
- Children can participate in a range of experiences.

Qualification requirements and educator-to-child ratios mean greater individual care and attention for your child.

**Examples of what to look for:**
- Educators know your child’s interests.
- There are enough staff to ensure children are adequately supervised and receive the attention they need to learn and develop.

Your child will feel safe, secure and that they belong. Positive relationships with educators help your children to play and learn.

**Examples of what to look for:**
- Your child is made to feel supported and welcomed.
- Educators respond to the individual needs and interests of children.

When families and communities are part of a service, your child learns and develops better.

**Examples of what to look for:**
- Respectful and supportive relationships with families are encouraged.
- Your family’s beliefs and values are respected by the service.
- The service builds relationships and engages with its local community.

The service is well managed and provides a safe and healthy learning environment.

**Examples of what to look for:**
- The service has a positive organisational culture.
- Educators are valued and have a clear understanding of the service’s goals and expectations.

**WHY IS IT IMPORTANT?**

- High quality education and care gives children the best start in life.
- Families can be confident that their children are in safe and healthy environments.
- Play and learning help develop skills for life.
- Quality care means your child will be educated and cared for by professionals.
- Children need quality care and attention that meets their individual needs.
- You should feel included and a part of your child’s service.
- Quality education and care is built on effective leadership.

The National Quality Framework introduces a new quality standard to improve children’s education and care services across Australia. Seven quality areas help ensure your child is given the best possible start in life. Over time, all Australian services will be rated against the National Quality Standard.
Quality Improvement Plan

The National Regulations require approved services to have a Quality Improvement Plan (QIP). The aim of a QIP is to help providers, such as an Out of School Care Centre to self-assess their performance in delivering quality education and care and to plan future improvements. The QIP also helps the regulatory authorities with their assessment of the service. A QIP helps providers to document the strengths of their services and to recognise areas for improvement.

Perth College Outside of School Hours Care regularly maintains and updates their Quality Improvement Plan, and parents are welcome to view and contribute to the Quality Improvement plan upon request.

National Quality Standard Ratings
Information

Perth College operates an Outside School Hours Care facility as part of the overall educational experience offered to Perth College families. It is located in the Sister Ruth Room of the Founders Centre for Early Learning and caters for children from Kindergarten to Year 3. A Vacation Care programme caters for children from Kindergarten to Year 5 and to outside families, with a choice of activities that is broad and exciting. Several special events, such as a Science Day and a Paints and Inks Day, are held during the year. The programme operates on all pupil free days but is always closed on public holidays.

At Perth College we offer a holistic education which cares for the individual and her development in all spheres – social, emotional, physical, cognitive and spiritual. Outside School Hours Care is an extension of the daily educational programme and operates within the framework of both the School’s Vision, Mission and Values and the Education and Care Services Law (WA) Act 2012. The programme is supervised by a qualified Early Childhood teacher.

The Outside School Hours Care facility allows for the safe, happy and nurturing care of those students who require supervision after school hours and during school vacation periods.

Within the Outside School Hours Care facility the children are:

- Cared for by experienced and suitably qualified staff
- Cared for in a safe, homely and friendly environment
- Provided with homework assistance
- Able to participate in a well-planned and broad programme suitable for their age and level of development
- Provided with a light, healthy afternoon snack
Outside School Hours Care Procedures

Enrolment

Children from Kindergarten to Year 5 may be enrolled in Outside School Hours Care by completing an **online enrolment form at:**

https://perthcollegepswa.fullybookedccms.com.au

**and paying the annual registration fee per child/per year.** There are 30 approved child care places available for each day of the school week, including Vacation Care and pupil free days. Please read the online form carefully as it contains specific questions about your child. We are aware you may have already supplied Perth College with much of the information. However, we are bound by the Education and Care Services Law (WA) Act 2012 to formally enrol your child into Perth College Outside School Hours Care. Parents are welcome to tour the centre, and meet the staff upon request. Please contact the Supervisor to arrange for a suitable day and time.

