Clifton Hill Primary School
Outside School Hours Care
PARENT HANDBOOK
CLIFTON HILL PRIMARY SCHOOL
OUTSIDE SCHOOL HOURS CARE

The Organ Factory
PO Box 468
6-10 Page Street,
CLIFTON HILL 3068

Phone:  9486 2675 (Kids’ Club & Vacation Care)
        9489 8333 (Kids’ Club Library)
Fax:    9481 1910
Website:  http://www.cliftonhillps.vic.edu.au/

Program Coordinator:  Sue Redman

Hours of operation:

Before School Care  7.30 a.m. – 8.50 a.m. (Mon-Fri)
Kids’ Club          3.30 p.m. – 6.00 p.m. (Mon-Fri)
Kids’ Club Library  3.30 p.m. – 6.00 p.m. (Mon-Thurs)
Curriculum Days    7.30 a.m. – 6.00 p.m.
Vacation Care      7.30 a.m. – 6.00 p.m.

Useful Contact numbers, Emergency numbers

Clifton Hill Primary School  9489 8333 (telephone)
                            9481 1910 (fax)
Organ Factory               9486 2675
Family Assistance Office    136150
Other languages             131202
Community Childcare         9486 3455
positive relationship between the children’s families and staff is crucial to the child’s well being and development and aims towards a trusting and mutually supportive partnership. Parent feedback is always welcomed and parent/child surveys are conducted annually.

**Newsletter and Website**

Regular updates on the program are included in the school newsletter and on the school website and Kids’ Club also produce a separate student newsletter. Display boards at the Organ Factory site contain information on recent and upcoming events, program requirements, etc.

**Items to bring from home**

Children are required to bring hats that meet Sunsmart policy guidelines to the program during Terms 1 and 4. Lunches and morning snacks are necessary, unless otherwise stated, when attending Vacation Care or Curriculum Day programs.

**Children’s belongings and toys.**

The program staff members recognise that children sometimes bring their own toys to school. All items are to be clearly named and the children need to be responsible for these toys whilst at the program. No responsibility is taken by staff for valuable or personal items brought to the program by individual children. Certain items may be banned in accordance with school policy and procedures.

**Donations of games, books and other resources**

Donations of resources are welcomed. Please check with the program coordinators before dropping off particular goods.

**Activities**

The staff work collaboratively with children to plan and implement experiences, catering to the needs, interest and abilities of all children. The program encourages children to initiate and participate in play and recreational experiences and supports physical, creative and aesthetic development. Each day there is at least one art/craft, one sport/physical activity and one relaxing/quiet play option. The children also have the opportunity for self-directed play, reading or relaxing in the Cosy Corner. Children who attend Kids’ Club Library enjoy an afternoon snack, are supervised whilst completing work not completed in the classroom and enjoy outdoor games. There are also opportunities to participate in an art/craft activity and play quiet indoor games.

The Clifton Hill Outside School Hours program incorporates a Before School Care Program, After School Care Program (Kids’ Club and Kids’ Club Library) and Vacation Care Program, operating from the main school building and from the Organ Factory site opposite the school in Page Street. The program began in the mid-1980’s, under the auspices of the City of Yarra. Management of the program was transferred to Clifton Hill Primary School in 1997. The program is funded for 50 Before School Care, 100 After School Care and 75 Vacation Care places. The program is accredited under Outside School Hours Care Quality Assurance.

The Commonwealth Priority of Access Guidelines are followed when allocating places in the program. The Guidelines state:

- Children at risk of abuse or neglect are a priority.
- Families in crisis should also have support and assistance.
- The major purpose is to meet the childcare needs of families with recognised work, study or work-related commitments.
- Programs may also provide non work-related care if places are available.

**Mission**

Our mission is to provide an environment for children that is nurturing, supportive and stimulating where children are encouraged to explore their individual interests in either a self-directed or guided manner. Our program focuses on the developmental needs of children. It is inclusive and responsive to children of differing ages, abilities, genders, cultures and belief systems. Our program is a place where children can develop to their full potential and flourish within our community and beyond.

