GREENSLOPES STATE SCHOOL OUTSIDE SCHOOL CARE ASSOCIATION
559 LOGAN RD • GREENSLOPES • Q 4120 •
PH 3394 1609 • MOB 0409 941 609
e-mail: oscagreenslopes@gmail.com website: www.oscacare.com

ADDITIONAL INFORMATION

ENROLMENT FORM

FOR PRIMARY SCHOOL AGE CHILDREN

BEFORE SCHOOL CARE	6:45 - 8:45am
AFTER SCHOOL CARE	3:00 - 6:00pm
VACATION CARE	7:00am - 6:00pm

Greenslopes SS, 559 Logan Rd, Greenslopes 4120, QLD
Ph: 3394 1609 M: 0409 941 609
Email: oscagreenslopes@gmail.com
Website: www.oscacare.com

Child's Name: _____

1. **TO ENROL A CHILD AT OUR CENTRE please read, sign & return pages 2, 6, 7, 8, 9, 10, 22, 23 of this form (or fill out and email back to us the Word Document form we created for your convenience).**
2. **COMPLETE ONLINE ENROLMENT USING THIS LINK (your completed enrolment document will be attached to our email) https://prodadmin.myxplor.com/enrollment_v2/centre/Oziu9Raq11mKVK1RTu7JBg**
3. **! PLEASE NOTE, EMERGENCY CONTACT DETAILS SHOULD NOT BE USED TO FILL IN PARENTS' DETAILS, BUT FOR ADDITIONAL PERSONS YOU AUTHORISE TO COLLECT YOUR CHILD IN EMERGENCIES.**
4. **FAMILIES WHO ALREADY HAVE XPLOR APP AT ANOTHER SERVICE - First, fill in online enrolment form using our link with the same email address and phone number as previous. If you want to see both centres on your app contact support@myxplor.com to receive an email from XPLOR to link our service to your Xplor account.**
5. **PAYMENT DETAILS & CCS enrolment - must be completed prior to commencement of care.**

ADDITIONAL ENROLMENT INFORMATION CHECK LIST

GREENSLOPES STATE SCHOOL-OUTSIDE SCHOOL CARE ASSOCIATION

(Please read all information contained in this form and sign this checklist)

Welcome to Greenslopes State School Outside School Care Association known as OSCA. Thank you for enrolling your child with us. Our educators look forward to caring for your children and forming a meaningful and lasting relationship with you and your family. We hope that you find this information package helpful and informative.
Enclosed you will find a number of forms and a Family Handbook which outlines for you how our service is run.
In addition to the enrolment form online, please **tick all boxes and sign this page** to indicate that you have received and completed all relevant information.

Included in this enrolment package is:

- ☐ ADDITIONAL INFO CHECKLIST
- ☐ SERVICE PHILOSOPHY
- ☐ ENROLMENT INFORMATION
- ☐ XPLOR INFO
- ☐ ADDITIONAL INFO; BOOKING; CUSTODY ARRANGEMENTS; OSCA - FILMING/ PHOTOGRAPHIC CONSENT FORM
- ☐ OSCA - ONLINE SAFETY AGREEMENT
- ☐ INFORMATION ABOUT YOUR CHILD - CHILD PROFILE
- ☐ PERMISSION/ ACKNOWLEDGEMENT FORM
- ☐ PARENT CODE OF CONDUCT POLICY
- ☐ PROVIDER APPROVAL INFORMATION, CONTACT DETAILS OF EARLY CHILDHOOD REGULATORY AUTHORITY, OSCA EDUCATORS
- ☐ CHILD CARE SUBSIDY
- ☐ ABSENCES
- ☐ MEDICATION POLICY
- ☐ COMPLAINTS HANDLING POLICY
- ☐ BEHAVIOUR POLICY
- ☐ FEES POLICY
- ☐ GUIDELINES WHEN LEAVING CHILDREN AT OSCA & COLLECTING CHILDREN FROM OSCA
- ☐ PARENTS INVOLVEMENT & HELP
- ☐ SUN SMART & DRESS CODE POLICY
- ☐ DISCLAIMER/INDEMNITY FORM
- ☐ DAILY ROUTINE
- ☐ AFTERNOON TEA
- ☐ OSCA WEEKLY PROGRAM DAILY ROUTINE
- ☐ ANNUAL BEHAVIOUR CONTRACT SIGNED - sent separately

- ❑ I have received all of the above information.
- ❑ I have had the opportunity to have an interview with the Coordinator, to discuss my child's enrolment, attendance, activities and experiences offered at the Service. I am satisfied that the interview, which included the opportunity for me to view the Service whilst operating, allowed me to express any concerns or voice any questions I had.
- ❑ I understand it is my responsibility as a parent/guardian to register for Child Care Subsidy (CCS) and provide the service with Customer Reference Numbers.
- ❑ I have been shown and encouraged to read the Greenslopes State School Outside School Care Association Family Handbook and Policy and Procedure Manual and I have been encouraged to pay attention to the behavior guidance policy, restraint policy, nutrition policy, child protection policy, health related policies including exclusion schedules, immunization, medication, accidents and I agree to abide by these polices.
- ❑ I have completed the Enrolment form honestly and to the best of my knowledge. I understand it is my responsibility to update any records should there be any change including child's medical condition or medication. I must contact the service immediately if any information on the enrolment form changes.

Parent's/Guardian's Name:_____Signed:_____ Date:_____

PHILOSOPHY STATEMENT

🕮 Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

Education and Care Services National Law Act 2010 and Regulations 2011
National Quality Standard 'My Time, Our Place': Framework for School Age Care in Australia
United Nations Convention on the Rights of the Child

The service's statement of philosophy provides the foundation for all activities, policies and procedures of the service. Wherever there is uncertainty about policy or procedures, the service will reflect on the principles captured in their philosophy statement to help resolve the issue. The written policies and procedures of the service have been developed and will be monitored and reviewed with these values and principles in mind.

"Greenslopes SS Outside School Care Association is a family and community-oriented service and is providing recreational and fun experiences for children. We welcome and include children of all gender, abilities, religious and cultural background. We aim to support children to understand themselves, and to develop positive images about their abilities, interest as well as a strong sense of wellbeing and social competence. We design and implement our program in a carefully planned play environment where children's progress is regularly recorded, reviewed and built upon".

Greenslopes SS Outside School Care believes that each child has the right to be an active member of the community in which they live, to express their opinions and to have their views considered in decisions that affect them.

The service reflects the philosophy of Greenslopes State School where the values of multiculturalism and the uniqueness of the individual and different cultures is celebrated.

It also follows the same forms of behaviour management so the consequences of behaviour choices are consistent for the child.

We believe the best interests of the children and their right to play, learn and develop in a safe and nurturing environment, is the primary consideration in all decision making at the service and is visible in the actions, interactions and daily work with the children.

We believe that children are active learners from birth and through rich, engaging environments and meaningful interactions, we can build a foundation for successful lifelong learning.

We acknowledge that parents and families are the child's primary educators and that respectful, collaborative relationships strengthen the capacity and efforts of families and OSHC services to support and promote each child's health and wellbeing.

We acknowledge the important role that schools' play in children's education, learning and development and seek to develop complementary and supportive relationships based on collaborative partnerships.

We acknowledge through all aspects of service delivery, the intrinsic worth and strengths of all children and their families, and their right to equitable access and participation in the community.

