

# Outside School Hours and Vacation Care



Perth College  
*Anglican School for Girls*

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# Welcome

We warmly welcome you to Outside School Hours and Vacation Care at Perth College. Our service provides high-quality support for working families through our programs, to allow parents to relax and feel confident in knowing their children are cared for in a safe environment, by well-qualified staff who are passionate about education. The Vacation Care Program offered during holiday periods for boys and girls in the community. The morning and afternoon care during the School Term is offered for Perth College students only.

In supporting the diversity of family needs, we offer Before School Care, After School Care and Vacation Care, only closing for a short period over the Christmas and New Year period. Our service is currently rated by the Australian Children's Education and Care Quality Authority as Exceeding the National Quality Standards. Our rating of Exceeding indicates that we go above and beyond what is expected for quality of care, as we continually strive to provide an outstanding service (please refer to the Appendix for further information).

Before School Care enables each child to begin school feeling calm and well-prepared for the day. A light, nutritious breakfast enables the childcare to start the day feeling alert and energised. The children are supported in any homework they may have, as well as given the opportunity to engage in activities.

After School Care enables our students to engage in recreational activities in a safe and enjoyable atmosphere. The children can choose their projects, thus creating a home-like environment while encouraging independence and confidence. A light, nutritious afternoon tea is provided, and homework assistance is also offered, as well as opportunities for outdoor play.

Vacation Care enables boys and girls to participate in a vibrant and energetic recreational program that is stimulating and enjoyable. The children feel comfortable, secure and, most importantly, have fun, as they participate in an engaging program that fosters creativity, curiosity and wellbeing.

Perth College Out of School Hours Care provides an outstanding service for families and we value your feedback by email to [oshc@pc.wa.edu.au](mailto:oshc@pc.wa.edu.au) at any time.

Warm regards  
Jenny Dougan  
**HEAD OF JUNIOR SCHOOL**



## Contact Information

(08) 9471 2210

[oshc@pc.wa.edu.au](mailto:oshc@pc.wa.edu.au)

### Registration:

<https://perthcollegeoshc.hubworks.com.au/registrations/register>

Out of School Care Founders  
Centre for Early Learning  
Sister Ruth Room, 30 Queens Crescent  
MOUNT LAWLEY WA 6050

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.

## Hours of Operation

- Before School Care 6.45 am to 8.20 am every day of the school term
- After School Care 2.50 pm to 6.00 pm every day of the school term
- Vacation Care 8.00 am to 6.00 pm

Vacation Care is offered for the Mid-Term Breaks and Pupil-Free Days for the school terms, and the school holidays in Terms One to Three as well as Term Four December holidays. Summer Vacation Care is also offered for the three weeks prior to the start of the new school year.

## Term Dates for 2019

Summer holidays: Wednesday 9 January to Friday 25 January

Term One: Friday 1 March Mid-Term Break, Monday 15 April to Monday 29 April Vacation Care

Term Two: Friday 31 May Mid-Term Break, Monday 8 to Friday 26 July Vacation Care

Term Three: Friday 23 and Monday 26 August Mid-Term Break, Monday 30 September to Monday 14 October Vacation Care

Term Four: Friday 6 to Friday 20 December

To change your details (e.g. address or phone number) or advise us of current medical details, please visit <https://hubhello.com/#>.

# Our Philosophy

We aspire to be a place of wonder where children are encouraged to grow and use their imaginations and creativity, to explore the world and develop a passion for life-long learning.

We believe children are active participants in their own learning and we enable this by providing a safe, supportive and nurturing environment that promotes wellbeing, by strengthening relationships, and encouraging curiosity, creativity and problem-solving.

We are passionate about early childhood education and, as such, create engaging play-based environments and dynamic and stimulating experiences that are both comforting in their homely nature and inspiring to young minds. We value learning as a partnership between our families, the School and the wider community.

