Gembrook Primary School

OSHC

(Outside School Hours Care)

Parent Information Handbook

Service Approval Number: SE-40000805
Provider Name: Gembrook Primary School OSHC
Nominated Supervisor and Educational Leader: Kaitlyn Carter
Maximum number of children this service is approved for: 24
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Gembrook PS Information and Organization

Address: Gembrook Primary School  
50 Main Road  
Gembrook Vic 3178

Telephone: (03) 5968 1313  
Fax: (03) 5968 1548

Email: gembrook.ps@edumail.vic.gov.au  
Website: www.gembrookps.vic.edu.au

Principal: Kym Peterson

OSHC Timetable

<table>
<thead>
<tr>
<th>Day</th>
<th>Before School Care</th>
<th>After School Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7:30-8:45</td>
<td>3:30-6:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7:30-8:45</td>
<td>3:30-6:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>7:30-8:45</td>
<td>3:30-6:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>7:30-8:45</td>
<td>3:30-6:00</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30-8:45</td>
<td>3:30-6:00</td>
</tr>
</tbody>
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Before School Care commences at 7:30am on all days, however care is available from 7:00am by prior arrangement.

The OSHC program runs on school days only
Philosophy Statement
Gembrook Primary School Outside School Hours Care (OSHC) aims to provide a quality care program for primary school aged children. Our professional experienced and committed team of facilitators recognises the importance of providing a safe, stimulating and creative environment where all children and their families are respected for their individual needs, beliefs and ideals. Gembrook Primary School OSHC strives to provide an environment that supports exploration of our diverse environment.

While encouraging initiative we endeavor to:

- Have open and transparent relationships with parents and families
- Provide opportunities for consultation
- Create responsive and inclusive environments that meet the needs of all families
- Recognise the individual needs, interests and diversity of all children who attend our programs and plan accordingly
- Provide a safe environment for staff and children where they will feel comfortable
- Encourage the development of new skills
- Seek support from the wider community in providing a program that enriches all parties involved
- Promote and support healthy active lifestyle choices for children and families

Gembrook Primary School OSHC values the importance of play to encourage initiative and promote learning.

Education Statement
The practices and procedures of the Gembrook Primary School OSHC program have been developed between staff and families. We aim to provide a secure, respectful environment, providing children with the foundation to develop positive relationships throughout their lives. We acknowledge and value the uniqueness of each child and family and aim to incorporate their diversity into the program. We aim to support children's growth, learning and development through the middle years by providing a safe and stimulating environment which encourages exploration, independence and creativity.

We value:

- The importance of play in middle childhood.
- Open, respectful and honest communication.
- The uniqueness of individuals and families and what they bring to the collective group.
- Input and feedback from children, families and any other interested parties in the community.
- Participation in the National Childcare Accreditation Council Process.

Our Goals:

- To provide an inclusive environment that is non-threatening and nurturing, catering to the needs of individual children.
- To provide a place where children can feel confident to explore their environment and discover at their own pace.
- To promote healthy choices in relation to nutrition and active lifestyles.
- To promote positive partnerships and cooperative relationships with staff, parents and children.
- To offer a program that assists children to develop social skills and an appreciation of diversity by encouraging participation and cooperation.
- To provide a variety of planned, active and passive recreational activities, relevant to the children’s needs.
- To strive to maintain our high quality service delivery as identified through self-assessment and the accreditation review process.
Specialist Programs
Gembrook Primary offers a variety of OSHC activities depending on availability of instructors. Activities include arts & crafts, cooking, martial arts, games, free play and more.

Sustainable and Environmental Education
Gembrook Primary School is a five star sustainable school. The OSHC program reinforces the sustainable practices which are an integral part of everyday practices at school.

Preparing Your Child for OSHC
Together, parents and educators can provide the support and encouragement needed to make your child’s introduction to OSHC a positive and enjoyable experience.

Parents and Carers are welcome to visit the OSHC program and meet the educators with your child prior to their first session.

Younger children using the program for the first time will be escorted by a staff member to the OSHC room after school.

Please let the educators know if you have any specific concerns about your child’s commencement in the OSHC program.

Starting OSHC
1. Parents are informed about the OSHC service through tours, school newsletter, school website and discussions with the office staff.
2. All documentation is submitted to the office.
3. The educator is informed of any new enrolments.
4. The educator reviews enrolment details.
5. Children are shown the OSHC location.
6. Children are escorted by an adult (principal, teacher or parent) to the OSHC program.
7. The educator provides a tour of the facilities such as: toilets, hand washing, activities, equipment, etc.
8. The educator discusses the program and their expectations. The educator introduces the child to other children.
9. The educator talks with parents about how the child has settled into the program and discussed concerns and/or expectations.

Booking for Sessions
Sessions can be booked or changed through the school office during regular opening hours. Please book for Before School Care by 4.30pm on the preceding day. After school care can be booked up until the start of the session.
Attendance sign in and sign out sheets
Please ensure you sign your child in to Before School Care. The educator will sign them out once the session concludes.

Educators will sign your child in to ‘After School Care’ and parents are expected to sign them out when they are collected.

If a child is late arriving at ‘After School Care’ the Educator will follow up the child’s absence.

Emergency Information
The enrolment form you complete when you enroll your child is very important. Up-to-date information is vital, and parents are asked to advise OSHC of any change of telephone number, place of employment, emergency contact person, etc. Any change of information should be provided in writing to the school office.

