



# PARENT HANDBOOK

## PATTERSON LAKES PRIMARY SCHOOL

### OUTSIDE SCHOOL HOURS CARE 2018

# GENERAL INFORMATION

## Operation Hours (During School Terms) Monday to Friday

Before School Care 6.45 - 8.45 am  
After School Care 3.30 - 6.15 pm

## Location

OSHC School Hall  
Patterson Lakes Primary School  
Gladesville Boulevard  
Patterson Lakes 3197



## Contact details

Licensee: Paul Clohesy (School phone 9772 4011)  
**Program Coordinator: Joy Saunders (0437 983 561)**  
Email: saunders.joy.j@edumail.vic.gov.au

Patterson Lakes Primary: 9772 4011  
Web: [www.patterson-lakes-ps.vic.edu.au](http://www.patterson-lakes-ps.vic.edu.au)

Department of Education and Training: 8765 5787



## Costs

### Permanent Booking

BSC: \$18.00  
ASC: \$20.00



## Costs

### Casual booking

BSC: \$19.00  
ASC: \$21.00



# PATTERSON LAKES OSHC PHILOSOPHY

At Patterson Lakes OSHC we provide the community with a quality school aged care service that is guided by the National Law, National Regulations and National Quality Standards including the use of Early Years Framework and other approved Frameworks (My Time Our Place- OSHC). Our educators collaborative with children, families and other professionals to provide play and leisure opportunities that are meaningful to children and support their wellbeing learning interests and development. This includes their safe care, sound physical health and experiences of each child and takes into account their individual differences.

An ongoing cycle of planning, documenting and evaluating children's learning (ongoing improvement plan) underpins the educational program and involves educators in critically thinking about what is offered and why.

## **Program Coordinator: Joy Saunders Diploma in Children's Services**

Phone No: 0437 983 561

### **Assistant OSHC Educators**

- Celina Lundgren: Cert 3 (Currently studying for her Diploma)
- Carlee Cassap: Diploma in Children's Services. Educational Leader
- Edana Matthys (Studying Teaching)
- Joy Foot: Diploma in Children's Services
- Amanda Petrak: Diploma in Children's Services
- Noeleen Roberts: Cert 3 in Children's Services
- Rowena Picker: Diploma in Children's Services

**Staff photos displayed in the OSHC room indicating those on duty for that session.**

### **What is the Child Care Benefit?**

The Child Care Benefit is income tested and usually paid directly to childcare providers to reduce the fees that eligible families pay. Families are entitled to 42 absences a year

To receive the Child Care Rebate, you must be eligible for Child Care Benefit (assessed at a rate of zero or more).

This means:

You or your partner must be an Australian citizen, a permanent resident living in Australia or be exempt from the Government's residency requirements.

Children under seven years of age must meet the Government's immunization requirements or have an exemption.

You must be the person responsible for your childcare costs. If your employer contributes through salary sacrificing or packaging, you should discuss with your employer who is responsible for your childcare costs.

To receive the Child Care Rebate, you and your partner (if applicable) must have work, training or study related commitments at some time during the week or have an exemption.

For more information, phone 13 61 50

### **Communication**

Communication is a vital key to making your child's time at Patterson Lakes Primary School's Outside School Hours Care a happy and rewarding one. Any suggestions you may have regarding the program, please place them in our 'suggestion box' near the sign in/out sheets, or see any of the staff.

Please leave any messages for the Coordinator in the Parents communication book that is on the sign in /out table.

We have a future planning book that is available for families to have input into the program. The book is located on the sign in/out book table.

### **Casual Bookings**

#### **100% holding fee on all bookings.**

Intention to use the Before and/or Aftercare Program on a casual basis is indicated by ticking the 'casual' box on the enrolment form  
Parents are to advise the program supervisor that a casual booking is required, 24 hours in advance by calling and leaving a message on the OSHC mobile phone or in person at the program  
Program supervisor is to assess if there is an available place in the program when the booking request is received  
Casual bookings will not be accepted unless there is an available place on the day care is required.  
Full payment is required for any Casual booking.  
Refunds are not given for any cancelled bookings.

### **Permanent Bookings**

#### **100% holding fee on all bookings.**

Intention to use the Before and/or After School Care program on a permanent basis is indicated by ticking the boxes on the enrolment form that corresponds with the day care is required

One week's' notice to be submitted in writing to the program Coordinator if you cancel or make changes to your PERMANENT booking.