Sign In and Sign Out

At 2.50 pm children in Kindergarten and Preparatory who attend Outside School Hours Care are collected or delivered to the centre and are signed in by the Supervisor. Children from Years 1 to 3 are delivered to the centre by classroom teachers when they are dismissed at end of class. Authorised adults who collect the children will sign them out. This file is kept on the Supervisor’s desk. The Supervisor will explain the complete procedure on each child’s first visit to the centre.

Collection of Children

Please ensure the adults who are authorised to collect your child are clearly named and authorised on your enrolment form. If any changes to these particular names are required, please inform the Supervisor in writing by email or letter. In the event of a last minute emergency when an unauthorised adult is sent to collect your child, the Supervisor will telephone the parent/guardian directly before allowing them to leave the Outside School Hours Care. **Please note all people authorised to collect your child must be 18 years or over and when unauthorised emergency adults are sent they must also produce their current driver’s licence or acceptable photo identification.**

Waiting Lists

Availability of places in Outside School Hours Care changes regularly and places are allocated strictly on a first come, first served basis by the Head of Junior School and the Supervisor. When the Outside School Hours Care facility is full, a waiting list is kept of families who would like to use the service.
Notification to Cancel or be Absent

Twenty-four hours notification is required if you wish to cancel your child’s place or when your child will be absent. Please telephone 9471 2210 or email oshc@pc.wa.edu.au. Fees will be charged if cancellations are not made within 24 hours as staffing arrangements are made based on bookings.

Hours of Operation

Outside School Hours Care operates Monday to Friday from 2.50 pm to 6.00 pm, and staff are present at the centre at 2.00 pm for After School Care preparation. The Kindergarten and Preparatory children will be collected and remain under supervision by Out of School Care staff from 2.50 pm while Year 1 to Year 3 students are delivered to the centre by classroom teachers.

On pupil-free days and during Vacation Care the Centre operates between 8.00 am and 6.00 pm.

Staffing

The Centre is staffed by qualified and experienced educators with a Supervisor as required. Parents are welcome to visit the Centre and to join excursions, but are requested to check with the Supervisor first. In accordance with the Education and Care Services Law (WA) Act 2012, the staff to child ratio is 1:10 at the Centre, and 1:5 when on excursion.

Fees

Fees will be determined from the online booking system. You must give 24 hours’ notice if your child is not attending.

Late Fee

A late fee of $1.00 per minute is payable after 6.00 pm. If you are running late, it is advisable you contact the Centre immediately, so we can reassure your child you are on your way and will be there as soon as possible. Regular lateness will be viewed as an abuse of the service and your child care place may be forfeited to another family.

Daily Routine

Kindergarten and Preparatory children are collected and supervised by Out of School Care personnel while the Years 1 to 3 students are delivered from the Founders Centre and Junior School building to the Out of School Care Centre by classroom teachers and duty teachers. When they are all present in the Centre the roll is taken and students
are signed in by the Supervisor. The children are advised of what has been prepared for afternoon tea and of the activities taking place that afternoon. Afternoon tea is served at approximately 3.30 pm. Homework is supervised and encouraged to be completed before any child may go and play. We request that ‘reading homework’ be supervised at home so you may participate in this important activity.

**Multimedia**

We do not allow the children during Outside School Hours Care to watch television as we feel the content cannot be monitored effectively. The use of Nintendo and similar games is also not permitted. DVDs with a (G) or (PG) rating are allowed from time to time, and when programmed as an activity for Vacation Care, such as Movie Drive-in Day. Please see the Supervisor if you wish to bring something from home to share with everyone else. We also have an extensive library of DVDs.

**Afternoon Tea/Snacks**

Perth College is a Health Promoting School and we make a very strong effort to educate our students in ways to achieve a healthy lifestyle. It is important to begin this education at an early stage as young children are extremely active and need appropriate food to fuel their bodies and build strong bones and muscles.