The service is on the Department of Education and Training Bushfire at Risk Register and will be closed on days of ‘Code Red’ Fire rating. Every effort will be made to ensure you are aware of any emergencies affecting the service.

Clothing
Children will wear their school uniform to OSHC. The OSHC service is Sun Smart and the wearing of a wide brimmed hat is required during all sessions until the end of autumn and from the start of spring. In the cooler months please provide your child with a warm coat and beanie for outdoor activities.

Food
Breakfast foods including cereal, toast, eggs and fruit are provided at Before School Care. Fruit, biscuits, dips and other healthy eating snacks are provided at After School Care.

Lost Property
Please name all of your child’s belongings clearly and encourage your child to look after his/her things. If belongings are misplaced at the OSHC program they will be taken to the school office lost property in an effort to return them to your child.

Valuables
Children are encouraged not to bring valuables to OSHC as we cannot ensure security. OSHC cannot ensure security for money, mobile phones, mp3 players and other such devices.
Health
Please ensure that the OSHC service and educators are aware of any health problems regarding your child.

If your child is ill, please keep him/her at home in order to stop the spread of any infection. Parents or nominated contacts will be asked to collect children who become ill while at the service.

If your child is found to have head lice you will be asked to collect and treat the condition before returning to the program.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion from OSHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Children to stay home until any sores are scabbed over and completely dry.</td>
</tr>
<tr>
<td>Measles</td>
<td>Medical certificate or at least five days from the appearance.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Until receipt of medical certificate.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Ringworm, impetigo (school sores)</td>
<td>Until appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Streptococcal</td>
<td>Until receipt of medical certificate.</td>
</tr>
</tbody>
</table>

Anaphylaxis Management
The service has an anaphylaxis policy that is in line with the Department of Education and Early Childhood policy. If your child suffers from severe allergic reactions please make sure the OSHC program is aware of your child’s condition. A Student School Anaphylaxis Action and Management Plan must be completed. Parents are to provide up to date EpiPens or Anapens for emergency use. Parents of children with severe allergic reactions to particular foods are asked to ensure their child and the OSHC facilitator understands what foods they can and cannot eat.

Asthma Management
If your child suffers from asthma, please make sure OSHC is aware of his/her condition. An ‘Asthma Action and Management Plan’ must be completed. It is important that appropriate medication and spacer is sent to the OSHC program with the child and kept in either the first aid room or his/her school bag should it be needed.

Communication
The partnership between the OSHC program and home is valued at Gembrook Primary School. To enable our school community to be kept fully informed, open communication between all members of the school community – children, parents, staff and others, is encouraged.

Newsletter
A school newsletter is published each week and is available on the school website and contains items relating to the OSHC service.

Website
The school website has the OSHC enrolment form, direct debit request form and polices for parent information. [www.gembrookps.vic.edu.au](http://www.gembrookps.vic.edu.au)
Policies
The program is guided by a set of policies that are available on the school website OSHC page or in print at the OSHC service.
The policies available are:

1. OSHC Access to Service Policy 1.1
2. OSHC Anaphylaxis Policy 1.1
3. OSHC Asthma Policy 1.1
4. OSHC Behaviour Guidance Policy 1.1
5. OSHC Booking Policy 1.1
6. OSHC Child Protection Policy 1.1
7. OSHC Child Safe Environment Policy 1.1
8. OSHC Communication Policy 1.1
9. OSHC Confidentiality Policy 1.1
10. OSHC Dangerous Products Policy 1.1
11. OSHC Educational Policy 1.1
12. OSHC Employment Policy 1.1
13. OSHC Fee Policy 1.1
14. OSHC Food Safety Policy 1.1
15. OSHC Grievance Policy 1.1
16. OSHC Health and Safety Policy 1.1
17. OSHC Inclusion and Anti-Bias Policy 1.1
18. OSHC Infection Control Policy 1.1
19. OSHC Medical Conditions Policy 1.1
20. OSHC Medical, First Aid, Illness & Injury Policy 1.1
21. OSHC Nutrition Policy 1.1
22. OSHC Sunsmart Policy 1.1
23. OSHC Water Based Play Policy 1.1

Informal Communication
Please feel free to discuss your child’s progress throughout the year by speaking with the educators on duty at the OSHC sessions

Fees, Invoices and Payment

Fee Table:

<table>
<thead>
<tr>
<th></th>
<th>Day</th>
<th>Permanent</th>
<th>Casual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>Mon-Fri</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>After School Care</td>
<td>Tues &amp; Thurs</td>
<td>$24</td>
<td>$26</td>
</tr>
<tr>
<td>Arts &amp; Craft</td>
<td>Mon</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Creative Activities</td>
<td>Wed</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Cooking</td>
<td>Fri</td>
<td>$20</td>
<td>$20</td>
</tr>
</tbody>
</table>

Parents will receive an invoice by email on the Monday of the week after your child uses the OSHC service. Please register at Centrelink for the Child Care Rebate. All families are eligible for the rebate.

Payment can be made by a number of methods:
- Ezidebit: direct debit from your nominated bank account or credit card.
- Qkr: the school payment app for smart phones, tablets or computers.
- BPay: using your school reference number
- cash, cheque or credit card at the school office.

OSHC educators are not able to receive payments.

Any queries about invoices or payments should be directed to the school office.

Gembrook Primary School Council will review the fee table periodically.
Map of OSHC Locations