### **Behavior Management**

- Children are required to adhere to the program rules supported by positive guidelines and directed towards acceptable behavior with encouragement freely given by staff
- Smacking and harsh punishment is prohibited by all staff
- Staff will use positive guidance, i.e. direct a child to what they would like them to do rather than what they shouldn't be doing. e.g. "walk inside" not "Don't run inside"
- 'Rethink' time will be used to redirect more positive behavior
- A 'Rethink' form may be filled out by the child involved if necessary

### **Management of Continual Difficult Behavior**

- Staff shall monitor the child's behavior and make incident reports and observation notes
- Staff will constantly administer the program rules and their consequences
- Once a behavior issue has been identified, it will be discussed with parents. Staff shall collect information to ascertain if there are similar problems at home or school and what management techniques are used and whether they are successful.
- Where possible staff and parents then formulate a plan of action to address behavior issues
- In the instance that various action plans are unsuccessful, suspension of the child from the program may be implemented at the discretion of the Principal.
- If the action plans and suspension is unsuccessful in changing the child's behavior, termination of the child's place will be considered by the Principal.

The supervisor will advise the child's parent in both verbal and written documentation that provides the two week notice of the permanent withdrawal of the care place with stated reasons for the child's removal from the program.

### **Dropping off/collecting children.**

When children are dropped off to Before School Care, they must be signed in by whoever is dropping them off. When you are picking your child up from After School Care they must be signed out by an adult (over 18 years of age) that is listed on their enrolment form. If this is anyone different the coordinator must be notified before this occurs and it must be submitted in writing.

Parents, if you are new to the program or staff hasn't seen you before, photo id is required before the child can be signed out. Thank you for your cooperation.

Late Fees will be charged at \$1:00 per min per child. Parents are required to call the program to inform Co-coordinator if they are going to be late. **Under no circumstances will a child be released without being signed out by an authorised person.**

## Daily Routine.

### Before School Care

Children have free play in Before School Care. We always have activities set up on the tables and it's the children's choice as to what they want to engage themselves in.

Cereal is available between 7.15 and 8.45am. A hot breakfast is available from 7.30am until 8.00am each morning. Pack up time is 8.30am. Children are signed out by an Educator at 8.45am and are then under the supervision of Yard Duty teachers.

### After School Care:

3:30 Children have their names marked of the roll. Children put their school bags into the hall and wash their hands ready for afternoon tea.

Children will have their names on the white board to indicate their choice of activity.

After helping themselves to their snack which consists of a healthy choice they sit with their friends and educators.

4.00 Outside play (depending on the weather). At this time, they have free use of the school's sports equipment. The areas in which they play are the two basketball courts, the oval and the age appropriate adventure playgrounds.

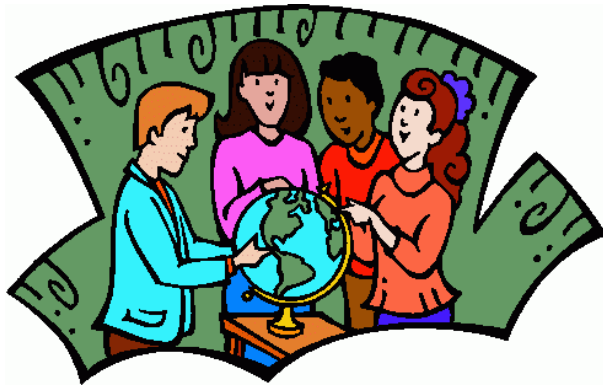
Arts/craft available every session.

6.15: The children have all been picked up and signed out

**Refer to our weekly program which is displayed in our OSHC Room.**

### Free choice activities:

- Reading
- Construction
- Water color paints
- Coloring in sheets
- Pretend play
- Dress ups
- Games
- Outside play
- Lego
- Knitting
- Sports



## Sun Protection.



- Whilst outside, staff and children must wear a hat from 1<sup>st</sup> September until 30<sup>th</sup> April at all times in line with school policy
- Each child must bring a hat, clearly marked, that protects the face, neck and ears

If a child refuses to wear a hat, staff must make every effort to encourage wearing head protection. A child that does not cooperate will be restricted to an area that offers protection e.g./inside, veranda or shaded area.