The service believes that children have the right to have their individual and cultural identity recognised and respected. We value Australia's Aboriginal and Torres Strait Islander cultures as a core part of the nation's history, present and future. We seek to embed Aboriginal and Torres Strait Islander perspectives in our day to day practice with children and families through our commitment to reconciliation.

We value ongoing learning and reflective practice as a way to inform and enrich the decisions made that continuously promote positive wellbeing, learning and developmental outcomes for children.

We value health as an important lifelong asset and encourage children to take some responsibility for their own health. We promote healthy eating and the enjoyment of healthy food and we develop activities that encourage children to move and strengthen their bodies. We prioritise the importance of mental and emotional health in children, families and the wider community.

We recognise freedom of choice in experiences, balanced with age-appropriate programming and opportunity to support child-initiated planning. We provide meaningful programs for preschool children, low primary as well as upper primary group, which incorporate elements of play with elements of daily real-life experiences.

We believe in promoting sustainable practices in everyday learning and encouraging children to develop a greater understanding of their natural environment and the significance of caring and protecting it for future generations. *Updated 2022*

Our service emphasises the importance of middle childhood and value of play to all age groups and that is reflected in our daily program.

ENROLMENT INFORMATION
Catering for school age children including the Prep year

Welcome to GREENSLOPES OUTSIDE SCHOOL HOURS CARE, known as OSCA. We endeavour to provide the highest quality of care for your child/ren. Our service has been granted Provider Approval and Service Approval by the Office for Early Childhood Education & Care Department of Education under the National Quality Framework, and we are committed to the principles of quality improvement. We provide Before school care, After school care, Vacation care & SFD

Daily Fees	Before School Care 6:45am - 8:45am breakfast is available from 7.30-8.15am	After School Care 3:00pm - 6:00pm afternoon tea at 3 & 5.30 pm	Vacation Care 7:00am - 6:00pm afternoon tea at 3pm, parents provide morning tea and lunch
Permanent:	$21.90	$27.65	$59.50
Casual / Emergency:	$24	$29.75	$64.70
Holiday Fees:	(Half fees, max of 4 weeks)		
Swimming:			$5.00 per child (summer VC)
Annual Admin Fees:	payable at the time of enrolment, paid annually on reenrolment at the beginning of each year		$20.00 per family
Provision of food at VC/SFD	An extra charge will be applicable when the centre provides children with food outside the normal food provided for all children attending.		$10
Water bottle on Excursion (if not supplied by parents)	An extra charge will be applicable when the centre provides children with bottled water for excursion day. There is only a limited supply of water bottles. Parents are encouraged to provide their children with drink bottles.		$5
Late Fees	Parents who collect their children after 6:00 will incur a late fee At 6:30 pm, the emergency contact will be telephoned, and after that the Police or Department of Family and Community Service will be notified and the fee will be at the discretion of the Coordinator.		$20.00 for the first fifteen minutes and then $2.00 for every minute after that (per child).
Non-notification Fee	If a parent does not notify OSCA of their child's non-attendance on time on the day that they are booked. (For ASC: via Xplor/Email by 2:30pm, In Person before 2:50pm. For BSC: by 8:30am).		$10
Bookings and cancellations	All changes in bookings (except ceasing care) should be requested via Home app, email or recorded on the Notification form (available at Parent's desk). All permanent bookings are charged as per booking request. Casual bookings are subject to available places		
Notifications of non-attendance	Parents must notify the Coordinator promptly of child/ren not attending on a particular day. Parents can use the Home app for absences and booking requests. A non-notification fee will apply if a parent does not notify OSCA educators on time. Failure to notify OSCA educators of your child's absences for more than three booked days will result in you losing your place.		
Reenrolments	Bookings will roll over from previous year (unless notified of changes in bookings) and fees will be charged for child/ren with permanent bookings from the first day of school		
Cancellation of Permanent bookings	One week in writing is needed.		
Cancellation of Casual bookings	**Before school care-** non-refundable cancellation after 3:00 pm school day prior to the session starting **After school care-** non-refundable cancellation after 9.00 am prior to the session starting **Vacation care-** one week in writing (including excursions and incursions or a full fee, equal to the fee for that session (including excursion and incursions) will be charged.		
Payments	Fees are charged one week in advance		
Authority to collect	Parents need to notify OSCA on the day itself, in writing or by telephone of the name of any person collecting children from OSCA, even if that person is nominated on the enrolment form. ID card need to be presented at the time of collection and approximate time of collection provided Parents should not give their XPLOR PASSWORDS OR ACCESS CODE to any person, OSCA staff are authorised to sign children in/out. Parents are able to invite **HUB guest – nominated person** via their Hub app to sign their children in and out from our service.		
CCS – important!	**You are not eligible for CCS before your child physically starts attending before/ after school care. Therefore, full fees will be applied if the child is booked but does not attend.** Any changes in commencement date of care must be notified to the service		

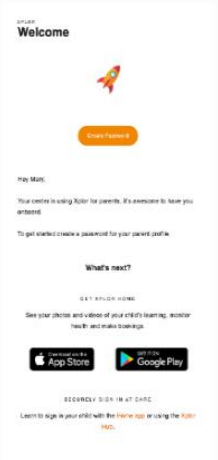
Links to useful information – Xplor Home App

Set up
https://support.ourxplor.com/hc/en-us/articles/900000777683-New-Parent-Guardian-Set-Up-
https://support.ourxplor.com/hc/en-us/articles/900000929823-Xplor-ID-on-Home-App
Adding Bank Details
https://support.ourxplor.com/hc/en-us/articles/360022239971-Adding-Bank-Details
Parents are able to add bank details via Home app. More info on direct debit setup in Home app here.

CCS enrolment steps You would need to confirm CCS enrolment prior commencement of care. Once you completed your enrolment with correct CRNs and DOB and we will create enrolment with Centrelink and you need tot log on MyGov, Centrelink to confirm your CWA and CCS enrolment with our service.
https://support.ourxplor.com/hc/en-us/articles/360015429272-Parent-Steps-CWA-Approval-and-CCS-Enrolment-Confirmation
Bookings
https://support.ourxplor.com/hc/en-us/articles/360037663592-Notifying-for-Late-Drop-Offs-or-Absences-Home-App
https://support.ourxplor.com/hc/en-us/articles/360037772611-Notifying-of-Holidays-or-Absences-Home-App
https://support.ourxplor.com/hc/en-us/articles/360037772111-Home-App-Creating-Bookings
Useful links – to add a person for authorised collection
https://support.ourxplor.com/hc/en-us/articles/360039413152-Home-Hub-Guests
Statements- available from the Home app, accounts, financial at any time
In regards to statements, if you have Home app you can see statements any time, no need for us to send it any more. You can go to Accounts and select Finance. More info can be found here,
https://support.ourxplor.com/hc/en-us/articles/360037570731-Financial-Statements-Session-Payment-and-Child-Summaries
https://support.ourxplor.com/hc/en-us/articles/360028183812-Financial-Accounts-Frequently-Asked-Questions
https://support.ourxplor.com/hc/en-us/articles/360032190851-Understanding-your-Statement-of-Entitlement-CCS
Observations: from time to time we will post observations/ evaluations of activities. Please check them when receive notifications and comment, more info
https://support.ourxplor.com/hc/en-us/articles/360037769671-Viewing-and-Commenting-on-Observations
Notifications and Messages: can be found under the Accounts section in the app. Here, the parent will find all the necessary communication coming from the services that their children attend in the form of Admin Posts
https://support.ourxplor.com/hc/en-us/articles/360039412052-Home-Messages
https://support.ourxplor.com/hc/en-us/articles/360039413652-Home-Notifications