## Our aim is IMAGINE

- Independent, kind, caring, confident children who are determined to flourish into the best versions of themselves through the science of Positive Psychology
- Model respectful behaviour and use a variety of strategies such as Kimochi toys to encourage appropriate behaviour and healthy relationships
- Amazing and engaging physical and natural environments that are curated for each child to experience, play, interact and learn in
- Grow interests and passions, develop personal learning goals by using Visible Learning practices and intentional teaching.
- Invite families and guest speakers into our centre to share their knowledge, as we interact and value our local and wider community
- Nurture a love of learning, and a passion and development of interests by providing...
- Engaging and rich learning experiences, including STEaM opportunities, to encourage independent thinking and the ability to find solutions to real world problems

# Staff

The centre is staffed by a fully qualified and experienced early childhood teacher, educational leader, nominated supervisor, supervisors and educators. All staff have current Working with Children Checks, and there is always at least one staff member with a senior first aid certificate, anaphylaxis training, emergency asthma management, food safety training and mandatory reporting training on the floor. 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 excursions.

## Location

Perth College Out of School Hours Care is located in the Sister Ruth Room of the beautiful Founders Centre for Early Learning, adjoining the Kindergarten classrooms. Parents can access the Centre from the gate at Founders car park on Queens Crescent. OSHC has use of many of Perth College facilities, including the Kindergarten playground, Founders' Oval, Founders' Multi-Purpose Room, the Spida climbing frame, and the vertical and kitchen gardens.



## Fees and Cancellations

Fees will be determined from the online booking system. Twenty-four hours' notification is required if you wish to cancel your child's place or when your child will be absent. Notification must be received by

- 6.45 am for Before School Care
- 2.00 pm for After School Care
- 8.00 am for Vacation Care

the day before to avoid a cancellation fee.

Please telephone 9471 2210 or email [oshc@pc.wa.edu.au](mailto:oshc@pc.wa.edu.au). Fees will be charged if cancellations are not made within 24 hours or if a medical certificate is not supplied, as staffing arrangements are made based on bookings.

A late fee of \$1.00 per minute is payable after 6.00 pm. If you are running late, it is advisable to 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.

# Payment

Payment is due on a Monday following a fortnightly cycle. Payment options are credit cards or EFT through iPay in your HubHello enrolment. iPay is HubHello's direct debit service and is a fully integrated feature that you can sign up for online using a created or existing account. If you would like to enquire as to when this payment date will be made, or to be invoiced, please contact or email the centre.

# Child Care Subsidy

As Perth College Out of School Hours Care (OSHC) is an approved OSHC provider, parents can apply for Child Care Subsidy (CCS) through their MyGov account. For further information visit

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

or contact the Department of Human Services Family Line on 136 150 and quote approval ID 190018543T.

Parents need to provide theirs and their child's customer reference number (CRN), date of birth and names to receive Child Care Subsidy.

# Enrolment

Children from Kindergarten to Year 6 may be enrolled in Outside School Hours Care by completing an online enrolment form at <https://perthcollegeoshc.hubworks.com.au/registrations/register>.

This places your child on the register for the service. You will be sent a confirmation email containing your personal username and password once the enrolment has been accepted. For an immediate new enrolment for the current day, email OSHC at [oshc@pc.wa.edu.au](mailto:oshc@pc.wa.edu.au) or call on 08 94712210 for this to be arranged manually.

Parents and children are welcome to tour the centre and meet the staff upon request. Please contact the centre to arrange for a suitable day and time.

## HUBHELLO



Upon logging into our management website at <https://hubhello.com/#>, parents will be able to view the following or their child:

- Enrolment form
  - Medical information, Including any relevant medical plans (e.g. anaphylaxis or asthma management plans)
  - Immunisation record
  - Parent contact details
  - Authorised contacts
- Schedule and BookMe
  - This is where you can view your child's scheduled days of attendance and make bookings; if amendments need to be made please contact the centre
- Past attendances
- Statements, invoices and payments

# Communication

## Parent – Staff

The Centre welcomes the involvement of parents on any matter related to the wellbeing of their child. Parents are welcome to speak to our staff at any time about their child's participation and education at OSHC. Parents have the opportunity to do so informally when they collect their child or may make an appointment to meet more formally.

Staff will endeavour to speak to each parent regularly to provide feedback on their child's progress and wellbeing at OSHC. This regular communication is an important link to build trust and understanding for all involved. The staff will ensure that parents are informed of all matters of concern in a timely manner.

The weekly program of activities, school term dates, Vacation Care programs and reminders are displayed in the Parents' Corner in the Centre, as well as on the staff and parent portal (SPACE) and the Perth College website at <https://www.perthcollege.wa.edu.au/learning/junior-school/out-of-school-care/>.

