WELCOME

Methodist Ladies’ College Out-of-School-Hours Care (OSHC) welcomes you and your child to our service. Under the supervision of our Director, Mrs Natasha Pouw-Bray, our goal is to offer outstanding care and service for your child. It is our aim to develop a service that is a home away from home; a place where your child will feel nurtured, respected and contented. A place where your child feels she/he belongs.

We believe in developing strong relationships with parents, and encourage open communication. If you have any questions or concerns, please immediately contact our Director, Head of Early Childhood or Assistant Principal Early Learning Centre–Year 6.

A suggestion box and feedback sheets are available in the Centre.

All OSHC educators have at least the minimum standard of Certificate III in child care service, and our programmes will provide appropriate developmental support for each child.

MLC’S PHILOSOPHY

The OSHC adheres to the College’s Vision, Mission and Values.

Vision
An international leader of holistic learning and teaching.

Mission
Mentoring motivated learners to choose purposeful futures.

Values
• Integrity
• Mastery
• Enterprise
• Justice

Our inspiration and motto
Per Ardua ad Alta; through striving to the heights.
OSHC PHILOSOPHY AND GOALS

To provide a quality child care service for school-aged children that is community-based, flexible and able to meet each child’s need for care. We strive to do this in a creative, stimulating, safe and secure environment open before and after school and during school holidays. The philosophy is implemented by the following goals.

- To offer a flexible service that responds to the care and recreational needs of children.

To provide an environment for children that:

- is both safe and challenging;
- fosters individuality, recognising needs and interests;
- promotes physical health and wellbeing;
- values the benefits of play in both structured and self-directed experiences; and
- fosters a spirit of equity and inclusion.

To ensure the service accurately reflects the needs of children and parents by:

- encouraging comments and feedback from all parents; and
- acknowledging and being sensitive to the cultural backgrounds of families.

To ensure that staff are able to:

- fulfil the role and responsibilities they are employed to undertake; and
- have their professional needs met.

LOCATION ON CAMPUS

OSHC for Kindergarten–Year 2 is located in the Pre-Primary classroom. OSHC for Years 3–6 is located in the Year 5 classrooms.

DAYS AND HOURS OF OPERATION

Before-School Care: 6.30–8.30am

After-School Care: 2.30–6.30pm

OSHC only operates on designated school days. OSHC will be closed on all public holidays.

GOVERNANCE STRUCTURE

2018 FEE SCHEDULE

OSHC fees are set annually and parents will be informed of any changes to them by the end of the school year.

To assist with the cost of child care, the Australian Government offers two types of financial assistance, the Child Care Benefit (CCB) and Child Care Rebate (CCR). For further information, contact the Department of Human Services. To be eligible for reduced fees, families are required to provide current and correct information, as requested on the OSHC Enrolment Form. Full fees will be charged until this information is received.

Fee accounts must be paid fortnightly by direct debit from a bank account or credit card. Overdue fee accounts may result in the suspension or termination of your child’s enrolment at OSHC. Direct debits returned as unpaid are regarded as a late payment. Outstanding fees may be handed over to the College’s debt-collection agency, and all costs associated with the recovery of the debt will be added to the fee account.

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>HOURS OF SERVICE</th>
<th>COST PER SERVICE</th>
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</thead>
<tbody>
<tr>
<td>Before-School Care</td>
<td>6.30–8.30am</td>
<td>$15</td>
</tr>
<tr>
<td>After-School Care</td>
<td>2.30–6.30pm</td>
<td>$34</td>
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A minimum of six students is required to operate Before-School Care and After-School Care. Parents will be given two weeks’ notice if the College is going to have to terminate a particular day’s service.

For children who are collected after the Centre’s 6.30pm closing time, a late fee of $15 for every 15 minutes or part thereof will be charged to the fee account. Please call the Centre if you think you are going to be late, so that children can be informed.
WHO CAN USE OUT-OF-SCHOOL-HOURS CARE

OSHC is open to any child enrolled within the College or their siblings attending another school.

ENROLMENT DOCUMENTATION

Please complete the OSHC Enrolment Form and also submit the latest copy of your child’s immunisation certificate.

2018 BOOKING SYSTEM

To book your child’s permanent place in OSHC, please complete the Enrolment Form. Please notify the Director of any changes to selected days. Two weeks’ notice is required to change a permanent booking. Parents will not be charged for public holidays or pupil-free days.

For casual bookings, please notify the Director to check availability of places. Casual bookings will be charged at the daily rate.

SIGN-IN AND SIGN-OUT PROCEDURES

It is a legal requirement that all parents/guardians sign their child/ren in and out of OSHC. Only those listed on the Enrolment Form as an authorised collector can legally pick up the child.