XPLOR - HOME As a parent/guardian, you have access to up to three Xplor platforms:

1. **Home App -** Download the Home App via the App Store or Google Play Store.
   Enter in the email address and password you have set up.
   The Home App is where you can:
   - ✓ View observations
   - ✓ Participate in live learning
   - ✓ View various health events relating to your child throughout the day and receive notifications in real time
   - ✓ Medication, incident records
   - ✓ View your upcoming/previous bookings, request for bookings, notify of absences/late drop offs
   - ✓ Sign your CWA
   - ✓ View your CCS entitlements
   - ✓ View your finances



2. **Home Web** home.myxplor.com **is where you can:**
   - ✓ View Observations, Documentation, Plans for your child
   - ✓ Save your payment information
   - ✓ View your finances
   - ✓ Sign your CWA
3. **Hub is where you can:**
   Sign your child/ren in /out of service There are 3 different options for signing child/ren in/out
   1. QR Code- *Parents need to create a password from the welcome email, and have downloaded the "home App" to be able to do this*
   2. Email address and password
   3. Xplor ID and access Code
   4. Invite a new hub guest to be able to sign in and out your child/ren from a Centre.

Additional Info - MEDICAL CONDITION OR DIETARY RESTRICTIONS

- Does your child have any medical management plan , anaphylaxis medical management plan or risk minimisation plan with respect to the child's healthcare need, medical condition or allergy? **YES/NO**
- Action plan provided? **YES/NO** (If Yes - Risk minimisation plan to be sent to parents)
- Does your child have a diagnosed disability? **YES/NO** (if yes please provide more info and request Risk minimisation plan from the service) ……
  If yes, Diagnostic letter attached **YES/NO** ……

Additional Information

- Any information you feel the service should know about the child e.g. language, religion, additional needs etc:

  ……..

BOOKING - BEFORE & AFTER SCHOOL CARE 2027

CHILD'S NAME:	Prep Yes/no	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Type of placement
Week 1		❑ BEFORE ❑ AFTER	❑ BEFORE ❑ AFTER	❑ BEFORE ❑ AFTER	❑ BEFORE ❑ AFTER	❑ BEFORE ❑ AFTER	❑ Permanent ❑ Casual
If fortnightly booking please fill in both weeks							
Week 2		❑ BEFORE ❑ AFTER	❑ BEFORE ❑ AFTER	❑ BEFORE ❑ AFTER	❑ BEFORE ❑ AFTER	❑ BEFORE ❑ AFTER	❑ Permanent ❑ Casual
Commencement day on …….. Prep: yes/no Class: Comment:							

CUSTODY ARRANGEMENTS

Please indicate whether any legal custody arrangements exist in relation to your child/ren ☐ Yes ☐ No
If yes, please attach a copy of your parenting plan/ orders relating to your child/children.
Residence order (e.g. full time with mum) _____
Contact order (e.g. father eligible care Friday 6pm-Sunday 6pm) _____
(Please attach additional contact information if needed).

IMPORTANT!!!!!

THE FOLLOWING PERSONS ARE EITHER BY PREFERENCE OF PARENT AND/OR COURT ORDER NOT ALLOWED TO COLLECT MY/OUR CHILD/REN FROM THE CENTRE:	
NAME	REASON (Personal/Court Order – please attach copy.)

OSCA FILMING / PHOTOGRAPHIC CONSENT FORM

NAME OF CHILD PHOTOGRAPHED/FILMED:

EVENTS: Activities at OSCA - inside and outside play areas, swimming pool, incursions, excursions

PARENT/GUARDIAN'S CONSENT

I consent to the above on behalf of the child named in this form. I understand that the images may be used and published (as part of OSCA program) in the OSCA

- ☐ Xplor Playground Application for activities evaluation
- ☐ Newsletter
- ☐ Display on slide show and inside the OSCA room
- ☐ Display in picture diary
- ☐ I do not want my child to be photographed at any activities at OSCA

OSCA - ONLINE SAFETY AGREEMENT

Attention Parents/Guardians,

This online safety agreement has been developed as part of the service's risk management procedures for children accessing the internet whilst at OSHC.
Parents/Guardians play an important role in developing children's knowledge and understanding of on-line safety and cyber-safe practices therefore we invite you to discuss this user agreement with your child and encourage them to follow these strategies at OSHC when they are accessing information and communication technologies (ICT) such as USB and flash memory devices, iPods, MP3 players, digital and video cameras, mobile phones, gaming consoles and any other similar technologies.
Children at OSHC will not have access to any ICT equipment or devices until an On-line Safety Agreement is signed and returned to the OSHC service.

CHILD- Please read carefully and sign at the bottom:

- ☐ I will only go online when an educator is present;
- ☐ If I am unsure whether I am allowed to do something involving ICT, I will ask an educator first;
- ☐ If I have my own username, I will log on only with that user name. I will not allow anyone else to use my user name and I will keep my password private;
- ☐ I will not share my name, address or telephone number online and I will tell an educator if anyone asks me for this information. I will not post photos of myself, my family, friends or others to any online forums or sites.
- ☐ I will use the internet, mobile phone or any ICT equipment only for positive purposes and not to be mean, rude or offensive to anyone;
- ☐ I will not download anything or install any programs or games without asking an educator first;
- ☐ I will search for things online that I know are appropriate and will not search for anything that is rude, violent or uses unacceptable language;
- ☐ I will report to an educator anything that upsets me, is mean or rude or that I know is unacceptable;
- ☐ I will only bring ICT equipment or devices to OSHC with the written permission of my parents/care giver and OSHC service. This will include mobile phones, iPods, tablets, games, cameras and USB/portable drives;
- ☐ Only with written permission from my parent/care giver and the OSHC service will I be able to connect any personal ICT device to a service device
- ☐ I will treat all ICT equipment and devices with care and respect;
- ☐ I will follow all OSHC cyber-safety strategies and act responsibly;
- ☐ I will report any breakages or damage to an educator;
- ☐ I understand that OSHC educators may access my internet browsing history and look at any files I have created on the computer at any time;
- ☐ If I do not follow cyber-safe practices the OSHC may inform my parent/care giver and my ICT access will be limited. In serious cases, where illegal material or activities are involved or suspected, it may be necessary to inform the police. Such actions may occur even if the incident occurs off-site or out of the OSHC service's care.

Parent's signature: _____

INFORMATION ABOUT YOUR CHILD

Are there any particular strategies that you use to comfort your child when they are distressed or upset?

Any comments you would like to make about your child's development? (Social, emotional, cognitive, language, physical)

Do you have any special request or requirements for your child's participation in OSCA?

Any craft/ sport/ excursion/ games/ cooking ideas your child particularly likes to do?

CHILD PROFILE

My name is: _____ My parents call me _____ at home.

I have _____ pets, and their names are _____

I have _____ sisters and _____ brothers at home. Their names are:

Draw or write something about yourself in each box

My favorite food is	My favorite TV show is
My favorite colour is	My favorite song is
My favorite activity or game at home is	Something else that I like to play at home
Write/draw three things that you are good at	Is there anything that you think OSCA educators should know about you?

CHILD INDUCTION – WHEN I COME TO OSCA FOR THE FIRST TIME I WILL BE:

- ☐ Introduced to everyone
- ☐ Shown play areas
- ☐ Shown eating area
- ☐ Shown toilets
- ☐ Get a buddy to look after me
- ☐ Get to know how to feel safe and remain with OSCA educators at all times
- ☐ Be friendly and look after OSCA toys and equipment
- ☐ Be safe and have fun!

