OUT OF SCHOOL HOURS CARE PARENT INFORMATION HANDBOOK

Prep – Middle Years of Schooling (Prep – Year 9)

Address: Corner Denham and Agnes Streets
ROCKHAMPTON QLD 4700

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0448 291 222

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Website: www.rggs.qld.edu.au

Girls Grammar Office Hours: 8.00am to 4.00pm week days
(07) 4930 0900
OUT OF SCHOOL HOURS CARE EDUCATORS

Coordinator      Nadia Hoare
Qualification    Diploma of Child Care & Education (Early Childhood)

LICENCE DETAILS

This child care service is licensed by the Department of Education and Training (Early Childhood), under the Education and Care Services National Law (Queensland) Act 2011 and must comply with this Act and Education and Care Services National Regulation 2011, including, for example, the requirements relating to activities, experiences and programs, educators’ qualifications and numbers of educators and children.

Department of Education and Training (Early Childhood), Child Care Information contact number is 1800 637 711. You are encouraged to ask the Co-ordinator or Assistants for information relating to the following:

- Your child’s enrolment at this service including the activities and experiences provided by the service;
- The service philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved; and
- The goals about knowledge and skills to be developed through activities and experiences.

Girls Grammar OHSC is registered as an approved provider for the purpose of the Commonwealth Childcare Benefit Scheme (CCB) for students in Prep to Year 9.

SERVICE PHILOSOPHY

Girls Grammar School’s Out of School Hours Care Program is built upon the foundation of the values below for all activities, policies and procedures. Wherever there is uncertainty as to the program’s policy or procedure, Girls Grammar Out of School Hours Care uses these principles and philosophies to help resolve the issue. The written policies and procedures within the program have been developed and are monitored and reviewed with the following values in mind.

The values which underpin the Girls Grammar Out of School Hours Care are:

- Children’s physical, emotional and social needs are met in a safe, caring and supportive environment
- The best interests of the child are the paramount concern
- Girls Grammar Out of School Hours Care provides care in a way that -
  - Protects the child from harm
  - Respects the child’s dignity and privacy
  - Promotes the child’s wellbeing
  - Provides positive experiences to the child
  - Respects and believes that children have the right to have their individual and cultural identity recognised and respected
  - Values Australia’s Aboriginal and Torres Strait Islander cultures as a core part of the nation’s history, present and future

The Girls Grammar Out of School Hours Care Program:

- Provides meaningful programs, which incorporate elements of play and daily real-life experiences
- Recognises freedom of choice in experiences, balanced with age-appropriate programming and opportunity for support child-initiated planning
- Treats with respect: children, parents, educators and relevant community members and their views in relation to the proper operation of Girls Grammar OSHC
Recognises and respects parents as primarily responsible for the upbringing, protection and development of their children

Aims to support parents in their role and believe that respectful, collaborative relationships strengthen the capacity and efforts of families and Girls Grammar services to support the children as well as promote each child's health and wellbeing to the greatest extent possible

Encourages and welcomes open discussion with all stakeholders on issues relevant to the Girls Grammar OSHC operation

Girls Grammar School Out of School Hours Care goals are to:

- Provide all children with a safe, secure and inclusive environment
- Promote the value of play and recreational activities which meet the developmental needs and interests of all children
- Encourage children to be responsible and show respect to others and their property
- Help children enhance their life skills through appropriate programming and stimulating activities
- Utilise and encourage the use of special skills, expertise and diversity of our families, community and educators
- Provide a secure and stimulating environment for educators
- Encourage and provide professional development for educators to enhance their skills and knowledge of OSHC
- Comply with all legislative requirements by providing ongoing training and regular reviews
- Promote children to have a strong sense of identity by helping them to demonstrate a capacity of self-regulation, negotiating and sharing behaviours. This is achieved by motivating and encouraging children to succeed when faced with challenges
- Encourage children to be connected with and contribute to their world by teaching them to demonstrate awareness of connections, similarities and differences between people. This includes encouraging children to listen and to respect diverse perspectives
- Help children to have a strong sense of wellbeing by teaching them how to show self-regulation and manage emotions in ways that reflect the feeling and needs of others
- Encourage children to be confident and involved learners by teaching them to use reflective thinking
- Help children be effective communicators by teaching them to convey and construct messages with purpose and confidence, including conflict resolution.

Girls Grammar OSHC goals are based on the outcomes for children outlined in the National Quality Standard for Early Childhood Education and Care and School Aged Care

AFTER SCHOOL CARE (ASC)

After School Care is available to Girls Grammar students from Prep to Year 9 and is located in the Lower Primary Building on the Corner of Agnes and Denham Streets. Access is from the car park at the bottom of the School in Little Athelstane Street (off Denham St).

After School Care Program hours: Monday to Friday from 3.00pm to 6.00pm

Fees:  
Permanent booking $22.00 per afternoon  
Casual booking $25.00 per afternoon

Bookings: To register your daughter for OSHC, registration forms must be completed and submitted at the beginning of the term, indicating if the booking is casual or permanent. Under no circumstances can a student attend OSHC until registration forms have been received and processed. Registration forms are available from Reception and Lower Primary.