Afternoon tea is based on the five food groups and is carefully planned and executed by following health regulations with the handling and storage of foods. The menu is always displayed on the parent information board for parents and children to see. Nut products are not served as many of our students do have severe nut allergies. It is vital you notify the Supervisor if your child has any food allergies, so appropriate action may be taken.

**What if my Child is Sick?**

If your child is unwell, please keep them at home so they can recuperate and be fit and well when they return to school.

There are a number of communicable diseases for which a student must be excluded from school for a certain period of time. These are listed in the *Guidelines for Teachers and Local Authorities* and are issued by the *Health Department of Western Australia*.

These include:
- Chicken Pox
- German Measles
- Impetigo
- Scabies
- Conjunctivitis
- Glandular fever
- Influenza
- etanus
- Diarrhoea
- Head Lice
- Mumps
- Whooping Cough
- Thempes
- Rubella
- Worms
If your child becomes unwell during the afternoon (or day, if attending Vacation Care) they will be assessed and if the condition proves to be minor, any attention given to them will be noted in the record book. They will be supervised until collected from the Centre. If the condition is more serious, parents will be contacted to organise for collection as soon as possible. If a child has a significant accident or injury, parents will be contacted immediately. In serious cases, or where the parents cannot be contacted, the child will be taken to Lindisfarne Medical Centre, 697 Beaufort Street, Mount Lawley (telephone 9272 2455), which is opposite the School.

If your child needs to be given prescription medicine during the afternoon (or day, if attending Vacation Care), please ensure it is clearly labelled with your child’s name and dosage and given to the Outside School Hours Care Supervisor, who will administer the medicine. An Administration of Medication Form must be filled out.

Please ensure you complete the medical form online when you enrol at: https://perthcollegepswa.fullybookedccms.com.au. It is vital our information regarding your child is always up to date so we can provide the best possible service.

**No Hat, Play in the Shade**

The Perth College OSHC has a no hat, play in the shade policy. Children are required to wear a hat year round when playing outside. In addition to this, it is also recommended that enclosed shoes, such as sport shoes are worn to allow active play.

**Vacation Care and Pupil-Free Days**

Places are allocated on a first come, first served basis and no places are held automatically. Online Registration Forms must be completed each time you wish to use this part of the service.

The programme is comprehensively planned and developmentally appropriate for students from Kindergarten to Year 5. On occasions there are days planned especially for Kindergarten to Year 3 and the same for Years 3 to 5, so please read the programme carefully before signing. Siblings (brothers or sisters), and children attending other schools aged from Kindergarten to Year 5 may also be enrolled in Vacation Care.
**Behaviour**

Perth College staff provide a warm and secure environment which encourages the children to be thoughtful and co-operative. They model respectful behaviour and use a variety of strategies to encourage appropriate behaviour, including Kimochis, GirlPower and GoodGuys principles from our *InsideOut* programme.

Emphasis is placed on encouraging each student to accept responsibility for their own behaviour and helping her to make sensitive and sensible choices. We affirm positive behaviour and acknowledge and celebrate success.

One of the aims of our Early Childhood programme is to develop social awareness and consideration of others and these beliefs underpin our discipline policy in our Outside School Hours Care facility.

If a student’s inappropriate behaviour is considered to be ongoing, parents will be informed so the School and family may work together to resolve the problem. It is important parents inform the School in advance of anything which may influence their child’s behaviour. This might include such things as sickness, tiredness, the death of a family member, the death or loss of a pet or a parent being away from home for a length of time.

**Parent Concerns**

If you have any concerns about your child you are encouraged to speak to the Supervisor by making an appointment at a mutually convenient time. Please contact us if you have any queries.

Founders Centre for Early Learning (Sister Ruth Room),
Queens Crescent, Mount Lawley
Telephone: 9471 2210
Email: oshc@pc.wa.edu.au.
Perth College girls: Remarkable women