PERMISSION/ ACKNOWLEDGEMENT FORM

- ☐ I/We will provide the centre with **accurate child and family details** at all times, including current medical and emergency numbers. I will notify the Centre immediately if any of these **details change**.
- ☐ **I/We will notify the centre within the time frame required of all instances of attendance and non-attendance**. Failure to notify OSCA service of your child absences for more than three times will result in you losing your place.
- ☐ I/We will ensure my children **behaviour is appropriate** and that all the rules of the program are followed.
- ☐ I/We will ensure that my child/ren **bring a hat, wear sun safe clothing and enclosed shoes** to the Centre on every occasion of attendance.
- ☐ I/We will provide educators members with **any information** that may be **of concern**; affect the wellbeing; or assist in the care of my child/ren.
- ☐ I/We agree to receive by **e-mail**: ☐ Newsletter ☐ Other OSCA information
- ☐ I/We have read the Fee Policy and agree to **pay the program fees one week in advance**, keep up to date and I/We understand that the continuing enrolment is dependent on the payment of the fees outstanding
- ☐ I/We understand and accept that, in the case **of sudden illness or an accident**, if the parents/guardians cannot be contacted, the Coordinator shall take **all reasonable steps to seek and provide appropriate medical attention,** or to call an ambulance, and I/We agree to meet any expenses incurred. (Refer to the sections on Illness, Medication and Emergency Procedures of the Parent Handbook for more information of procedures.)
- ☐ I/We agree to notify the Coordinator on the day itself, in writing or by telephone of **the name of any person**, **even those nominated on the Enrolment form**, whom I/We have **authorised to collect** our child/ren from Greenslopes State School-Outside School Care Association.

I/We understand the procedure if child/ren are not collected by parent/guardian or authorised person within half an hour of normal closing time. In the event there is no response from contact numbers or parents are unable to arrange collection within half an hour of closing time, the Police will be contacted and the Office of Early Childhood Education & Care will also be notified and the fee will be at the discretion of the Coordinator.

- ☐ I/We read the conditions addressed in the Disclaimer/Indemnity form and I agree to the conditions.
- ☐ I/We are aware that the centre's **Policy and Procedures Manual and Family handbook is available** for our perusal at the front desk of the centre.
- ☐ I/We would like our child/ren to do **homework** at OSCA. Yes / NO

(The centre will provide supervision for homework; however, it will not take responsibility for the homework being completed).

- ☐ I/We allow my child/ren to watch **PG rated movies** at OSCA Yes / No
- ☐ Additional permission forms regarding extra curriculum activities etc can be obtained from our staff in charge.

Ensure you read the service handbook and familiarise your family and your child with the relevant section.

Parent's signature: _____

PARENT CODE OF CONDUCT POLICY

The Centre Coordinators are available for parents to speak briefly to at all times when the service is open. Longer, more confidential appointments can be made to speak with the Coordinator. If you wish to speak to someone other than the Coordinator you can follow the ***Complaints Handling Policy*** outlined in the Policy and Procedure Manual. This ensures an opportunity for you to express any concerns you may have regarding the operation of the service in a suitable manner.

- Supervision of children is the responsibility of educators. If an issue arises regarding children at OSCA the issue should be addressed by educators without parent intervention (unless invited by educators)
- Parents should not approach or confront other parents or other children at OSCA
- There will be no swearing or raised voices
- Educators members have the right to ask a person to leave the premises if they feel intimidated in any way. Police will be called if person does not respond to request to leave the premises.
- We recommend that parents stay no longer than 10 minutes at the start and at the end of the day when dropping off or picking up their children. During this time Parents are welcomed to read a book to <u>their child/ren</u> or play games <u>with their children</u> to help them with the transition time. However, parents who would like to stay longer and take active part in doing the activities or playing games with children, should:
  - ✓ make an appointment with the coordinator to discuss the implementation of activities
  - ✓ have blue card obtained from the Commission for Children and Young People (OSCA coordinator can help)

<u>We believe that Parents need to:</u>

- ☐ Be supportive of all educators and of Centre policies
- ☐ Be involved (if time permits) in the various activities of the centre eg parents meetings, fundraising and voluntary activities if needed and available

Provide feedback and have input into the centre's goals, philosophies and polices

Parent's signature: _____

PROVIDER APPROVAL INFORMATION

Our service has been assessed against the National Quality Standard for Early Childhood Education and Care and School Age Care in January 2024 and is rated overall at Meeting National Quality Standard

Our service has been granted Provider Approval and Service Approval by the Office for Early Childhood Education & Care Department of Education, Training and Employment under the National Quality Framework (NQF) implemented in Queensland in January 2012. The NQF includes the National Law and the Education and Care Services National Regulations. The NQF also introduces the National Quality Standard intended to promote continuous quality improvement in education and care services.

Service Approval No: SE-00000915
Provider Approval No: PR-00000307

The service is approved to provide education and care to 107 children for after school care and vacation care.
The service is approved to provide education and care to 67 children for before school care.
For Child Care Subsidy purposes, we have been approved for 107 children.

Parents and guardians are welcome to approach OSCA educator or the OSCA Management Committee with any questions or to discuss the activities and experiences provided as part of our learning experiences as well as the goals achieved through our programs. You are also welcome to ask us for more detailed information about your child's development and how OSCA provides opportunities to foster your child's development that is the foundation of our philosophy of learning that is reflected in our programs.
(Please see display at the Parents' signing desk for P&C Executive names, positions & contacts for complaints).

CONTACT DETAILS OF REGULATORY AUTHORITY EARLY CHILDHOOD

Information about the Office of Early Childhood Education and Care can be obtained by telephoning 1800 670 305.	
Address	Level 2, Block A 643 Kessels Road UPPER MT GRAVATT QLD 4122
Postal Address	Early Childhood Education & Care Department of Education Private Mail Bag 250, MANSFIELD DC 4122
Email Address	Metrocity.ECEC@qed.qld.gov.au
Phone	(07) 3028 8064 1800 670 305
Website	www.education.qld.gov.au/earlychildhood
Compliance email address	Metrocity.ECEC@qed.qld.gov.au

OSCA EDUCATORS

Co-ordinator holds Diploma in Child Care and Education. We employ a number of permanent and casual educators and we have photos of all educators located at the office door with their names, position and qualifications description. Our educators hold a wide range of qualifications related to the care of children and hold a current Suitability Card for Child Related Employment, issued by the Commission for Children and Young People. Many educators hold current First Aid certificates, and we are all well experienced in childcare.
A copy of staff's role statement is available to parents on request.
(Please see display at the Parents' signing desk for educator names, position, qualifications and photos).

CHILD CARE SUBSIDY

Child Care Subsidy is the main type of assistance that most families will use. It is generally paid directly to providers to be passed on to families as a fee reduction. There are a few steps to getting childcare subsidy paid.

To apply for the Child Care Subsidy, you will need to provide details, including:

- Combined family income
- Activity level of parents
- Type of child care service
- Log in to complete your online form through myGov.

To confirm your child's Child Care Subsidy enrolment:

- Log online into MyGov to confirm

To ensure that you receive your child care subsidy, please confirm your child's government enrolment through MyGov **prior to their start date at the service.** In addition, you must complete the Centrelink Claim and Activity Test in MyGov.