They are also sent out by email from HubHello.



# Health and Safety

## Emergency – Accidents and First Aid

A staff member who holds a current senior first aid certificate is always on duty. All injuries will be reported to the child's parent or guardian with accompanying incident/injury report. An ambulance will be called should one be required. Parents will be notified immediately in these circumstances.

## Emergency – Evacuations

Regular evacuation, fire emergency and lockdown procedures are carried out to ensure children and staff are familiar with the routines.

## Medicines

The nominated supervisor, supervisor and educators will not administer any medicine without parental consent. If a child is undergoing treatment and requires medication during centre hours, parents are required to arrange and attend an interview with the nominated supervisor regarding the treatment. Written details provided by a doctor and consent need to be provided by a parent with an Administration of Medication Form, together with the medicine in its original packaging that is clearly labelled with the child's name and dosage.

All medicines are to be given to and kept by the Outside of School Hours Care Supervisor, who will administer the medicine. Please ensure you complete the medical section on your HubHello account when you enrol online. 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-Shade

We have a 'no-hat-play-in-shade' policy. Children are required to wear a hat when playing outside. In addition to this, it is also recommended that sunscreen and enclosed shoes, such as sport shoes, are worn to allow active play. We also encourage children to bring their own sunscreen for their personal use. Hats used during Vacation Care do not need to be school hats, however, they should be appropriate for sun safety.

## Nutrition

Healthy, nutritious and vegetarian snacks are provided each day. A mainly plant-based menu is provided to support our focus on sustainable practices, and a nut-free policy is maintained in the Centre.



## Nut Policy

Some children attending OSHC have severe, life-threatening allergies to nuts, and may experience anaphylactic shock by eating or having contact with these foods. Shared cooking utensils, skin-to-skin contact and, in some instances, even the breath of another person having eaten nuts can lead to a fatality. As we prioritise the wellbeing of our children we ask you to refrain from sending food products containing nuts or peanuts (e.g. peanut butter, Nutella or muesli bars containing nuts) to OSHC.

We consult with the school cafeteria (Affie's Café) and ensure the afternoon tea provided for children during term time does not contain nuts or peanuts, with the same procedure for afternoon tea catered by OSHC staff during Vacation Care.

To assist parents when selecting items to place in a lunch box, we have outlined some suggestions for safe inclusions. Naturally, this list is intended as a guide only:

- All fruits, vegetables, salads, breads, cold meats, cheese
- Jam, vegemite, honey, tomato sauce
- Plain meats, milk, fruit juices
- Rice crackers, rice cakes, corn cakes
- Yoghurt

## Sick Children

If your child is unwell, please keep him/her at home so he/she can recuperate and be fit and well when he/she returns to OSHC. The centre is not able to care for children with contagious diseases and they must be excluded from the centre for a certain period.

If a child is/or becomes unwell/injured at the centre, parents will be informed and the child will be assessed. If the condition proves to be minor, any first aid attention given to him/her will be noted in the incident report. The child will be supervised and kept comfortable until collected from the centre by a parent.

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, or, in some cases, to the hospital via emergency services.

## Daily Registration

### Sign In and Sign Out

Children attending Outside School Hours Care are collected or delivered to the centre and are Electronically Signed In (ESI) by the supervisor or by the parent/guardian of the child. Authorised adults, such as parents/guardians and authorised emergency contacts, who collect the children will sign them out. The ESI is completed on an iPad, which is kept on the Supervisor's desk. The Supervisor will explain the complete procedure on each child's first visit or orientation to the centre.

### Student Arrivals and Attendance

All children are signed in with their arrival time each day. Unexpected absences for an enrolled After School Care session will be followed up immediately, with OSHC staff taking reasonable steps to locate a child who has not arrived within 15 minutes of the expected time.

- The Supervisor will contact the classroom teachers, and the Junior School Reception for a possible explanation
- Steps will be taken to locate the child within the premises and follow up parent contact to establish arrangements
- If your child will not be attending After School Care on a day you have made a booking, please phone or email to advise 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 authorised adults are required, please inform the Supervisor in writing by email or letter.

If an authorised collector presents in an unfit state, an alternative authorised collector will be contacted and/or police notified if necessary.

