CLIFTON HILL PRIMARY SCHOOL
OUT OF SCHOOL HOURS CARE PROGRAM
“KIDS’ CLUB”

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

Phone: 9486 2675

Program Coordinator: Louise Buckingham

Hours of operation:

Before School Care    7.30 a.m. – 8.50 a.m.
After School Care    3.30 p.m. – 6.00 p.m.
Curriculum Days       7.30 a.m. – 6.00 p.m.
Vacation Care        7.30 a.m. – 6.00 p.m.
Early Finish Days    2:30 p.m. – 6:00 p.m.
(Last day of each term)
The Clifton Hill Outside School Hours program incorporates a Before School Care Program, After School Care Program and Vacation Care Program, operating 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 25 Before School Care, 60 After School Care and 35 Vacation Care places.

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 assist children to develop learning and social skills, supplementing the programs offered at school. Children will be encouraged to work with others in creative, thoughtful, tolerant and productive ways, contributing responsibly to the world we share.

**Vision**

We see parents, staff and children working together to promote a learning and caring environment. Resources will assist students attain life skills, knowledge, values and attributes to become effective communicators, reflective thinkers and responsible citizens.
**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 and children.
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.

**Staff**

The program is staffed by up to 5 workers under the supervision of the 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 Police Checks. The Program Coordinator is first-aid trained.
Food
The service aims to provide nutritious, balanced snacks for the children which reflect children’s tastes, religious, cultural and health concerns. Parents are encouraged to discuss their child’s specific dietary needs with the staff.

Food Handling and Storage
Staff 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, e.g. the City of Yarra provide a variety of children’s play equipment. The program is allocated a CSRDO (Childrens’ Services Resource Development 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 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.

Medical and First Aid
All children’s medical details are to be filled out on the program enrolment forms. Medication is only administered with explicit permission from parent/guardian, or in case of emergency by a medical practitioner. Health plans for individuals are negotiated as required.

Excursions - Aftercare - 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.
**Rules of Program**
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 boundary areas 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

Children as a group and individually are rewarded for commendable behaviour.

**Newsletter**
Weekly updates on the program are included in the school newsletter. This is where to look for notice of upcoming events. Deadlines and donation of materials required etc.

**Parental Involvement**
The program is responsive to the interests of families and encourages participation in the operation of the service. The program recognises that a 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. Working bees and fundraising events are held when necessary.

**Items to bring from home**
Children are to bring sunhats to the program during Terms 1 and 4. Cut lunches are necessary during Vacation Care unless otherwise stated in Vacation Care flyers.

**Children’s belongings and toys**
The program recognises that children sometimes bring their own toys to school. All items are to be clearly named and the children themselves will be responsible for these toys whilst at the program. Program staff do not take responsibility for these items. Certain items may be under ban from time to time in accordance with the school’s current regulations.
**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 Coordinator 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 Clifton Hill Primary Outside School Hours program adheres to the information management and confidentiality requirements stated in the Outside School Hours Care Handbook. Information and records are securely stored and access to information is limited to as few people as possible. Information collected by the Program is used for the administration of Commonwealth funding, to provide essential details necessary for the health and well-being of children attending the Program and to inform review of policies and procedures.

The Outside School Hours Care programs comply with the following policies and procedures adopted by Clifton Hill Primary School:

- Sunsmart policy
- Code of Conduct policy
- Counter Disaster plan
- Complaints/Grievances policy
- Privacy Policy

Copies of these policies are available from the School Office upon request.

**Enrolment Procedures**

Children cannot attend the Outside School Hours programs without the full completion of an enrolment form prior to care commencing. An enrolment form is completed annually for Before School and After Care programs and is completed prior to every Vacation Care program. All information provided on the enrolment form is confidential and used to ensure the safety and well-being of children attending the program. If any family or other details change it is the parents' responsibility to provide updated information to the Program. Failure to provide accurate and comprehensive information can compromise the quality of care provided.
**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.

**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.

**Casual Bookings**
Casual bookings can be made on an irregular basis providing there is a vacancy. These must be made by 1.00 p.m. on the day of the booking by calling the Organ Factory on 9486 2675 (a message can be left on the answering machine), or by filling out a casual attendance slip available at the school office.

**Absences/Cancellations**

1. **After School Care**
   All cancellations (permanent and casual) are to be made **by 6.00 p.m. on the evening prior to the booking**. Bookings cancelled after this deadline, or bookings not cancelled at all, will be charged the full daily fee unless a Doctor’s certificate is provided.

2. **Vacation Care**
   All cancellations of booked days, without a Doctor’s certificate must be paid for in full, after the specified cut-off date for program bookings.
**FEES/PAYMENT ARRANGEMENTS**

Before School Care  $6.00 per session (Breakfast provided)
After School Care  $9.00 per session (Afternoon tea provided)
Last day of term  $10.50 per session (Afternoon tea provided)
Curriculum Days  $25.00 per day (Lunch and morning snack to be brought from home – afternoon tea provided)
Vacation Care  $25.00 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.**

All families 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.

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 are to be made in person at the school office, by mail or via your child.

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/ren are not collected by 6.00 p.m. a surcharge of $1.00 per minute will be incurred as a standard lateness fee.

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, doing homework or relaxing in the Cosy Corner.

Special Activities
Specialist activities are a focus of the program and a variety of community visitors are included in activities whenever possible, e.g. “Little Devils” Circus Program, Creative Dance workshops, Grandparents’ Storytelling Time, etc. 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.

Programming for individual needs
When planning the program, principles relating to cultural relevance, inclusion of children with a disability and gender equity are always incorporated. This may include recognising different cultural celebrations or encouraging discussion about the diversity of children’s backgrounds. The staff aim to treat all children with equal sensitivity and attention on these matters.
Useful Contact numbers, Emergency numbers

Clifton Hill Primary School    9489 8333 (telephone)
Organ Factory                   9486 2675
Kid’s Club Mobile
(for excursions/outings)  0409 013 252
Family Assistance Office       136150
Other languages                 131202
Community Childcare            9486 3455