Please note the CWA need to be signed every time when booking is changed.
Follow the link to see more information:
https://support.ourxplor.com/hc/en-us/articles/360015429272-CWA-Approval-and-CCS-Enrolment-Confirmation#:~:text=View%20and%20confirm%20your%20child's,confirm%20or%20dispute%20the%20details.

Using MyGov

Step 1. Sign in to your myGov account. If you don't have one, you will need to create a myGov account.
Step 2. Link myGov to Centrelink. You can do this under Services.
Step 3. Select Centrelink and complete the Child Care Subsidy Assessment.

Families make a co-contribution to their child care fees and pay the provider the difference between the fee charged and the subsidy amount.

The enrolment process

There are four steps to enroll a child.

1. The individual makes a claim for Child Care Subsidy with Centrelink
2. The provider and individual agree an arrangement for care of a child
3. The provider submits an enrolment notice
4. The individual confirms the enrolment.

The first two steps do not have to occur in this order, but no subsidy can be paid until all four steps have been completed.

Information for families

Families can access a range of more detailed information about their entitlements to Child Care Subsidy (www.education.gov.au/ChildCarePackage)
Families can identify which payments they may be entitled to receive, including the Child Care Subsidy, through the online Payment and Service Finder (www.centrelink.gov.au)

It is important that families keep Centrelink informed about any change of family circumstances

ABSENCES

Initial 42 days absence

Child Care Subsidy and Additional Child Care Subsidy are payable for up to 42 absence days for a child in a financial year, in relation to sessions of care where an individual still incurs a genuine fee liability to pay for the care. A reason does not need to be provided for a child's initial 42 days of absence.

Additional absence days

Once 42 absence days have occurred in a financial year, Child Care Subsidy and Additional Child Care Subsidy can only be paid for any additional absences where they are taken for a reason defined in the Family Assistance Law. These reasons can include any of the following:

- the child, the individual who cares for the child, the individual's partner or another person with whom the child lives is ill
- the child is attending preschool
- alternative arrangements have been made on a pupil-free day
- the child has not been immunised against a particular infectious disease, the absence occurs during an immunisation grace period and a medical practitioner has certified that exposure to the infectious disease would pose a health risk to the child
- the absence is because the child is spending time with a person other than the individual who is their usual carer as required by a court order or a parenting plan
- the service is closed as a direct result of a period of local emergency
- the child cannot attend because of a local emergency (for example, because they are unable to travel to the service), during the period of the emergency or up to 28 days afterwards
- the individual who cares for the child has decided the child should not attend the service for up to seven days immediately following the end of a period of local emergency.

In shared care arrangements (where separated parents both claim Child Care Subsidy for the child's care), the allocation of 42 absences relates to the child, not to each individual claimant.

Allowable Absences: If your child/ren is permanently booked in to the Centre but will not be attending you will be charged for all days booked. According to guidelines relating to the administration of Child Care Subsidy all families are entitled to 42 days allowable absence days per financial year per child. For up to 42 days you will be able to receive your CCS entitlement. Once you use your 42 days allowable absences, full fee will apply to any further absences.

A child who has not yet received care or who has ceased receiving care

Child Care Subsidy will not be paid for absences where a provider charges a family to reserve a place for a child who has not yet physically started care. If a child is booked in to start at a service on a particular date, and does not start on that day, no Child Care Subsidy will be paid until the child physically attends a session of care.

Similarly, a child care service is taken to have permanently ceased providing care for a child on the day the child last physically attends a session of care. This means that Child Care Subsidy will not be paid for absences submitted after a child last physically attends a session of care.

If a family has confirmed their child's last day at a service, but that child does not attend their last booked session of care, no Child Care Subsidy will be paid for any days after the child's last physical attendance at the service.

If a provider continues to charge fees for sessions on days after a child has left the service because the family did not give the agreed period of notice, Child Care Subsidy will not be payable for these sessions of care. If absences are reported in the above circumstances and Child Care Subsidy is incorrectly paid, these amounts will be recovered from the service.

Long absences

If a long absence is anticipated, the plans for this, and how it will be managed, can be specified in the Complying Written Arrangement. However, where a child does not attend a service within a period of eight weeks or more, the enrolment will be taken to have ended. Even where an absence longer than eight weeks is planned in the Complying Written Arrangement, a new enrolment notice will need to be submitted when care recommences after the absence. If a long absence is planned, the family may prefer to end the enrolment and submit a new notice when physical attendance recommences, so that the child's initial 42 day absences are not used up.

MEDICATION POLICY

All parents/guardians must read this policy prior to granting permission below, regarding the administration of medications to children by the educators of the O.S.C.A. and VACATION CARE Programs. Only medicines prescribed by a doctor and directed by the doctor to be administered during operational hours may be given.
It is recommended that where possible medication is administered before or after attending the Centre.

PLEASE NOTE FOLLOWING:

- **In case of a sudden illness or an accident if the parents / guardians cannot be contacted, the Coordinator will take all reasonable steps to seek and provide appropriate medical attention.**
- **In case of sudden allergic reaction or asthma attack the OSCA service will administer lifesaving medication such as EPIPEN or VENTOLIN (OSCA's own and kept in OSCA office)**

EPIPEN – will be administered if the child experiences
difficult/noisy breathing, swelling of tongue, swelling/tightness in throat, difficulty talking and/or hoarse voice, wheeze or persistent cough, loss of consciousness and/or collapse, pale and floppy (young children)
One of the OSCA educators trained in administering Anaphylaxis will

1. 1 Give EpiPen junior following instructions on medication
2. 2 Call ambulance*- telephone 000 (Aus)
3. 4 Contact family/carer (*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis).

VENTOLIN- asthma medication will be administered if the child experiences
Wheezing, Tightness in chest, Coughing, Difficulty breathing/speaking
One of the OSCA educators trained in administering asthma medication will
Shake a blue reliever puffer and give 4 separate puffs through spacer.
Wait for 4 minutes. If there is no improvement, give another 4 separate puffs as per step 2.
Wait for 4 minutes. If there is no improvement, call an ambulance on 000 and state that 'a child is having an asthma attack'.
Continuously repeat steps 2 and 3 whilst waiting for the ambulance to arrive

---

MEDICATION WILL ONLY BE ADMINISTERED IF

- A prescribed oral medication accompanied by a letter from a medical practitioner, In its original package with a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing and expiry date
- Accompanied by a letter of authority from the parent/guardian.
- All medication will be kept by the Co-ordinator and stored in a safe place. Storage should prevent unsupervised access and damage to medicines eg. some may require refrigeration.
- Two educators members will be present when medications are administered, with doses and the time given to be recorded. All unused medication will be returned to the parent on collection of the child.
- For asthma medication parents will advise in writing either:-
  Their child will be responsible for administering their own asthma medication
  Their child will require supervision.
- If there are any reactions to the medications the parent/guardian will be notified immediately.
- For this Centre to administer any medication to a child, a parent/guardian must agree to the above conditions (demonstrated by their signature below).
- If your child suffers from a condition where they may not be able to administer their own medication eg asthma, diabetes, epilepsy, please provide **a written action plan from your doctor.**

COMPLAINTS HANDLING POLICY

To ensure service provision is in keeping with these Policies and Procedures and other applicable requirements, the Service invites comments and complaints from children, parents/guardians, employees and the community. The Service respects and considers all complaints, which require a resolution, seriously and attempts to find a satisfactory resolution wherever possible.