Cancellations and Non-attendance: Please notify the OSHC Coordinator promptly if your daughter will not be attending. Seven (7) days notice in writing is required to avoid charges for permanent bookings.
Term Program for Out of School Hours Care is as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.05pm</td>
<td>Gather students in Lower Primary classroom. The roll is marked to ensure all registered children are in attendance</td>
</tr>
<tr>
<td>3.15pm</td>
<td>Afternoon tea provided</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Allocated homework time</td>
</tr>
<tr>
<td>4.00pm</td>
<td>Indoor group and individual games and activities</td>
</tr>
<tr>
<td>4.45pm</td>
<td>Outdoor group and individual play and activities</td>
</tr>
<tr>
<td>5.45pm</td>
<td>Quiet indoor activities until parent/guardian collection and sign out</td>
</tr>
</tbody>
</table>

**Afternoon Tea:** Each child is encouraged to eat cut pieces of fruit before being offered a snack item such as sandwiches, cheese and crackers, biscuits, muesli bars and yoghurt.

**Contact:** To contact the OSHC team, please call (07) 4930 0956 or 0448 291 222.

Students attending After School Care need to report to the Lower Primary area at the end of the School day and make themselves known to a member of the After School Care team for sign in.

All students are to be collected and signed out of the facility each time by an authorised adult.

**VACATION CARE**

Vacation Care is available to Girls Grammar students from Prep to Year 9 and is located in the Lower Primary Building on the Corner of Agnes and Denham Streets. Access is from the car park at the bottom of the School in Little Athelstane Street (off Denham St).

**Vacation Care Program hours:** Monday to Friday from 8.00am to 5.30pm

**Fees:**
- Short day (9.00am to 3.00pm) $46.00 per day
- Long day (8.00am to 5.30pm) $52.00 per day

**Excursions:** All costs for Vacation Care excursions will be charged to your OSHC account.

**Bookings:** To register your daughter for Vacation Care and pupil free days, registration forms must be completed and submitted one week prior. Under no circumstances can a student attend Vacation Care until registration forms have been received and processed. Registration forms are available from Reception and Lower Primary.

**Cancellations and Non-attendance:** Please notify the OSHC Coordinator promptly if your daughter will not be attending. Seven (7) days notice in writing is required to avoid charges.

**Requirements:** Please provide your daughter with a packed lunch every day and snacks for morning tea and afternoon tea, a screw top bottle of water that can be refilled, a wide brimmed hat, closed-in shoes and a spare set of clothes for emergencies.

**Daily Activities:** Each day your child will have access to various constructive equipment, art and craft, music, outside games and quiet areas. We reserve the right to change activities due to unforeseen circumstances.

**Contact:** To contact the Vacation Care team, please call (07) 4930 0956 or 0448 291 222.

All children are to be escorted and signed in and collected and signed out by an authorised adult each day.
GENERAL INFORMATION

CARS
At arrival and departure times, dangerous situations can arise if drivers are not orderly and patient. Please park your car in the car park when you are dropping off or collecting your daughter from OSHC or Vacation Care. Prep and Year 1 students are to be accompanied by an adult.

CHANGE OF ADDRESS
It is the responsibility of parents and guardians to ensure that change of address and contact details are made known to the OSHC Coordinator as soon as possible. This will ensure prompt communication for emergencies and mail outs. Please ask for a ‘Girls Grammar OSHC Change of Details’ form from the OSHC Coordinator.

GRIEVANCES
All complaints regarding OSHC or Vacation Care are to be firstly directed to the Coordinator. The Principal will be informed should further action be required and steps will be taken as per the Girls Grammar Grievance Procedure Policy if necessary. For further information please refer to the Grievance Procedure Policy on the Girls Grammar website or request a copy from Reception.

ILLNESS AND ACCIDENTS
When a student at OSHC or Vacation Care becomes ill or is involved in an accident, the Coordinator will obtain immediate medical assistance from the School Nurse.

In an emergency, the OSHC Coordinator will take immediate action as deemed necessary in the interests of the student. Parents will be contacted as soon as possible. Please ensure that you have supplied an emergency contact person on registration forms.

If illness or an accident occurs on an excursion, immediate medical assistance will be sought. The Coordinator will inform the School immediately and the Principal will also be notified. Parents will be contacted as soon as possible. An Accident Report Form will be submitted within 24 hours of the accident.

LOST PROPERTY
It is essential that all possessions be named clearly, so that lost property can be returned. If any items are lost, please check first with the OSHC Coordinator. If not claimed, property will be placed in the Lost Property basket which is located in Lower Primary.

PARENTAL CONCERNS
Parents with concerns for their daughter’s wellbeing should contact the OSHC Coordinator in the first instance.

POLICIES – OUT OF SCHOOL HOURS CARE
All hard copies of policies regarding OSHC are located in the OSHC facility. Additional electronic versions of all OSHC Policies are located on the Girls Grammar website.