**Vision**

We see parents, staff and children working together to promote a learning and caring environment. Program staff will assist students attain life skills, knowledge, values and attributes to become effective communicators, reflective thinkers and responsible citizens within an environment that reflects the recreational needs of children.
Goals

1. To provide a program that fosters self-esteem and confidence in children and encourages mutual respect and teamwork between staff members and between staff, children and families.
2. To provide a program that offers a wide range of play and recreational experiences, including activities that promote physical, creative and aesthetic development and the learning of life skills.
3. To ensure children are treated equitably, whilst acknowledging and catering for diversity and individual needs.
4. To encourage and value children’s input in program planning, providing regular and varied opportunities for children to state their needs and ideas.
5. To encourage and value families’ involvement in the program, providing regular and varied opportunities for families to contribute.
6. To provide a safe and healthy environment for children, staff and families.
7. To provide a healthy and balanced menu, adhering to current hygiene practices and food handling requirements and meeting the needs of individual children.
8. To ensure effective communication between management and the program.
9. To meet the National Standards for Childcare and strive to achieve the highest level of quality as determined by the Outside School Hours Quality Assurance System.
10. To ensure staff are able to fulfil their roles and responsibilities.

Staff

The program is staffed by up to 6 workers under the supervision of a Program Coordinator. Management ensure that staff:child ratios are in accordance with the National Standards for Outside School Hours Care.

- After School Care 1:15
- Excursions 1:8
- Swimming 1.5

All staff are either qualified child care workers and/or experienced in the field and have current Working with Children Checks. The Program Coordinator and some staff members are first-aid trained.

Programming for individual needs

Principles relating to cultural relevance, inclusion of children with a disability and gender equity are always considered when planning the program. Staff members aim to treat all children with equal sensitivity and attention on these matters.

Food

The service aims to provide nutritious, balanced snacks for the children which reflect children’s tastes, religious, cultural and health concerns and are aligned with the standards maintained in the school canteen. Parents are encouraged to discuss their child’s specific dietary needs with the staff.

Food Handling and Storage

Staff members implement effective and current food handling and hygiene practices in accordance with National Standards. There is a Food Safety Officer assigned within the program.

Resources

The program utilises many community resources and is allocated an ISO (Inclusion Support Officer) who provides a range of culturally inclusive resources and ideas. The program welcomes any visitors who may have a skill to share with the children.

Equipment

Staff members endeavour to ensure that all broken or damaged play equipment is removed from the premises immediately. Regular checks are conducted to ensure all equipment is in safe working order.

Excursions

Occasional trips to the Darling Gardens (located alongside Gold Street) may occur during fine weather. A variety of excursions are offered during Vacation Care programs to provide a stimulating experience for the children and extend their skills in the wider community. Children’s safety during these events is the foremost priority. Additional fees apply to allow for hiring of seat-belted buses and admission costs to various venues.

Parent Involvement

The program is responsive to the interests of families and encourages participation in the operation of the service. The program recognises that a
Transferring to Kids’ Club from School
Children in classes one to six are dismissed into the yard no earlier than 3.30 p.m. Children walk from the school to Kids’ Club. Prep children are escorted to Kids’ Club by a Kids’ Club staff member.

Code of Behaviour
The children are free to choose their own play and activities within the given behavioural standards. All activities are supervised. The code of behaviour applied is also observed at school. This includes:

- Behaving in a safe and responsible manner at all times
- Remaining within the program boundaries at all times
- Listening when it is another person’s turn to speak
- Being courteous and respectful to all people at all times
- Accepting appropriate consequences for misbehaviour

Staff members reserve the right to exclude students from the programs if appropriate behaviour standards are not observed.

Special Activities
Specialist activities are a focus of the Kids’ Club and Vacation Care programs and a variety of community visitors are included in activities whenever possible. Also, during Term 1 of each year special activities are held for Prep children to assist in orientation to the program.