Procedures

The Co-ordinator shall be the first contact for all comments and/or complaints. However the complainant will have direct access to the Approved Provider, and the Co-ordinator will permit and, if appropriate, encourage the complainant to do so, if:

- the complaint is about the conduct of the Coordinator;
- the complainant is not comfortable to take the complaint to the Co-ordinator;
- the complainant is not satisfied with the Co-ordinator's handling of the complaint;
- the complaint is about a matter of Management and Administration Policy.

For this purpose, parents and others will be kept informed of the current contact details of the chair of the Approved Provider through the Family Handbook, newsletter or other appropriate form of communication, and otherwise will be available on request.

Using the Complaint Record Form, the Co-ordinator will record all details of the complaint, any relevant discussions, and if appropriate, the resolution of the complaint. Both the Co-ordinator and complainant should sign this form with a copy provided to the complainant on request.

The Co-ordinator will seek to resolve all genuine and reasonable complaints in the most appropriate way possible in consultation with the complainant. Discussions with the complainant are not to be conducted in presence of the children, other employees or parents. Where an issue cannot be immediately resolved, a separate time will be made by the director (or director's representative) and the other to resolve the issue.

To protect the privacy of all individuals, and encourage openness and honesty in the handling of complaints, the complaints record form is a confidential document, which will not be accessible to any person, provided that the Co-ordinator will provide copies of relevant entries only to a complainant on request.

Any matters of complaint can be referred to the Service Approved Provider or the relevant Regulatory Body for further guidance and/or assistance.

MINOR BREACHES

- Occasional minor errors of judgment are considered normal.
- The breach is not part of a pattern of problem behaviour
- The child communicates about the breach respectfully, is cooperative, helpful and understand the rights of others.
- Repeated minor behavior breaches may constitute a major behavioral issue.
- Refer to examples of minor breaches in Appendix B.

Minor Breach Action
An educator will use a calm voice to: • Name the behavior the child has displayed & explain expected behaviour • Ask the child to name the expected behaviour • The child can continue to participate in all program activities. • Educator will support the child to make right choices.

MAJOR BREACHES

A major behaviour breach may or may not be a part of a pattern of problem behaviour

MAJOR BREACH ACTION- LEVEL 1 – WARNING
A warning will invoke; • Removal from an activity • Re-direction procedure • When a child exhibits problem behaviour the first response of OSCA educator is to remind the child of expected behaviour then ask them to change the behaviour so that it is in line with OSCA expectations • Child will be directed to the quiet corner, near coordinator's office, for a maximum period of between 3-10 minutes. • The staff will keep child under close supervision. At the completion of time in quiet corner, the staff will reiterate "redirect" conversation and consequences and given the chance to change his/her behaviour. • Child can then return to the activity.
MAJOR BREACH ACTION- LEVEL 2 – PARENT CONTACTED
• If the child is cooperative, the behaviour is dealt with by staff, using redirect strategy. • If the child fails to change behaviour with the redirect strategy the coordinator will inform the child's parent(s)/guardian and ask them to speak with the child. • The child will be informed by the Coordinator and parent(s)/guardian about the consequence of moving to the next level and given the chance to change his/her behaviour. • The incident is noted and placed into child's enrolment file.
MAJOR BREACH ACTION LEVEL 3 – SUSPENSION
• The child's parent / Carer will be required to meet with the Coordinator and, a member of the management committee to discuss the incident. • A suspension period of between one and five day's will result. • The incident will be recorded and placed into child's enrolment file.
MAJOR BREACH ACTION - LEVEL 4 – EXCLUSION
• A child will be permanently excluded from the OSCA service where the child's conduct is so serious that suspension of the child is inadequate and previous suspension has not changed the behavior. • A letter from the Management Committee will outline the reasons for this course of action. • The incident will be recorded and placed into the child's enrollment file.

Examples of Breaches

Examples of Minor Breaches ONGOING MINOR BEHAVIOUR MAY CONSTITUTE A MAJOR	Examples of Major Breaches
OUTDOOR • Running on concrete or adventure playground • Playing without hat • Refusing to help and pack up toys when asked • Littering • Continue to play after instructed to finish • Kicking balls on tennis court & undercover area after a warning • Throwing sand • Drinking dirty water from water play equipment • Using Adventure Play Ground (APG) against OSCA guidelines, after warning • Climbing tennis court fence, poles, bag racks & school fence, trees, rails • Hanging swinging on classroom railings • Crawling under classrooms MP2 • Leaving OSCA care without permission and supervision **INSIDE** • Not signing in on arrival • Avoid washing hands on arrival and when asked • taking things from osca e.g. craft supplies, lego, toys • throwing food and plates after finish eating • entering kitchen or office area without permission • spilling water in toilets or chilled water station on purpose • throwing toys and equipment • eating non consumables items • eating outside eating area • breaking other children's constructions • misusing osca supplies e.g. soap, sunscreen, paint, paper, blue tack • inappropriate play with dolls or other play equipment • intentionally trying to break or playing roughly with osca equipment • climbing on inside tables, kitchen bench, furniture shelves • using power points without permission **TOILETS** • not letting osca staff know when using toilets • playing with water in toilets • leaving water taps running, wasting water • overusing paper towels and throwing them on the floor instead of in the bin • going to the toilet in pairs • not washing hands • leaving toilets messy **GENERAL** • excluding others from play • treating others' belongings disrespectfully • hurting other people's feelings • writing inappropriate words/messages/drawings about others • gossiping • rough play • taking others property without permission, (hats, toys, money etc.) claiming he/she found it, refusing to give it back • making up stories about other children	• Leaving OSCA without permission • Stealing OSCA property • Repeated refusal to follow instructions • Vandalising OSCA property • Possession of weapons • **VERBAL OR PHYSICAL ABUSE INCLUDING**; - Racial or religious vilification - Hitting - Fighting - Biting - Kicking - Swearing - Throwing equipment - Spitting • Constant refusal to cooperate with educators • **REPEATEDLY RUNNING AWAY FROM OSCA DESIGNATED AREAS**. • Consistently using inappropriate language • Visiting inappropriate websites at OSCA • Using digital devices to video record, email, text without authorization and consent. • Going to wrong play zone and out of bounds • Sabotaging toilets • Consistent lying • Using adventure play ground inappropriately, climbing on top of equipment, walking around the equipment etc., after several warnings • Climbing tennis court fence/school fence and refusing to get down when asked • Kicking ball high on purpose and after several warning of losing it, sending the balls over the school fence and onto the main road, potentially causing traffic accident • **EXPOSURE OF OR INAPPROPRIATE PHYSICAL CONTACT TO THE** - Groin - Genital Area - Buttocks - Breasts - Or any part of the body that may cause discomfort or embarrassment - Or that frightens or distresses • Knowingly putting self or other (children or educators in harm's way

• not sharing toys/games • using unfriendly words “i do not like you” • making jokes about other children to make them feel uncomfortable and embarrassed. • name calling • yelling to solve conflicts • throwing a tantrum to get his/her own way • annoying others to get attention • belittling others • disrespecting others • following others doing wrong things • using swearing words as reaction (not at someone) • using mobile phone without permission • making big deal over minor issues being too critical of others • removing shirts and playing shirtless **WHEN COMMUNICATING WITH EDUCATORS** • talking back with raised voice • ignoring staff instructions • refusing to apologize **SWIMMING POOL** • entering swimming pool without permission • diving into the pool without permission • inappropriate behaviour in the swimming pool, touching others, pulling them under water • inappropriate behaviour in changing rooms • not following swimming pool guidelines • using towels or swimming gear to hit other children • throwing other children’s clothes • taking other children’s swimming equipment • refusing to leave the pool when instructed	

FEES POLICY

This Service aims to provide a quality service to families at an affordable price. The Approved provider will set fees based on the annual budget required for the provision of quality childcare in keeping with the Service's Philosophy Statement and other goals, and these Policies and Procedures. Child care subsidy is available to families.