BEFORE-SCHOOL CARE

To record the time of arrival, parents must see the supervising educator to sign the roll when leaving their children at Before-School Care. Students are not to be sent to Before-School Care from the School carpark. They must be accompanied by a parent/guardian.

AFTER-SCHOOL CARE

Students have their name recorded by the supervising educator upon arrival at After-School Care.

Parents must see the supervising educator when collecting their children to sign them out and record the time of collection. This confirms the student’s attendance and, if not done, could jeopardise fee relief.

COLLECTION OF A CHILD BY A NON-REGULAR CARER

People who do not regularly collect a student from OSHC are required to provide photo identification as proof of identity. If the person is not nominated as an authorised collector on the OSHC Enrolment Form, they must supply written authorisation signed by the student’s parent/guardian. The parent’s signature will be compared with the signature on the Enrolment Form to confirm authenticity.

POLICIES AND PROCEDURES

As part of our policy development and review process, and in accordance with the National Regulation and National Quality Standard (NQS), OSHC aims to provide effective management and quality by seeking family and community feedback.

Our policy and procedures folder is available for viewing in the foyer of the Early Learning Centre. Feedback is welcome.

NATIONAL QUALITY FRAMEWORK (NQF)

Out-of-School-Hours Care is managed and governed according to the National Quality Framework.

- The National Quality Framework is made up of:
  - the Education and Care Services National Law (WA) Act 2012
  - the Education and Care Services National Regulations 2012
  - the National Quality Standard.

The seven areas of quality defined by the Standard are:

1. Educational program and practice (which requires the use of the Early Years Learning Framework)
2. Children’s health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

There are resources in the Centre which will give you further information on the National Quality Standard, or you can access it online at: acecqa.gov.au/families/the-national-quality-standard.

MLC’s OSHC is managed according to the requirements of the National Quality Framework.

Each year OSHC conducts an internal review and completes a Quality Improvement Plan. Parents are able to view this plan by contacting the Director.
PROGRAMME
We aim to provide a programme of activities that reflects the different needs and interests of all children attending OSHC. The programme includes a wide selection of structured and unstructured activities that are stimulating, interesting and exciting, and these are developed in consultation with children attending the service.

The weekly programme of activities is on display, and copies of programmes are available to all parents and guardians.

Cultural Relevance
MLC’s OSHC ensures it is accessible to children and parents from different cultures and languages, and our programmes encourage children to enjoy activities free from discrimination. We take a cross-cultural approach to activities and endeavour to incorporate these into the programme.

Children With Additional Needs
OSHC has a commitment to accept children with additional needs. We are able to accept children with special needs/disabilities.

Parents are advised to speak to the Director of OSHC to ensure a child’s needs can be accommodated. If your child has special needs, prior notice is required to discuss additional support arrangements.

The OSHC programme is able to cater for special medical and nutritional needs and personal care. Please ensure all relevant information has been updated in the College’s database.

Clothing
Mess, paint and glue are part of the fun of the OSHC programme. To avoid damaging your child’s clothes, we provide aprons for the children and younger students to wear. It is advisable to pack a spare change of clothes in case of accidents.

Children’s Suggestions
Children’s suggestions are readily encouraged at OSHC. These suggestions play a vital role in our programming. Suggestions are encouraged via suggestion forms and surveys.

Food
A healthy afternoon tea will be provided. Your child is more than welcome to bring their own healthy afternoon tea.

PARENT COMMUNICATION
OSHC recognises the importance of parental involvement within all programmes. It is understood that, for many parents/guardians, time is limited, and therefore OSHC aims to provide a variety of opportunities for their participation. Parents can participate by:

• facilitating discussions during the enrolment process;
• holding informal conversations at the beginning and end of the day;
• completing feedbacks sheets;
• writing in the feedback and comments book;
• providing entries in the suggestion box; and
• providing input into programmes, menus, policies and procedures, and philosophy.

HEALTH PROCEDURES
If your child is enrolled in the College, please ensure all information is up to date. Siblings who are not enrolled in the College will need to complete the Medical Information Form.

• Educators must be notified if the child has been unwell or received an injury since last attending OSHC.
• Educators must be informed if the child is receiving medication at home, even if the medication is not required to be given at OSHC, as the child may experience side effects. If a child is unwell at home, they are expected not to attend OSHC.
• Any child who becomes ill while in OSHC will be closely observed and provided with the required level of care while parents are contacted.
• If urgent medical attention is required, the Director (or staff member in charge at the time) will call an ambulance or doctor. Every effort will be made to contact the parent or their nominated emergency contact as soon as possible. All medical and ambulance costs are the parent’s responsibility.
• Parents will be notified of any infectious diseases in the Centre.
If your child has an accident:

- Staff will undertake an initial assessment and provide first aid and comfort to the child.
- Parents will be informed as soon as it is possible, and decisions will be made as to the next steps. OSHC staff may call emergency services at any time if it is in the child’s best interest to do so.