Celebration/Special Events
Birthdays and special events are celebrated upon request.

Administration
The Program has insurance cover under the policies issued to Clifton Hill Primary School and is operated by Clifton Hill Primary School. Regular meetings take place between the Outside School Hours Care Program Coordinators and representatives of the management body. The Outside School Hours Care Sub-Committee includes staff and parent members of the school community and reports regularly to School Council. Financial management of the Outside School Hours Program is handled by the school Office Manager.

The Outside School Hours Care program has a comprehensive Policies and Procedures Manual aligned where appropriate with the policies and procedures of Clifton Hill Primary School. Policies cover areas including working with families, the children’s program, staffing and health and safety.
FEES/PAYMENT ARRANGEMENTS

**Before School Care**
- $8.00 per session (Breakfast provided)

**After School Care**
- $11.00 per session (Afternoon tea provided)

**Last day of each Term**
- $12.50 per session (Afternoon tea provided)

**Curriculum Days**
- $34.00 per day (Lunch and morning snack to be brought from home – afternoon tea provided)

**Vacation Care**
- $34.00 per day (Lunch and morning snack to be brought from home – afternoon tea provided.)

**An extra charge will apply for advertised excursions or special activities.**

Most families are eligible for a Childcare Benefit Rebate through the Family Assistance Office – the percentage depends on the combined income level of each family. This rebate can be applied to the fortnightly invoice or can be claimed in a lump sum at the end of the financial year. Relevant forms are available at the school office or from Centrelink or Medicare offices.

The birth date and also the Customer Reference Number of the parent who claims the CCB rebate needs to be provided to us or the percentage rebate will not be applied to your invoice.

If you do not have a CRN you can apply over the telephone by calling 13 61 50 8am – 8pm or download the application form at: http://www.familyassist.gov.au/internet/fao/fao1.nsf/content/claimforms-ccb.htm/$File/FA002_0807_p.pdf

When corresponding with the Family Assistance Office it is necessary to quote the following provider numbers.

**Before/After School Care Program** .... 555 010 340B
**Vacation Care Program** … ………………. 555 011 244S

Invoices will be sent home fortnightly with the eldest child. Prompt payment is required or attendance at the Out of School Hours Care Program may be refused. Payments can be made by cash, cheque, direct debit or credit card.

Official receipts will be issued.

**Late Pick up Procedure**
It is essential that all children are collected by 6.00 p.m. Any parent unable to pick up their child/ren by 6.00 p.m. must phone the Coordinator immediately to make alternative arrangements.

**Late Fees**
If your child is not collected by 6.00 p.m. a surcharge of $1.00 per minute will be incurred as a standard lateness fee.

**Custody details**
Parents are required to provide written details of any custody arrangements, or changes to current arrangements, relating to their child/ren. This helps to ensure children are only released from the program to adults authorised by the family.

**Medical details**
Parents are required to provide written medical information (eg doctor, dentist, health cover, etc) and written details of their child’s personal medical needs, updated as necessary. Medication is only administered with explicit written permission from a parent/guardian or, in the case of an emergency, by a medical practitioner. Health plans for individuals are negotiated as required.

**Permanent Bookings**
Permanent bookings are to be booked at the start of each year. Children may attend from 1-5 set days per week. Any changes can be made to these at any time throughout the year. Bookings are not required for Before School Care.

**Casual Bookings**
Casual bookings for After School Care can be made on an irregular basis providing there is a vacancy. Bookings for Kids’ Club must be made by 1.00pm on the day of the booking by calling the Organ Factory on 9486 2675 (a message can be left on the answering machine), by filling out a casual attendance slip available at the school office or by filling out the bookings folder at the program. Bookings made after 1.00pm cannot be guaranteed a place for the afternoon. Parents must confirm a place by speaking directly with the Coordinator. Bookings for Kids’ Club Library can be made by telephoning the school office on 9489 8333.