PROCEDURES

A permanent booking shall be defined by a regular pattern of attendance throughout each term on one or more occasion per week.

Casual bookings shall attract a higher fee, as set by the Approved provider, due to the nature of the booking and irregular attendance pattern associated.

Fees will be paid, for all days booked one week in advance. Accepted payment method is direct debit only. Families using OSCA on an occasional/emergency basis are required to pay on the day of attendance

Payments can be made by Direct Debit from □ **Bank Account** □ **Credit Card**

Payment details are set up by parents at the time of filling in enrolment form. OSCA staff does not have access to Parent's account details. Please note only primary carers can add and update bank details. More info in the link https://support.ourxplor.com/hc/en-us/articles/360022239971-Adding-Bank-Deta

Direct Debit Arrangement and Payment Details by default are set weekly on Thursdays. If you would like your payments are processed on a different day and fortnightly we can adjust it.

THE FEES FOR THIS SERVICE ARE AS FOLLOWS:
Transactions from Bank Account: 0.80 (paid by service)
Transactions from Visa/Mastercard: 2.14% of transaction (parent to pay)
Transactions from AMEX/Diners: 4.40% of transaction (parent to pay)
Dishonored fees $19.95
OSCA has a **"NO CASH KEPT ON PREMISES"** policy

Families using OSCA on an occasional/emergency basis are required to pay on the day of attendance.

Parents statement are available from Home app at any time, parents can view transactions detailing all the requirements according to the Department of Education, Employment and Workplace Relations (DEEWR) Child Care Service Handbook. (A copy of which is held at the Service for access by parents and other genuinely interested persons).

The service will notify families of enrolled children **at least 7 days** before any change is made to the written policy that will affect the way fees are charged and/or collected.

OVERDUE FEES & DEBT COLLECTION

If there are outstanding fees of over $50.00, or where no payment has been made in at least 2 weeks: -

- All fees must be paid in advance at the end of each term and each vacation care program
- in the first instance, the Co-ordinator/administrator will remind the parent verbally and record when the parent has agreed to pay the account;
- if no payment has been received when agreed, written notification by the Coordinator or Approved provider will be sent;
- if no arrangements have been made the parent will be contacted by the Coordinator or Approved provider where the terms of payment are discussed and parents are informed that continued enrolment is dependent on the payment of the fees outstanding;
- a debt collection agency may be used if payment of fees have not been received; the Approved provider may, in its discretion, exclude the child temporarily or permanently from further attending the Service if the parents have not met the requirements as advised to them by the Approved provider under the previous paragraph.

VACATION CARE

Fees will be paid, for all days booked, on the first day of attendance each week.

Families using the service on a casual basis or only during the vacation period must pay on the day of attendance

Money for excursions and incursions are to be paid with the fees.

Bookings can be cancelled a week ahead otherwise parents are charged full fees including excursions and incursions (allowable absences will apply to eligible parents).

Parents will need to make other arrangements if a child does not wish to attend for a particular incursion/excursion, as we are unable to provide sufficient educators to participate in the incursion /excursion and to stay at the school.

GUIDELINES WHEN LEAVING CHILDREN AT OSCA &

COLLECTING CHILDREN FROM OSCA

WHEN BRINGING YOUR CHILD/REN TO THE CENTRE

We recommend that parents stay no longer than 10 minutes at the start and at the end of the day when dropping off or picking up their children.

During this time Parents/Guardians are welcome to read a book **to their child/ren** or play games with **their children** to help them with the transition time. However, parents/guardians who choose to stay longer and who wish to take an active part in introducing activities to our children or play games with OSCA children must

- first confirm their presence with the coordinator of the service
- make an appointment with the coordinator to discuss any idea they may have regarding activities implementation
- make an appointment to discuss any other issues

WHEN COLLECTING YOUR CHILDREN FROM OSCA WE REQUEST THAT

- Parents first sign their children out and then take **the full responsibility supervising their children while letting them play a bit longer** at any OSCA's play area
- Children must not leave OSCA without their parents/guardians (**must not run to the front gate)** and then wait there while parents finish signing out or talking to another parent or OSCA educator)
- Children always follow OSCA procedure and educator directions. In particular, the **procedure and directions regarding the use of the play area and play equipment**. The procedure that defines suitable behaviour (what is and is not allowed) whilst at OSCA is displayed on the parent's notice board and a copy is available to parents on request.
- Children come to say goodbye to their supervisor
- Parents let educator know that they signed their child out and are leaving OSCA premises and
- Children put the toys away before leaving OSCA

(A full copy of the Arrivals and Departures of Children Policy 2.4 is available on request)

FAMILIES AND CHILDREN WITH BIKES AND SCOOTERS PLEASE MAKE SURE

During before & after school & vacation care at osca, bicycle and scooter riders are required to:

- Walk their bicycles/scooters in the school grounds
- All bikes and scooters need to be left in the bike cage during vacation & before & after school care

PLEASE SUPPORT US BY KEEPING THE SCHOOL GATE CLOSED AT ALL TIMES

PARENTS INVOLVEMENT & HELP

The Greenslopes Outside School Hours Child Care Program is run by Parents and Citizens Association. The parents meet once per month to discuss issues associated with running our service. As the service is on a non-profit basis it is very important that we get as many parents involved in helping us managing our service to achieve high quality of care for your children.
Parents often tell us that they would like to help us, but they do not know how.
Here are some ideas;

Please indicate the way you can help us in managing OSCA

I CAN HELP WITH (please circle or add your idea)

- ☐ I can come to the OSCA Management Committee meetings
- ☐ I can help with National Quality Framework Quality Improvement Plan (ongoing process)
- ☐ I can bring some ideas for eg cooking, craft, music, dance,
- ☐ I can bring some old clothes, dress up, books, toys, junk
- ☐ I can teach children to do cooking, carpentry, sport, share my hobby with you, do painting, pottery, help with excursions, help with swimming
- ☐ Minor repairs and maintenance (on site)

_____
We accept all people and all ideas.
Food and Craft and Sport and Skills from all over the world are very welcome.

.....

SUN SMART & DRESS CODE POLICY

SUN SMART HAT

- Sun smart 7 cm broad-brimmed hat is worn

SUNSCREEN- PARENTS WILL:

- Apply sunscreen to their children before arrive at OSCA, particularly at vacation care
- Pack up their children's sunscreen and children need to take responsibility for applying it whenever given instructions from OSCA educators.
- If children do not bring their sunscreen they will be encouraged to apply OSCA sunscreen (kept at the entrance of OSC A room for parents to check the sunscreen brand)
- Children need to be adequately dressed in accordance with dress code in before/after/ vacation care

OSCA EDUCATOR WILL:

- Remind children to apply their sunscreen (use OSCA's sunscreen if not brought theirs) each time they go to play outside, and before going to the swimming pool
- Children are responsible for applying it according to the instructions from OSCA staff

SWIMMING

- Girls One-piece bathing suit
- Sun-shirt (or t-shirt) **Swim shirts must be worn by students during all water based activities**
- Bathing cap
- Hair must be secured in a bathing cap when swimming (boys and girls)

FOOTWEAR

For health and safety reasons, **students must wear covered footwear** with a non-slip sole.