In the event of an 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 Centre.

Please note all people authorised to collect your child must be 18 years or over and authorised or non-authorised collectors may be asked for photo identification from staff when your child is collected from the centre.



### Waiting Lists

Availability of places in Outside School Hours Care and Vacation 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 and Vacation Care facility is full, a waitlist is kept of families who would like to use the service.

# Student Behaviour Management

At the commencement of the program, expectations are discussed and clearly identified with students. These are on display and appear below so that both regular and casual attendees are aware of the rules.

Whilst these guidelines are general, they encompass a multitude of actions making it easy for children to question and modify their behaviour as required. Children are treated with respect and are guided to make positive behaviour choices.

## Equipment

The OSHC Centre has much of its own equipment, but wider Perth College facilities and equipment are available for use as deemed appropriate by staff. Staff and children are responsible for the equipment and facilities in their use and are encouraged to care for and report damage or breakage in accordance with school policy.

Children are discouraged from bringing their own toys and games to the centre, unless requested for specific activities. The centre will not accept responsibility for loss, damage or theft of personal items.

## Multimedia

School iPads and notebooks are offered daily at Outside School Hours Care to assist children with their homework. These devices are maintained and have school safety restrictions that are kept up-to-date by the Perth College ICT department and are used for educational purposes.

We do not allow children during Outside School Hours Care to watch television as we feel the content cannot be monitored effectively. DVDs and movies with a (G) or (PG) rating are allowed from time to time, when programmed as an activity for Vacation Care, or an excursion to the movies. Some days will involve the use of robotics and iPads under the supervision of OSHC staff.

### Our Rules

We respect ourselves, others, property and the environment

We play safely and fairly

No-hat-play-in-shade

# Belongings and Clothing

## Correct School Uniform

For Before School Care and After School Care, students are required to wear school uniform to the centre. When special arrangements have been made through the School, or on event days such as Book Week, the children may wear comfortable, free dress, casual clothing.

Kindergarten and Preparatory students are supported by OSHC staff to remember to bring their hat, clothing, water bottle and student diary to the centre. Students in Year 1 upwards are expected to be responsible for bringing their own belongings.

## Art Aprons

We have art aprons and will endeavour to ensure children wear them during art, science or craft activities.

## Extra Clothing

It is advisable that children, especially those in Kindergarten to Year 1, bring a second set of clothing. If children have a toileting accident, or any incident that requires a change of clothing, staff will endeavour to find clothing to fit your child. It would be appreciated if this was returned laundered.

## Lost Property

When children take off an item of clothing (e.g. shoes, jumper, hat) it is their responsibility to put it in their bag immediately. If your child has lost an item whilst attending the centre, staff will make every effort to return it to the child. If it is unlabelled, it will be placed in the lost property tub at the centre.





# Appendix

## 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 a national approach to regulation, assessment and quality improvement for early childhood education and care and outside school hours care services across Australia. The NQF introduced a new quality standard in 2012 to improve education and care across long day care, family day care, pre-school/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

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:

- Individual care and attention for all children
- Teachers and Educators with specialised skills and qualifications
- Support for children's learning and development through approved learning frameworks
- Consistent, transparent information on educators, providers and services in the national registers
- 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.

## 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 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 its Quality Improvement Plan and parents are welcome to view and contribute to this plan upon request.

## Further Information



For further information about the National Quality Standard Ratings, please refer to:  
<https://www.acecqa.gov.au/nqf/national-quality-standard>

For further information about the Quality Improvement Plan, please refer to:  
<https://www.acecqa.gov.au/assessment/quality-improvement-plans>

To view and provide feedback for our Quality Improvement Plan, please email our centre.

## Kimochis 7 Keys

Kimochis are seven characters. Each one focused on helping your child learn about different feelings, and personality styles, to help communicate and interact with each other in moments of disagreement.



Call someone's name, wait for eye contact, and give a communication tap, if necessary, before you speak



Use a talking tone of voice instead of a fighting tone of voice



Use a talking face and relaxed body language instead of a fighting face and tense body language



Choose words that help instead of hurt. ("I feel mad because...." instead of "I hate it when...")



Be brave and redo hurtful moments



Be kind and let people try again



Use a talking face and relaxed body language instead of a fighting face and tense body language



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