For more information, please see a copy of the following policies:

- Incident, Injury And Trauma, Including First Aid.
- Infectious Illness Including Exclusion.

**ANAPHYLAXIS**

Families with allergies, asthma or anaphylaxis are required to inform OSHC staff. OSHC staff will then liaise with the College’s health staff regarding an Anaphylaxis Plan. For siblings who are not enrolled in the College, the Director will develop a plan of management.

As anaphylaxis is potentially life-threatening, we aim to be a nut- and egg-aware environment. We ask that children do not bring food containing these items to OSHC.

**MAINTENANCE OF RECORDS**

MLC’s OSHC keeps secure and accessible records for each child relating to personal details (parents, addresses, date of birth, CRN details). It is the parents’/guardian’s responsibility to ensure this information is kept current. Any changes to personal information should be directed in writing to the OSHC Coordinator.

If your child is the subject of an Access or Custody Order, please ensure this is recorded on the Enrolment Form and a copy of the Order is attached.

**SUN-SAFE POLICY**

The Centre is sun smart. Suncream will be applied to children 20 minutes before they go outdoors and reapplied every two hours after.

The outdoor environment provides shaded areas, as required in the National Quality Standard. Children must wear hats when outdoors at all times.

**GUIDING CHILDREN’S BEHAVIOUR**

OSHC takes a positive approach to guiding behaviour. We encourage children on their journey towards self-regulation, which allows them to manage their own conduct.

Using a positive approach to guiding behaviour means understanding why a child may behave a certain way, encouraging the continuation of acceptable behaviours and developing a solution for any concerning behaviours.

This approach helps children understand their own behaviour and start developing the skills necessary for self-regulation.

We ask all children to:

- learn, work and play in a safe and friendly environment;
- be treated with respect, understanding and kindness;
- expect a pleasant, clean and safe environment;
- act in a safe, considerate and cooperative manner and not distract others from their activities;
- show respect, understanding and kindness to everyone; and
- care for the College’s environment.

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**CODE OF CONDUCT**

All staff employed within the College are obliged to abide by the College’s Code of Conduct policy.

**SUPPORT FOR OSHC RULES**

Acceptable standards of behaviour are required to ensure the service is able to meet its objectives without undue disruption. The support of parents in maintaining these standards is vital.

**USE OF TECHNOLOGY**

At MLC’s OSHC we discourage the use of iPads or other technology. Children will only be allowed to use their devices for research or educational purposes.
**BOUNDARIES**

- Children are shown their boundaries.
- Children are not permitted to leave the grounds unless escorted by an authorised adult.
- Children are to ensure they stay within sight of staff at all times.
- Due to safety considerations, unsupervised play or wandering around the grounds is not permitted during OSHC. Child And Youth Risk Management Strategy, Statement Of Commitment

**CHILD AND YOUTH RISK MANAGEMENT STRATEGY: STATEMENT OF COMMITMENT**

OSHC supports the rights of children and is committed to ensure the safety, welfare and wellbeing of students. Therefore, we are committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

This commitment includes the provision of a safe and supportive living and learning environment, and requires all employees, volunteers and visitors to protect students from harm. Employees, volunteers and visitors are required to model and encourage behaviour that upholds the dignity of students. In support of this commitment, MLC’s OSHC is dedicated to our Child and Youth Risk Management strategy, which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in our care.

**SPEAKING TO A TRUSTED ADULT**

If students are at any time feeling unsafe or fearful of being harmed, or if they are concerned for another student, we encourage them to speak to a trusted adult.

**FOOD AND NUTRITION**

OSHC will provide nutritious, balanced food for children reflecting their tastes and any religious, cultural or health requirements. Children have access to water at all times. The menu is displayed for children and parents to view. Children and families are consulted about the content of the menu.
USEFUL CONTACTS

OSHC
Email oshc@mlc.wa.edu.au

OSHC Care Director
Mrs Natasha Pouw-Bray | Email npouw-bray@mlc.wa.edu.au

Junior Years’ Administrator
Mrs Wendy Sweet | Phone 9383 0223 | Email wsweet@mlc.wa.edu.au

Head of Early Years’ Education
Ms Katie Petchell | Phone 9383 0223 | Email kpetchell@mlc.wa.edu.au

Assistant Principal Early Learning Centre–Year 6
Mr Michael Brown | Phone: 9383 0247 | Email mbrown@mlc.wa.edu.au