Acceptable footwear: School shoes, Active footwear – runners / joggers

Unacceptable footwear: Sandals, thongs, Loose-fitting "high-top" sneakers

JEWELLERY (as at school) **Unacceptable jewellery**

- For safety reasons, earrings should not be worn while participating in sporting activities.
- Necklaces and wrist bangles are not to be worn, face / body piercings are not acceptable for school

HAIR/ MAKEUP/NAIL POLISH (as at school)

- Shoulder length or longer hair should be tied back and must be secured in bathing cap when swimming (boys and girls).
- Make up is not acceptable

INAPPROPRIATE DRESS

- Baseball caps do not conform to our Sun smart policy
- Singlet tops and sleeveless shirts exposed midriffs or miniskirts are unacceptable as they do not conform to our "Sun Smart" policy
- Suitable footwear – no thongs or open-toed sandals (not at vacation care as well)
- Appropriate messages on T-shirts – no offensive language, drawings or messages are acceptable

I confirm that I have read and understood OSCA's Sun Smart and Dress Code Policy.

Parent's signature: _____

DISCLAIMER/INDEMNITY FORM

1. I agree that I will indemnify and at all times hereafter keep indemnified, the Greenslopes State School P&C (which expression includes all members, employees and voluntary workers) and all O.S.C.A. employees from against all claims and demands of whatsoever nature and description which may be brought against the said Association and/or employees directly arising out of or relating to my child/ren's attendance at the Greenslopes O.S.C.A. Program.

2. I agree to keep my child away from the Centre when he/she is suffering from an infectious or contagious illness.

3. I/we agree to provide our children with sunscreen and a suitable hat to ensure sun protection in accordance with the OSCA's Sun Protection Policy. In case I/We fail to do it I/We authorise the Service to provide the children with sunscreen. I/We are aware that the brand provided might be different to ours and might cause skin reaction.

4. If/when there are difficulties in paying my fees, an interview shall be sought with the Coordinator. If this is not done, it may result in the disenrollment of my child/ren, and legal action taken for the recovery of unpaid fees.

5. **Disruptive children**: OSCA is a part of Greenslopes State School community and as such we follow the school behaviour guidelines. These are on display within our facility and all efforts are made to make sure children are aware of and follow these rules whilst in our care. The Centre, through the Coordinator, reserves the right to have a child removed if he/she grossly disrupts the proper functioning and desired atmosphere of the O.S.C.A. Program.

6. It is a government regulation that a parent/guardian comes into the Centre and **signs the child/ren in and out on EVERY occasion**. This will ensure that the parent/guardian is aware of the day's events and will ensure that the child/ren leave the Centre with the correct person.

CONFIDENTIALITY All information obtained through enrolment procedure will be kept in strict confidence and used only for the purpose of providing proper care for your child as per the requirement of the relevant government organisation.

Parent's signature: _____

DAILY ROUTINE

Morning Care

6:45	**Children Arrive**
7:30	**Indoor and Outdoor Play**
7:30-8:15	**Breakfast –** Due to preparation for transition to school OSCA will not be able to serve breakfast after **8.15am**. However, we are happy to provide space for your child to eat breakfast brought from home**.**
8:30	**Packing Up Equipment**
8:40	**Roll Call**
8:42	**School Time for Grades 4-6**
8:45	**Preps and Grade 1s Taken to Classrooms by OSCA Educators**

Afternoon Care

3:00	**Preps and Grade 1s Collected from Classrooms by OSCA Educators**
3:00	**Children Arrive from School**
	Handwashing, Afternoon Tea, and Group Time
3:30	**Group Time** (important messages and activities introduced) **Play Time***
	***Indoor play** (Craft, puzzles and games, dress ups, senior's corner, homework)
	***Outdoor play** (Sports and games, sandpit, adventure playground)
5:00	**Packing Up Equipment**
5:15	**Second Afternoon Tea**
5:30	**Quiet Time** (inside games, reading, homework)
6:00	**OSCA Closes**

The weekly program is displayed on the Parent's sign in table, and sent out digitally by email from the Xplor app.
A variety of supervised activities are programmed for each day of Before, After School and Vacation Care (e.g. cooking; painting; clay work; crafts; music; outdoor activities). The Community Craft Group, from the Greenslopes Baptist Church, come once a month and teach our children craft skills. We periodically invite special visitors from the community, parents and staff to give presentations to the children during After School Care.

Opportunities for unstructured and quiet play are also provided, including areas for children to withdraw from all activities. Our aim is to provide activities that develop each child's social, emotional, lingual, physical, intellectual, social, creative and recreational potential, while being developmentally appropriate to each child. The program seeks to foster self-esteem and confidence in children by including their own ideas into the planning and providing experiences that encourage children to negotiate and cooperate in small groups. Our activities are designed to reflect the multicultural and multilingual nature of our community.

Surveys are used to convey parent's and children's thoughts and input into the program.
Your ideas and suggestions are always needed and welcomed.

AFTERNOON TEA – Sample

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SANDWICHES	Baked beans on toast	Vegemite sandwiches	Cheese sandwiches	Jam sandwiches	Tuna with mayo sandwiches
SIDES	Chicken nuggets	Wholemeal wrap with chicken & shredded veg	Samosa / spring rolls	Tomato soup & garlic bread	Cubed cheese
FRUIT	Sausage rolls	Rice cakes topped with avocado / vegemite	Cheese and spinach triangles	Pasta salad	Crackers and vegetables sticks with dip
VEGETABLES	Greek steamed green beans, feta cheese, olives	Mexican salad	Steamed cauliflower broccoli	Avocado, cherry tomatoes, cucumber salad	Pickled cucumbers, beetroot
SERVING SUGGESTIONS	**FIRST HELP: 1 sandwich (2 for grade 4-7), 2 pieces of fruit and 2 vegetables** **SECOND HELP: 1 sandwich, 1 piece of fruit and 1 vegetable** Please note: one sandwich is one slice of bread, half white and half whole meal				
SECOND AFTERNOON TEA	**FIRST HELP: 1 sandwich/one side, 1 pieces of fruit and 2 vegetables** **SECOND HELP: 1 piece of fruit & 2 vegetables** **When no sandwiches are left from first afternoon tea biscuits are served instead**				

OSCA WEEKLY PROGRAM – Sample

ACTIVITY	MON	TUES	WED	THUR
Craft/Art	PAPER BAG CRAFT DECORATIONS	MAKE RAKHI	MAKE ABORIGINAL FLAGS	BALANCING ROBOT
	PAINTING CLAY ARTS DECORATIONS	HENNA HANDS	ABORIGINAL CHILDREN'S FACE PAINTING	MARBLE PAINTING
Sports	BASKETBALL ELIMINATIONS	BADMINTON/ EAGLES NEST	APWERTE ABORIGINAL GAME	LACROSSE
Special Activity (Feeding Chickens & Watering Osca Garden)	MAKING A TEA SET OUT OF CLAY	COOKING CUPCAKES JAM DROP	INDIGENOUS MUSIC &INSTRUMENTS	ELEPHANT TOOTHPASTE
Before School Activities	Doll house Ping pong game Giant steps	Decorate Thali plate Skipping Doctor ball	Boomerangs Barambah Gimbe Indigenous game	Alliance & space ship Red rover Playdough Fun

OUR COMMUNITY CRAFT GROUP VISITS OSCA ONCE A MONTH!